

JOBS ADVERTISEMENT

The Morendat Training and Conferencing Centre (MTCC), Naivasha is seeking to recruit passionate, highly motivated, and results-oriented professionals to join our team.

Qualified candidates are invited to apply for the following positions:

1. Accounts Assistant– 1 post

Terms of Service: 1 year contract renewable based on performance

Job Description

Duties and responsibilities

- i. Preparation of financial statements
- ii. Receiving and Posting revenue from departments
- iii. Invoicing: Generating and sending accurate invoices to corporate clients
- iv. Credit Control: Monitoring outstanding balances, sending payment reminders, and chasing overdue debts to maintain healthy cash flow.

Desired Key Competencies and Skills

- i. Bachelor of Commerce (B.Com) Accounting/Finance option, Business Administration, or a related field.
- ii. CPA Part II or its equivalent qualifications from a recognized examining body.
- iii. Proficiency in Computer applications.

2. Pastry Chef – 1 post

Terms of Service: 1 year contract renewable based on performance

Job Description

Duties and responsibilities

Responsible for overseeing the creation, preparation, and presentation of all baked goods, desserts, and pastries

- i. Creating innovative dessert menus that complement the main savory menu and change with the seasons.
- ii. Designing custom cakes, Pastries and dessert stations for a buffet set up
- iii. Maintain high standards of food hygiene

Desired Key Competencies and Skills

- i. Certificate in Food Production, Pastry and Bakery or a related qualification from a recognized institution
- ii. Cumulative period of at least Three (3) years' relevant work experience,

- iii. Proficiency in computer applications. and
- iv. Demonstrated merit and ability as reflected in work performance and results

APPLICATION REQUIREMENTS

All applications should be submitted to e-recruitment portal on or before 14th October 2026.

Please ensure you attach:

- Updated CV
- Cover Letter addressed to the Director, MIOG-NP
- Copies of Academic & Professional Certificates
- Any other relevant supporting documents

Please note that only shortlisted candidates will be contacted.