



## **ADVERTISEMENT TO FILL POSITION AT AFRALTI**

The African Advanced Level Telecommunications Institute (AFRALTI) based in Nairobi, Kenya, is a leading Intergovernmental Organization and ITU Centre of Excellence which is mandated with the provision of Information and Communication Technology training and Consultancy in English speaking Africa, invites applications to fill the following vacant post.

We are looking for a professional Housekeeper able of attending to our facilities with integrity and attention to detail. The goal is to create a clean and orderly environment for our guests that will become a critical factor in maintaining and strengthening our reputation.

### **POSITION: HOUSEKEEPER**

#### **Purpose of the Job:**

To oversee the operations of the Guest house ensuring highest service standards and contribute to business growth of the facility.

Job Title:	Housekeeper
Unit/Section:	Administration
Department:	Finance and Administration
Reporting to:	Head of Finance and Administration
Supervises:	Cleaners and Laundry Staff
Station:	Nairobi – Kenya

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#### **Job Responsibilities**

1. Manage bookings for the facility in a timely manner;
2. Ensuring cleanliness of the guest house both inside and outside and that beddings are kept neat and clean all the time;
3. Ensuring all rooms are cared for and inspected according to the required standards;
4. Liaising with the procurement section on the purchase of requirements of the guest house (equipment, linen, toiletries etc);
5. Protecting equipment and making sure there are no inadequacies;
6. Controlling of and accounting for all equipment, linen and toiletries;
7. Notify supervisor and report all defects of the facility, damages and disturbances for Management's attention;
8. Check stocking levels of all consumables and replace when appropriate;
9. Accepting customer complaints, comments and recommendations with a view of assisting the Institute to come up with remedial actions;
10. Actively engaging in sales and business development initiatives for the guest house;
11. Timely attendance and participation in staff meetings and events as scheduled;
12. Submitting to the head of department weekly revenue and sales reports;



13. Adhere strictly to rules regarding health and safety and be aware of any Institute related practices;
14. Supervision of the cleaners and laundry staff;
15. Performing other duties as may be assigned from time to time.

**The job profile: 70% Operations; 20% Marketing; 10% Cost Management.**

### Candidate Profile:

**The job holder should possess the following minimum qualifications:**

- Bachelors' Degree in Hospitality Management or related field from a recognized Institution;
- Minimum of 5 years work experience of which 2 years should have been attained at a supervisory level in a busy hospitality establishment.

In addition, candidate should demonstrate the following personal traits and competencies:

- Customer oriented and friendly;
- Polished verbal and written communication skills;
- Ability to work with minimal supervision and maintain high level of performance;
- Prioritization, time management and planning skills;
- Possess high ethical standards;
- Proven and demonstrated interpersonal skills, ability to build relationships;
- Possess strong problem-solving skills and self-driven;
- Proven and demonstrated supervisory and coordination skills.

### Conditions of Service:

This is a key position open to persons with the relevant exposure and experience. The appointment will be made on regular term contract for a period of three (3) years, of which the first six (6) months shall be considered probationary period. Thereafter, the contract will be for a period of three years renewable, subject to satisfactory performance and deliverables.

One should be less than 40 years at the time of submitting your application.

Please submit your **cover letter** with a comprehensive curriculum vitae that contain details of qualifications, experience and positions held relevant to the role including telephone and email contact, plus names and contacts for three (3) reputable referees emailed to: [recruitment@afralti.org](mailto:recruitment@afralti.org). Applications should be addressed to the below address:

**The Director  
African Advanced Level Telecommunications Institute  
P O Box 58902 – 00200  
Nairobi**

and received on or before Wednesday, 15<sup>th</sup> June 2022. Only shortlisted candidates will be contacted.