



VACANCY ANNOUNCEMENT: HOSPITALITY ASSISTANT

INTERGOVERNMENTAL STANDING COMMITTEE ON SHIPPING

The Intergovernmental Standing Committee on Shipping (ISCOS) is an intergovernmental body established by Treaty in 1967 by the Governments of Kenya, Tanzania, Uganda and Zambia to take care of their common interests in Shipping, Maritime Affairs and Transport Logistics. The Organization has its offices in Nyali, Mombasa Kenya.

ISCOS is seeking to engage an individual to offer hospitality services to the Secretariat. This will mainly involve preparing office meals and managing the office kitchen and kitchen store as follows

Duties:

- i. Prepare and serve tea/coffee/beverages/accompaniments/meals to the secretariat staff/guests.
- ii. Collect and put to proper use food items /tea compliments/office consumables meant for the Secretariat.
- iii. Manage the food and beverage provision for in house functions and events.
- iv. Be responsible for the safe custody of all food items collected from ISCOS suppliers.
- v. Ensure health and safety regulations are strictly observed within the office.
- vi. Cleaning of utensils and keeping the kitchen environs tidy.
- vii. Perform any other duties incidental to the preparation and serving of tea/coffee/other refreshments/meals.
- viii. Ensure compliance with all fire, licensing and employment regulations
- ix. Advice on the consumption levels for food items and other office consumables.
- x. Performing any other duties as may be determined by the Director Finance and Administration.

Qualifications:

- i. A Diploma in catering or any other equivalent qualifications.
- ii. Possess an O' Level Certificate.
- iii. Be in possession of a valid medical certificate and certificate of good conduct.
- iv. Previous experience in a similar position will be very important.
- v. Ability to communicate in both English and Kiswahili.

Other essential attributes:

- i. Ability to relate well with other staff.
- ii. Tactful, courteous, good humored.
- iii. Ability to present themselves in a pleasant and well-spoken manner.
- iv. Trustworthy and respectful to members of staff and other people.
- v. Unquestioned integrity, ability to adapt to a changing work environment.
- vi. Innovative and able to come up with different and exciting menus.
- vi. Team player.
- vii. Between 25 – 35 Years.
- viii. Must be Kenyan citizen

Terms of Service:

One year contract renewable upon satisfactory performance and with the consent of both parties.

Remuneration:

US \$ 280 all inclusive, subject to statutory deductions.

Mode of Application:

Interested candidates who meet the above qualifications and attributes can submit their applications, CVs, copies of their relevant certificates and testimonials with names and addresses of three traceable referees to:

The Secretary General
ISCOS Secretariat
Nyali, off links road, next to Nyali Health Care/Shree Swaminarayan
P O Box 89112 – 80100
Mombasa, Kenya

**Applications can also be submitted
through our e-mail:
opportunities@iscosafricashipping.org**

To reach him not later than **31st July 2019**.