

## EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, 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 position:

### **1.0 MALE HOSTEL WARDEN - ONE POSITION**

#### **JOB PURPOSE:**

The incumbent is responsible for coordinating and overseeing all the activities and programs running in the hostels. He is responsible for managing and ensuring proper maintenance and cleanliness of hostel facilities, maintaining a friendly environment in which each student can live and learn. He is also responsible for spiritual care, welfare and discipline of students residing in the hostels.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Be responsible for the health, hygiene and general welfare of students residing in the halls of residence
- Attending to all matters of health, sickness, diet, sanitation and cleanliness
- Ensuring that students observe the rules framed for the guidance and maintenance of decorum.
- Liaising with the Security officer in ensuring security of the students in and around the halls of residence.
- Will periodically verify the furniture and fittings of the hostels, and take action for their repairs/replacement or for obtaining additional furniture.
- Visiting the students at any time in their rooms for their welfare and safety.
- Supervising the maintenance of the hostel facilities provided and to plan for upgrading and maintenance of these facilities.
- Arbitrating/or mediating between students disputes thus ensuring good order and behavior is maintained in the hostels.
- Staying in the hostels at night to ensure the safety and well-being of the students.
- 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
- Addressing grievances and complaints from students, providing basic counseling services for the students
- Providing relevant information about the students whenever it is required.

- Coordinating provision of health services
- Liaising with health officer, offering appropriate first aid support.
- Taking part in the implementation of fire drills, crime prevention and health and safety awareness activities
- Responding to on -site emergencies (burst pipes, broken window, burglaries, locked out rooms etc.)
- Maintaining accurate records and writing reports to help to identify trends that may require action.
- Coordinating with management in framing policies, rules and regulations.
- To perform any other responsibility assigned by the management.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Bachelors in any Social Science or a combination of qualifications in related field
- Excellent organizational, interpersonal and communication skills.
- Proficient in MS Office and report writing
- Proactive, take personal responsibility and have the ability to go beyond the call of duty
- Excellent negotiation and problem-solving skills
- Minimum of two years 'experience in student affairs department or working with youth
- A team player and is energetic, engaging, approachable and available to all students

## **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 **8<sup>th</sup> March 2024**. The Management University of Africa is an equal opportunity employer.

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