

MURINGA MANAGEMENT CO. LTD
P.O BOX 22681 – 00505 Adams,
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VACANCY ANNOUCEMENT

Introduction

Muringa Management Company Ltd (the “company”) is a property management company registered under the Kenyan Companies Act. The company is mandated under Sectional Properties Act, Sections 31 (1) and (2) to levy and collect service charge to cater for common services to the members of Muringa Court, a gated community estate located in Kilimani, Kirichwa Road. The court has 64 apartments with more than 100 residents.

In line with our mandate, we are looking for a self-motivated person to join our dynamic workforce as a general staff.

Job description

Successful candidate shall be employed on an 18-month performed based contract and would be eligible for renewal depending on the achievement of the set key performance criteria. The selected candidate shall be reporting to the Estate Manager performing the following roles:

1. Cleaning common areas under supervision of the Estate Manager
2. Gardening activities within the court
3. Deputise the Estate Manager when he is away from work
4. Supporting the team with technical expertise in specialized areas like electricals, plumbing etc
5. Other tasks as would be assigned by the Estate Manager in the normal course of duties.

Minimum qualifications

1. Age: 25-45 years
2. Education: at least D+ in KCSE
3. Training: specialized training such as accounts, electricals, plumbing, real estate management etc
4. Experience: at least three years’ experience in any field.
5. Career ambition: should be forward looking, self-confident, ambitious and able to step into supervisory roles
6. Communication: should be fluent in both spoken and written English and Swahili

Remuneration and benefits: these shall be negotiated depending on your qualifications but shall include a good monthly salary above the minimum wage, pension through NSSF, medical insurance through NHIF, among others.

Requirements:

1. Recent curriculum vitae with details of at least three referees
2. Certificate of Good Conduct from the police not older than 3 months
3. Education and training certificates

Mode of application

All applications and accompanying documents should be sent via email to info@muringacourt.co.ke clearly headed APPLICATION FOR THE POSITION OF GENERAL STAFF AT MURINGA MANAGEMENT COMPANY LIMITED or if in hard copy addressed to the Estate Manager, Muringa Management Company Limited, PO Box 22681 00505 Adams Arcade, Nairobi or should be dropped at our offices at Muringa Court, Kirichwa Road, Kilimani on or before **15 December 2022**.

For further information on Muringa Court, please visit our website: www.muringacourt.co.ke or [contact the Estate Manager on our official line above.](#)