



KENYA METHODIST UNIVERSITY VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following positions:

S.N.	REF.	DEPARTMENT	DESIGNATION
ACADEMIC POSITION			
1	KeMU/AA/HI/1/10/2024	Hospitality & Tourism Management	Instructor
ADMINISTRATIVE POSITION			
2	KeMU/ADM/DR/1/10/2024	Operations	Driver

1. HOSPITALITY INSTRUCTOR GRADE MU 10 KeMU/AA/HI/1/10/2024 (1) POST (NAIROBI CAMPUS)

Reporting to Chairperson, Department of Hospitality & Tourism Management

Main purpose of the job:

To instruct students in food & Beverage production and ensure that production laboratory equipment are functioning properly and ready to use for students.

Duties and responsibilities:

- I. Teaching food production theory classes
- II. Perform pastry, bakery and hot kitchen practical's
- III. In charge of food production lab and practical equipment's
- IV. Teach culinary courses according to the programme curriculum
- V. Provide personal and professional guidance to students
- VI. Develop quality instruction materials for the students
- VII. Prepare and administer course assignment tests projects and exam to assess students' academic performance according to the university policy

- VIII. Maintain students' attendance list and grade records and submit the COD when required
- IX. Participate in research activities publishing and collaboration
- X. Ensure students discipline and moral behavior as dictated by the university philosophy
- XI. Provide support in student recruitment and retention process
- XII. Attend staff meetings and participate in staff activities
- XIII. Attend orientations caution and other university events
- XIV. Assist in preparation of meals for meetings for the campus

Minimum Requirements

- i. Possess Bachelor's degree in culinary arts hospitality or any other related field with at least 7 years of proven experience in training food production/culinary arts
- ii. At least 8 years' experience in food production in a 4 or five star hotel
- iii. Deep understanding of hospitality culinary standards and trends
- iv. Have strong customer care skills
- v. Ability to multi task manage time to meet deadline and deliver quality
- vi. International exposure is highly desirable
- vii. Be a member to relevant professional body.

2 DRIVER GRADE MU 7 KeMU/ADM/DR/1/10/2024 (2) POSTS (MAIN & NAIROBI CAMPUS)

Responsibilities

- I. Responsible for driving University bus and other vehicles.
- II. Maintain vehicle cleanliness at all times.
- III. Make reports of any vehicle defects to Transport Officer.
- IV. Ensuring security and safety of the vehicles on and off the road.
- V. Ensuring safety of passengers and/or goods therein in his vehicle.
- VI. Any other duties that may be assigned by immediate supervisor which may include driving of other vehicles.
- VII. Maintain work tickets for vehicles assigned and hand over reports whenever there is change.
- VIII. Driving vehicles as authorized.

Minimum Requirements:

- I. Be a holder of KCSE – D (Plain) or above.

- II. Driving License class D1/D2/D3 for new generation or class A/B/C/E for old Generation.
- III. Exemplary work performance.
- IV. Training in Craft certificate or basic Mechanics or knowledge in vehicle wiring will be an added advantage.
- V. At least 3 years continuous driving experience as a bus driver in a reputable intuition or organization (provide evidence) o.
- VI. Certificate of Good Conduct from the Directorate of Criminal Investigation

How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address application.october2024@kemu.ac.ke
2. Three hard copies marked as per the position should be sent to:
The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

To be received on or before **31st October 2024**. Only shortlisted candidates will be contacted.

The Successful candidate will be required to bring the following:

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.

