



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 wish to invite qualified applicants for the following administrative positions:

S.N.	Ref.	Department	Designation
1	KeMU/HR/OP/4/5/2022	operations	Mechanic /Driver
2	KeMU/HR/CAA/5/5/2022	Operations	Telephone Operator

1. Mechanic/Driver KeMU/HR/OP/4/5/2022-GRADE 8, 1 post (Main Campus)

Reporting to the Assistant Registrar Administration Planning and development, the mechanic/driver will carry out the functions below;

Job Description

- i. Prepare vehicles/equipment for use by inspecting and testing them, completing preventive maintenance such as engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- ii. Maintain vehicles in functional conditions by repairing and servicing them in timely manner.
- iii. Preparing daily and monthly motor vehicle defects and repair reports.
- iv. Informing supervisors of each vehicle requirements in terms of service or maintenance in advance.
- v. Operating job cards for diagnosis of vehicle repair status and recording for reference.
- vi. Recording service and repairs while ensuring they are signed before handing over the documents to supervisor.
- vii. Identify spare parts required for repair, raising requisitions and ordering of required spare parts.
- viii. Ensuring proper care in the use and maintenance of equipment and supplies.

- ix. Carrying out routine checks on the vehicles cooling and oil systems, electrical system, tire pressure, brakes etc.
- x. Detecting and reporting malfunctioning of vehicle systems in time
- xi. Maintaining work tickets for vehicles assigned and its Cleanliness
- xii. Driving the vehicle as authorized
- xiii. Ensuring security and safety for the vehicle on and off the road
- xiv. Ensuring safety of passengers and/or goods therein in his vehicle
- xv. Any other duty as assigned by the supervisor.

Minimum Requirements

- i. Must have a Diploma in Mechanical Engineering (Automotive/Plant) from a recognized institution with at least three (3) years' experience in a comparable position in a reputable organization
- ii. A valid PSV and a driving license Class B, C, E free from any endorsement and valid for all ranges and types of vehicles which the candidate is required to drive.
- iii. Have a certificate of good conduct from the Kenya Police Department.
- iv. Computer literacy

2. CUSTOMER CARE ASSISTANT/TELEPHONE OPERATOR GRADE 6 (Nairobi Campus)

Responsibilities

- i. Operating switchboard for smooth flow of communication within and outside the Institute.
- ii. Maintaining call register for record purposes.
- iii. Maintaining and updating institutional directory to enhance efficiency in communication.
- iv. Receiving visitors and directing them to the appropriate offices for good public relations.
- v. Providing good customer care service.
- vi. Providing specifications on procurement of telephone and related facilities to ensure they are of good quality.
- vii. Overseeing installation of telephone equipment to ensure all extension are correctly connected,
- viii. Answering and directing telephone calls to ensure smooth communication.
- ix. Reporting promptly any switchboard defects to the supervisor.
- x. Maintaining incoming and outgoing telephone records for future reference and
- xi. Any other duty assigned from time to time.

Minimum Requirements:

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade "D+" (Plus) or its equivalent,

- ii. Certificate in Telephone Operation, Reception and Front Office Management or its equivalent from a recognized institution; and
- iii. Certificate in Computer Applications from a recognized institution
- iv. Have a certificate of good conduct from the Kenya Police
- v. Applicants must have proven integrity, assertiveness, alertness and compliance to order

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 applications@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 **10th June 2022**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to bring the following:

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Ethics and Anti-Corruption Commission.
- iii. Certificate of Good Conduct from Criminal Investigation Department.
- iv. 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.