

STAREHE GIRLS' CENTRE

A charitable Institution, Incorporating a National High School and Skills Training Programme for girls

Telephone: +254-0202025500/1/2/3
Mobile No +254-738 255 448, 0707 900 852
E-Mail: hr@starehegirlscentre.co.ke
Website: www.starehegirlscentre.co.ke

Off Kiambu Road, Bustani Estate, Njathaini,
P.O. Box 6847 - 00200,
NAIROBI

Advertisement

Date: 17th March, 2020

Applications are invited from suitable qualified individuals to fill the following post at Starehe Girls Centre.

Ref: SGC/SC/01/2020

SCHOOL COUNSELOR

The ideal person should be a professional Counselor ready and willing to help students prepare for academic achievement, ensure career readiness and develop personal or social competencies through a comprehensive, preventive and developmental counseling program. The goal is to ensure that students will become productive and well-adjusted adults. The counselor should have an understanding of the developmental stages of student growth, including the needs, tasks and student interests related to those stages. The position's key role will be to:

1. Listen to students' concerns about academic, emotional or social problems.
2. Help students process their problems and plan goals and action.
3. Mediate conflict between students, teachers and non-teaching staff

Key Responsibilities

- ✓ Guide the development and implement a competitive school counseling program that focuses on and promotes students' success
- ✓ Evaluate physical and psychological assessment of the students and give recommendations
- ✓ Value and respond to the diversity and individual differences of students
- ✓ Ensure equitable access to opportunities and rigorous curriculum for all students
- ✓ Provide direct support services through structured conventions
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- ✓ Provide direct support services through structured conventions
- ✓ Provide group or individual responsive services
- ✓ Collaborate and consult with parents, teachers, community organizations and other stakeholders
- ✓ Perform assessments, interpret tests and study student records and make appropriate recommendations to the management
- ✓ Identify behavioral problems and act appropriately to remedy the situation
- ✓ Work with peer counselors to support the student body
- ✓ Complete regular reports on progress and update the management
- ✓ Any other duties that maybe allocated from time to time

Desirable Traits

- ✓ Proven working experience in school counseling
- ✓ Integrity and professionalism and a strong work ethic
- ✓ Ability to maintain confidentiality at all times
- ✓ Ability to respond effectively to the needs of a diverse student pool
- ✓ Working knowledge of various counseling models, practices and resources
- ✓ Engaging interpersonal skills and excellent communication skills
- ✓ Analytical thinker with strong problem solving and conflict management skills
- ✓ Sound judgement and attention to detail
- ✓ Ability to collect and analyze data using computers
- ✓ Sound judgment and emotional intelligence

Key Qualifications/Experience

- ✓ A Bachelor's degree in counseling or psychology
- ✓ KCSE Mean Grade C+ (Plus) and above.
- ✓ At least three years' work experience as a counselor in an academic environment
- ✓ Proven experience in counseling for teenagers and young adults.

Ref: SGC/AM/02/2020

ASSISTANT MATRON

Successful candidate for this position will be responsible for the well-being of the students and the smooth running of the boarding section, she will work closely with the house mistresses and the senior matron who has overall responsibility for the care of boarding students out of school hours.

Key Responsibilities

- ✓ The assistant school matron, will be responsible for the health and well-being of the pupils and the smooth running of the domestic side of school life.
- ✓ Your day-to-day tasks would usually include:
- ✓ Helping children settle into school life.
- ✓ Keeping the management informed about their student's health and well-being.
- ✓ Making sure the student's clothes are kept clean and are repaired and replaced when necessary.
- ✓ Looking after students with minor illnesses.
- ✓ Taking students to medical and dental appointments and calling for emergency treatment if necessary, in the absence of the nurse.
- ✓ Keeping student's boarding section records up to date.
- ✓ Supervising cleaning around the dormitory area.
- ✓ Ordering cleaning and boarding supplies with liaison with the bursar.
- ✓ Carrying out inventories of fixtures and fittings and reporting the need for repairs and replacements.
- ✓ Any other duties allocated from time to time

The assistant matron should be willing to work long hours, including evenings and weekends. You would also be on call for any emergencies.

She should also be willing to reside in the school compound.

Key Qualifications/Experience

- ✓ Certificate or diploma in housekeeping from a recognized institution
- ✓ KCSE mean grade C (plain) and above
- ✓ Be mature in age, preferably minimum 35 years
- ✓ Minimum working experience at least 5 years in learning institution
- ✓ Must have passion and commitment to work with children/students
- ✓ Experience in guidance and counseling is an added advantage

Ref: SGC/CK/03/2020

COOK

Key Responsibilities

- ✓ Assists in preparing, cooking, and serving food in school dining hall
- ✓ Operate specialized food service equipment.
- ✓ Assist in food production, service and/or cleanup tasks as assigned.
- ✓ Observe safety and security procedures; report potentially unsafe conditions.
- ✓ Ensure that the kitchen, dining halls, equipment and utensils are all properly cleaned and correctly stored away and / or ready for collection each day
- ✓ Work with a team to fulfill duties allocated
- ✓ Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the head cook or the bursar in their absence
- ✓ Assist with preparation of high quality, tasty and appetizing food for pupils, visitors and staff
- ✓ Participate in all general catering and dining room duties
- ✓ Ensure that all personal and food hygiene procedures are applied at all time
- ✓ Any other duties allocated by the management

Key Qualifications/Experience

- ✓ KCSE mean grade D (plus) and above
- ✓ Certificate or diploma in food production or catering from a recognized institution
- ✓ Be mature in age, preferably minimum 35 years
- ✓ Minimum working experience at least 5 in learning institution or a hospital set up

Ref: SGC/CL/04/2020

CLEANER

Key Responsibilities

- ✓ Cleaning the allocated areas of the school
- ✓ Cleaning floors and windows of the classrooms and dormitories
- ✓ Sweeping the school corridors
- ✓ Emptying and cleaning bins
- ✓ Spot cleaning of spillages
- ✓ Cleaning toilet areas and replenishing toiletries
- ✓ Checking stock levels of cleaning materials
- ✓ Reporting all defects/hazards immediately to the head of maintenance
- ✓ Collecting waste papers around the school compound
- ✓ Trimming the grass and weeding the flowers in the school compound
- ✓ Any other duties allocated by the management

Key Qualifications/Experience

- ✓ At least a minimum of KCPE Certificate and above.
- ✓ Good communication skills in both English and Kiswahili
- ✓ Three years' experience in a learning institution or a hospital set up

Ref: SGC/GM-P/05/2020

PLUMBER/GROUNDS MAN

Key Responsibilities

- ✓ Installs pipes and fixtures such as sinks and toilets for efficient supply water.
- ✓ Installs supports for pipes, equipment, and fixtures prior to installation
- ✓ Assembles fittings and valves for installation
- ✓ Modifies length of pipes, fixtures, and other plumbing materials as needed for a building
- ✓ Uses saws and pipe cutters as necessary
- ✓ installs heating and air-conditioning systems, including water heaters
- ✓ Collaborates with contractors, construction workers and electricians in installing and repairing plumbing
- ✓ Tests plumbing systems for leaks and other problems
- ✓ Analyses problem and identifies appropriate tools and materials for repair
- ✓ Chooses plumbing materials based on budget and intended uses of building
- ✓ Follows health and safety standards and complies with building codes
- ✓ Writes report documenting the problem and summary of actions taken
- ✓ Performs inspections of plumbing systems to identify and replace worn parts
- ✓ Any other duties that maybe allocated from time to time

Key Qualifications/Experience

- ✓ Certificate in Plumbing
- ✓ KCSE mean grade D+ and above
- ✓ Government grade test III
- ✓ At least three years' work experience in a busy environment.

Application Procedure

Send your Application Letter and CV with contact details as well as names and contacts (telephone and e-mail address) of three (3) referees familiar with your qualifications and work experience. One **MUST** be your immediate supervisor through email to: hr@starehegirlscentre.co.ke indicating the Title of position on the subject line of the Email.

Hard copy applications will **NOT BE ACCEPTED**. Only those submitted through Email will be considered. The closing date for the applications is **31st March, 2020**.

Starehe Girls' Centre is an equal opportunity employer committed to diversity and gender equity within the organization.