

## **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. Senior Food & Beverage Supervisor – 1 post**

Terms of Service: Contract renewable based on performance

#### **Job Description**

#### **Duties and responsibilities**

- i. Overall supervision Department of F&B
- ii. Deputize the Centre Manager
- iii. Develop and maintain high standard on F&B Service
- iv. Coordinate staff training
- v. Handle Staff matters at the centre

#### **Desired Key Competencies and Skills**

- i. Bachelor's degree in Hotel & Hospitality Management or its equivalent from a recognized institution
- ii. Minimum of 7 years' experience in a busy five-star hotel as F&B Manager

### **2. Head ICT – 1 post**

Terms of Service: Contract renewable based on performance

#### **Job Description**

#### **Duties and responsibilities**

- i. Overall in charge of IT Department
- ii. Ensure provision of IT support services for the centre.
- iii. Ensure follow up on IT issues in liaison with HQ.
- iv. Undertake monthly stock taking and reports

#### **Desired Key Competencies and Skills**

- i. bachelor's degree in information technology or its equivalent from a recognized institution
- ii. Minimum of 5 years' experience in a busy hotel

### **3. Head Receptionist – 1 post**

Terms of Service: Contract renewable based on performance

#### **Job Description**

#### **Duties and responsibilities**

- i. Perform Guest Relations activities

- ii. Receive, record & disseminate information to relevant departments
- iii. Assist check-ins and check-outs
- iv. Collect & remit revenues to the accountant
- v. Prepare monthly reports
- vi. Supervise receptionists and porters

### **Desired Key Competencies and Skills**

- i. Diploma in Front Office Supervision or its equivalent from a recognized institution
- ii. Minimum of 3 years' experience in a busy 5-star hotel

#### **4. Liaison & Guest Relation Officer – 1 post**

Terms of Service: Contract renewable based on performance

### **Job Description**

#### **Duties and responsibilities**

- i. Welcome and attend to guests upon arrival, ensuring a warm and professional first impression
- ii. Act as the communication link between guests and departments (housekeeping, food & beverage, maintenance, security)
- iii. Coordinate guest requests and ensure timely delivery of services
- iv. Receive, document, and resolve guest complaints professionally
- v. Monitor service standards across departments from a guest perspective
- vi. Maintain guest profiles, preferences, and history

### **Desired Key Competencies and Skills**

- i. Bachelors' hotel management & front office operation or public relations and communication or marketing or its equivalent from a recognized institution
- ii. 3 years' experience in guest relations in a 4 star hotel
- iii. Experience handling VIP or high-profile guests is an added advantage

#### **5. Receptionist – 1 post**

Terms of Service: Contract renewable based on performance

### **Job Description**

#### **Duties and responsibilities**

- i. Check-in and check-out guests
- ii. Answer telephone calls
- iii. Ensure guest needs and complaints are handled promptly appropriately and appropriately
- iv. Portray a pleasant personality and positive attitude at all times

### **Desired Key Competencies and Skills**

- i. Certificate in Front Office or its equivalent from a recognized institution
- ii. Minimum of 3 years' experience in a busy hotel



#### 6. Executive Chef – 1 post

Terms of Service: Contract renewable based on performance

##### **Job Description**

##### **Duties and responsibilities**

- i. Overall, in charge of Kitchen Section
- ii. Supervise menu planning, supplies, orders and delivery and utilization and preparation of high-quality food.
- iii. Ensure high standards of food hygiene
- iv. Maintain kitchen procedures and kitchen records as per ISO standards
- v. Undertake monthly stock taking and reports

##### **Desired Key Competencies and Skills**

- i. Diploma in Food Production or its equivalent from a recognized institution
- ii. Minimum of 5 years' experience in a busy five-star hotel

#### 7. Chef – 1 post

Terms of Service: Contract renewable based on performance

##### **Job Description**

##### **Duties and responsibilities**

- i. Prepare high quality food items for different guest needs
- ii. Maintain high standards of food hygiene

##### **Desired Key Competencies and Skills**

- i. Certificate in Food Production
- ii. Minimum of 2 years' experience in a busy five-star hotel

#### 8. Pastry Chef – 1 post

Terms of Service: Contract renewable based on performance

##### **Job Description**

##### **Duties and responsibilities**

- i. Prepare high quality pastry food items for different guest needs
- ii. Maintain high standards of food hygiene

##### **Desired Key Competencies and Skills**

- i. Certificate in Pastry Production
- ii. Minimum of 3 years' experience in a busy five-star hotel

#### 9. Head Waiter – 1 post

Terms of Service: Contract renewable based on performance

##### **Job Description**

##### **Duties and responsibilities**

- i. Make restaurant requisition lists/orders



- ii. Conduct daily stock taking of restaurant items
- iii. Ensure proper restaurant set ups are done in time
- iv. Make restaurant requisition lists/orders
- v. Conduct daily stock taking of restaurant items
- vi. Ensure proper restaurant set ups are done in time

#### **Desired Key Competencies and Skills**

- i. Bachelors' hotel management & front office operations or hospitality management or equivalent qualifications from a recognized institution
- ii. 3 years' experience in restaurant operations in a 4-star hotel
- iii. Experience handling VIP or high-profile guests is an added advantage

#### **10. Waiter – 3 posts**

Terms of Service: Contract renewable based on performance

#### **Job Description**

##### **Duties and responsibilities**

- i. Wait on guests appropriately
- ii. Ensure cleanliness is maintained
- iii. Ensure client queries and needs are attended to

#### **Desired Key Competencies and Skills**

- i. Certificate in Food & Beverage Service
- ii. Minimum of 2 years' experience in a busy 3 -star hotel

#### **11. Conference Coordinator – 1 post**

Terms of Service: Contract renewable based on performance

#### **Job Description**

##### **Duties and responsibilities**

- i. Ensure cleanliness of the conference rooms and related areas
- ii. Ensure rates and packages of the conference are charged accordingly
- iii. Ensure all conference setups and catering arrangements are appropriately done

#### **Desired Key Competencies and Skills**

- i. Diploma in Food & Beverage Management or equivalent qualification from a recognized institution
- ii. Minimum of 5 years' experience in a busy conferencing facility

#### **12. Store Clerk – 1 post**

Terms of Service: Contract renewable based on performance

#### **Job Description**

##### **Duties and responsibilities**

- i. Prepare high quality food items for different guest needs
- ii. Maintain high standards of food hygiene

**Desired Key Competencies and Skills**

- i. Diploma in supplies management, stores and inventory management or procurement or related qualifications from a recognized institution
- i. Minimum of 2 years' experience in a busy hotel or a similar facility

**APPLICATION REQUIREMENTS**

All applications should be submitted to [recruitment@miog.ac.ke](mailto:recruitment@miog.ac.ke) on or before 12<sup>th</sup> May, 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.**