

CLOSING DATE FOR APPLICATIONS NOVEMBER 17, 2009



University of Nairobi Enterprises and Services (UNES) Limited wishes to recruit qualified and experienced staff to fill the positions listed here below.

ARZIKI RESTAURANTS

HEAD WAITER/ WAITRESS: REF / 1/ 09

Assisting the manager to run the operations of F & B by providing efficient and expedient service; ensuring world class customer service; providing food & beverage reports to the manager; supervision of waiters; coordination of activities of food & beverage service; maintaining sanitation, health and safety in the kitchen area; assigning duties to F & B personnel; training of waiters and in-charge of maintenance of all F & B equipment.

Minimum Qualifications: Diploma in food and beverage management or equivalent from a recognized Institution; 3 years experience as a head waiter in a 4 or 5 star busy restaurant / hotel; be familiar with all menu items and their preparations; extensive practical knowledge of wine and beverages; leadership skills; computer literate; selling skills; conversant with Micros Fidelio system and ability to work long hours including Saturdays.

STOREKEEPER: REF / 2 / 09

Tasks include receiving, ordering, storing, accounting for, distributing, and issuing supplies; manage the store and supervise the movement of items purchased; keep records for goods received notes and invoices received from suppliers.

Minimum Qualifications: Diploma in supplies management; 3 years relevant experience in a busy office; general knowledge in storekeeping methods and practices including maintenance of inventory records; ability to forecast supply needs of routine items; ability to prepare simple reports; excellent computer skills.

CASHIER: REF/ 3/ 09

Receiving, receipting, banking all sales proceeds relating to the Arziki restaurant; billing all credit sales; maintenance of debtors records; book keeping daily sales and expenses; operation of a tax register; safe custody of daily sales; balancing of daily cash/ cheques collection with the manager.

Minimum Qualifications: KCSE Grade C+; CPA 11 or its equivalent with at least 3 years experience in a busy environment (cashiering experience in a hospital, restaurant or educational institution will be an added advantage); good interpersonal skills; excellent computer skills; ability to work long hours including Saturdays.

HEADQUARTERS

ICT OFFICER: REF/ 4/ 09

To provide ICT support including network, sever, client PCs and website maintenance; ensuring that the company website is accessible 24/7 and updated regularly; ensuring that LANs working 24/7.

Minimum Qualification: Diploma in IT or its equivalent from a reputable institution; post qualification certification e. g. CCNN, MCP, MCSE etc; at least 3 years working experience in a busy ICT environment; in-depth exposure to software, databases, hardware and networking; hands on

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experience in web applications including web design, hosting and online collaboration tools. Knowledge of MS Sharepoint and Navision highly desirable.

PAYROLL OFFICER: REF/ 5/ 09

Responsibilities shall include keying payment particulars into the computer system; raising payment vouchers and bank transfer advice; assigning payments to their respective votes in the general ledger; preparing credit vouchers for all returned salaries; filing payment documents; assisting in the preparation of Direct Service providers apportionment statements; preparation of statutory deductions(PAYE); data capture and entry into the system; preparation of payroll summaries, pay slips and payment advices, statutory reports(P9s etc); filing documents in payroll office.

Minimum Qualifications: A degree in commerce (accounting option) or equivalent; CPA III or its equivalent; knowledge in Kenyan tax laws; relevant computer skills; good communication and interpersonal skills.

EXPENDITURE OFFICER: REF/ 6 / 09

Responsible for coding of data entry into the system; preparation of payment summaries for transmission to the bank; preparation of payment vouchers, cheques and payment advices; moving documents to and from the Accounts Registry; reconciliation of debtors and creditors ledgers.

Minimum Qualifications: Bachelor's degree in Commerce or equivalent; CPA 1 or equivalent; 3 years relevant experience; Computer literate; good interpersonal skills

REVENUE OFFICER: REF/7/09

Responsible for bank reconciliation; correspondence with the bank concerning any reconciling item; alerting the Lead Expenditure on any errors in the cash book; receiving bank statements and filing them in an orderly manner.

Minimum Qualifications: Bachelor's degree in Commerce or equivalent; CPA 1 or equivalent; 3 years relevant experience; Computer literate; good interpersonal and communication skills.

AUDIT ASSISTANT: REF/ 8 / 09

Responsible for examination of payment vouchers; confirmation of invoices against the suppliers delivery notes and users requests; ascertaining the accuracies of the invoices, LPOs amount and details of the vendor; verification of the correctness of the posting of the PV and the supporting documents such as Requisitions, GRNs, Issue notes,etc; confirmation of any accruals for outstanding debts; examination of the accuracy of revenues available for the expenditure being claimed; verification of the accuracy of the PAYEE details, the Cheque amounts and the ADV/ EFT amounts, summarizing the audit queries that have arisen in the course of the examination and any duty that may be assigned by Head of Internal Audit.

Minimum Qualification: Bachelor's Degree in commerce or equivalent; CPA II; 3 years relevant experience in internal audit and a result oriented person who is keen to detail.

PROCUREMENT CLERK: REF/ 9/ 09

Responsible for floating and sourcing for quotations; analyzing quotations received from bidders; filing all procurement correspondences and documents appropriately; keeping records in both the Files and Computer; Issuing approved local purchase orders to suppliers; photocopying all relevant procurement documents for filing; recording all invoices received from suppliers and forwarding

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them to expenditure section with the necessary documents for payment; and perform any other duties that may be assigned by the Procurement Officer and/ or procurement assistant.

Minimum Qualifications: A certificate in purchasing and supplies from a recognized institution preferably from the Chartered Institute of Purchasing and Supplies; at least 3 years relevant experience; knowledge of Public procurement rules and Regulations; computer literate and ability to work under pressure without supervision.

RECEPTIONIST: REF / 10/ 09

Attending to all visitors; managing all in-coming and out-going communication and distributing the same to relevant persons; taking all calls and directing to relevant persons; handling customer queries and any other job assigned by the Head, HR & AS.

Minimum Qualifications: KCSE or its equivalent with at least a C+ aggregate; relevant diploma qualification from a recognized institution; must be computer literate; 3 years experience in high pressure busy working environment; good interpersonal and verbal communication skills; strong writing and communication skills in English.

CONSULTING UNIT

RESEARCH OFFICER: REF/11/ 09

Assisting in the management of various consultancies, training and workshops; organizing business seminars and workshops; preparing consultancy proposals; liaising with consultants; purchasing of tender documents; preparation of consultancy reports; and servicing business meetings.

Minimum Qualification: Bachelors degree; good communication and interpersonal skills; good analytical, oral and written communication skills; highly computer literate; recent college graduates who have experience in research methodology, presentation preparation, statistical analysis, are encouraged to apply.

Note:

1. All positions will require candidates to take aptitude test
2. UNES is an equal opportunity employer. Women and candidates from marginalized areas are strongly encouraged to apply.

Applications with detailed current CVs (7 copies each) highlighting qualifications and experience related to the position applied for; current and expected salary; names of three referees; and cover letter stating why you think you are qualified for the position. To reach the undersigned not later than November 17, 2009 . Only short-listed applicants will be contacted. The reference No. for the position applied for must be clearly written on the envelope.

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**HEAD, HR & AS
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NAIROBI**