

EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya located off Mombasa Road in Nairobi. We envision being a premier university providing management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions:-

1. HOSTEL WARDENS - 3 POSITIONS

JOB PURPOSE

The responsibility of hostel warden is to coordinate and oversee all activities and programs running in hostels. He/she is responsible for managing and ensuring proper maintenance and cleanliness of hostel facilities and maintaining a friendly environment in which each student can live and learn.

KEY DUTIES AND RESPONSIBILITIES

- Be responsible for the health, hygiene and general welfare of the students residing in the halls of residence.
- Attend to all matters of health, sickness, diet, sanitation and cleanliness
- Ensure that students observe the rules framed for their guidance and maintenance of decorum.
- In liaison with the security officer, ensure security of the students in and around the halls of residence.
- Visit the students at any time in their rooms for their welfare and safety.
- To supervise the maintenance of the hostel facilities provided and to plan for upgrading and maintenance of these facilities in the halls of residence.
- Arbitrate and /or mediating between student disputes thus ensuring good order and behavior is maintained in the hostels
- Available for “on call - duty” whenever required, which provides emergency cover in the evenings and weekends.
- Assisting the Hostel Administrator with the admission of new students
- Address grievances and complaints from students
- Providing relevant information about the students whenever it is required.
- Coordination of provision of health services
- In liaison with the health officer, offering appropriate first aid support .
- Taking part in implementation fire drills, crime prevention and health & safety awareness initiatives
- Responding to on-site emergencies (burst pipes, broken windows, burglaries, locked out of rooms etc.)

- Maintaining accurate records and writing reports to help to identify trends that may require action.
- To coordinate with the management for framing policies, rules and regulations.
- To perform any other responsibility assigned by the management.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- A Bachelor's degree in any Social Science
- Have excellent organizational, interpersonal and communication skills.
- Be computer proficient (MS Office)
- Have excellent report writing skills.
- Be mature, works well under pressure and able to multitask.
- Have excellent negotiation and problem solving skills.
- Minimum one years experience in Student Affairs Department or working with the youth.

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **5th May 2021**. The Management University of Africa is an equal opportunity employer.

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THE VICE - CHANCELLOR
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