



# STAREHE GIRLS' CENTRE

## Job Profile – Head of Maintenance

**Vacancy Position:**

**Head of Maintenance: Re-Advertised**

**Institution:**

**Starehe Girls Centre,**

**Location:**

**Nairobi, Kenya**

**Application Deadline:**

**Sunday, December 21, 2025**

### Position Overview

Starehe Girls Centre is seeking a dynamic, experienced, and organized Head of Maintenance to oversee the Centre's construction, maintenance of physical infrastructure, facilities, and equipment. The ideal candidate will ensure efficient, safe, and compliance with local regulations, requiring strong technical knowledge, hands-on experience, and collaboration with other departments.

### Key Responsibilities:

1. Oversee the maintenance and repair of school buildings, classrooms, laboratories, dormitories, offices, and administrative blocks.
2. Ensure the maintenance of electrical systems, plumbing, masonry work
3. Supervise all the staff in the Maintenance Department
4. Conduct regular inspections and audits to identify maintenance needs and potential risks.
5. Ensure timely repairs and replacements to prevent breakdowns and ensure continuity of school operations.
6. Promote a culture of safety, teamwork, and accountability among the maintenance team.
7. Coordinate and oversee construction, renovation, and improvement projects within the school.
8. Maintain accurate records of maintenance activities and equipments
9. Prepare regular reports for school management on the status of facilities and maintenance operations.
10. Serve as the primary point of contact for facility-related issues and emergencies.
11. Ensure cleanliness of the entire Centre



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### Qualifications and Skills:

- Diploma or Certificate in Building and Construction, Electrical Engineering, Mechanical Engineering, Facilities Management, or a related field from a recognized institution.
- KCSE C Plain and above
- At least 5 years of experience in a maintenance supervisory or managerial role, preferably in a school or educational institution in Kenya.
- Computer Literate
- Demonstrated experience in managing maintenance teams.
- Prior experience in handling school infrastructure and utilities is highly desirable.
- Strong knowledge of building systems, plumbing, electrical, carpentry, painting, and general maintenance.
- Ability to read and interpret technical drawings and blueprints.

### Personal Attributes:

- Strong leadership, organizational, and time management skills.
- High level of integrity, responsibility, and attention to detail.
- Excellent communication and interpersonal skills.
- Commitment to child safety and safeguarding policies.

### Application Process

Interested and qualified candidates are encouraged to submit their applications by following the specified steps.

#### Step 1 (Online Form)

**Click or Press** the **GFORM** icon to fill the Data Form online.



#### Step 2 (Email Submission)

Submit Application Letter, CV with three referees, copies of certificates, Testimonials, ID, & KRA PIN to: [recruitment@starehegirlscentre.co.ke](mailto:recruitment@starehegirlscentre.co.ke)

**ONLY** applications submitted through the above process will be considered.

**ONLY** shortlisted candidates will be contacted.

*Document Source*

