

STAREHE GIRLS' CENTRE

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

Telephone: 0738255448, 0707900852
E-Mail : recruitment@starehegirlscentre.co.ke
Website: www.starehegirlscentre.sc.ke

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

Advertisement

Date: 10th May, 2023

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

Ref: SGC/ART/02/2023

ARTISAN

Job Description

1. Responsible for the entire general maintenance of the Centre which include plumbing, general carpentry, repairs, electrical fittings maintenance and masonry repairs works
2. Custodian of workshop implements and equipment's and keep their accurate records
3. Carries out scheduled and unscheduled maintenance and repairs of
 - a. Plumbing services
 - b. Electrical services
 - c. Carpentry services
 - d. Masonry works
 - e. Painting works
 - f. Maintaining the generator, grounds and compound
 - g. Preparing monthly reports on
 - i. Areas visited
 - ii. Details of the work carried out each of the days
 - iii. Repairs required in the premises buildings
 - iv. Consumables required for repair to be carried out
 - v. On regular basis visit all rooms and ascertain what need to be done.
4. Any other jobs as stipulated by supervisor

Competences

1. Ability to identify and recommend maintenance reports
2. Skills of conducting building maintenance repairs in a timely manner
3. Good written and oral English
4. Must have initiative and be a motivated person with well-developed people skills and sound judgement

Key Qualifications/Experience

1. Artisan Plumber Grade 1 masonry and electrical grade 3
2. KCSE mean grade D+ (Plus) and above
3. Experience, 3 years and above in a similar role, previous work experience in a school set up will be an added advantage

Application Procedure

Send your **Application Letter, CV, Certificates including Certificate of Good Conduct & Testimonials** to: recruitment@starehegirlscentre.co.ke

Addressed To:

The Director
Starehe Girls' Centre
P.O. Box 6847- 00200,
NAIROBI.

Hard copy applications will **NOT BE ACCEPTED**. Only those submitted through the above Email Address will be considered. The closing date for the applications is **24th May, 2023**.

The ideal candidates must embody accountability, discipline, integrity, Leadership, diversity being a few of the values that drive life across all elements of the Centre for learners and staff.

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