



Our Client, a leading hospitality and conference facility in Nairobi, is seeking to recruit a qualified and highly motivated individual to fill vacant positions in the establishment. The recruitment process is being conducted through the services of HR Powerhouse Ltd.

We invite applications from suitably qualified candidates with strong financial management expertise, a high level of integrity, and the ability to support sound financial planning, reporting, and compliance within a dynamic and fast-paced business environment.

1. CARETAKER

Key Responsibilities:

- i. Oversee the general maintenance and upkeep of the conference centre facilities
- ii. Conduct routine inspections and carry out minor repairs
- iii. Coordinate maintenance works with external service providers
- iv. Ensure safety, security, and cleanliness of the premises
- v. Monthly reports to management
- vi. Support event setup and ensure facilities are in optimal condition
- vii. Monitor utilities and report any faults or damages

Qualifications and Requirements:

- a) Certificate or Diploma in Facilities Management, Building Maintenance, or a related field
- b) At least 2–3 years' relevant experience in a similar role
- c) Practical skills in basic repairs (plumbing, electrical, carpentry is an added advantage)
- d) Strong organizational and problem-solving skills
- e) High level of integrity and reliability

2. HOUSEKEEPER

Key Responsibilities:

- i. Maintain cleanliness of conference rooms, offices, washrooms, and common areas
- ii. Ensure high standards of hygiene and presentation at all times
- iii. Preparation of basic Meals when required
- iv. Restock cleaning materials and supplies as required
- v. Handle laundry and linen where applicable
- vi. Report maintenance issues and damages promptly
- vii. Support preparation of rooms for meetings and events

Qualifications and Requirements:

- a) KCSE Certificate or equivalent
- b) At least 1–2 years' experience in housekeeping, preferably in a hospitality setting
- c) Good time management and attention to detail
- d) Professional, reliable, and customer-focused
- e) Ability to work with minimal supervision

How to apply

- A) Applicants are advised to indicate the position on their cover letter; their current and expected salaries.
- B) Each application should be accompanied by a detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.
- C) Soft Copy applications shall be accepted.
- D) Soft copy applications/ online applications should be emailed in pdf format (as one running document) to: recruitment@hrpowerhouse.co.ke

Only shortlisted candidates will be contacted.

N/B: All applications should be received not later than 24th July 2026 at 5:00 pm, EAT.