



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ASSISTANT CHIEF CATERING OFFICER GRADE 11, STUDENTS CATERING DEPARTMENT, CENTRAL ADMINISTRATION, AC/2/35/24 – 4 POSTS

Applicants to be holders of either a Bachelor of Science degree or Higher Diploma either in institutional Management or Hospitality or equivalent qualifications from a recognized learning Institution plus three (3) years' experience at the level of Catering Officer grade 8/9/10 (DEF).

Duties and responsibilities

The successful candidate will among other assignments be expected to: Plan kitchen menus, control kitchen budget, process kitchen requisitions, compile and analyze food sale and prepare kitchen activities reports.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-accoscsca@uonbi.ac.ke

CLOSING DATE: FRIDAY, FEBRUARY 23, 2024

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**