



KENYA UTALII COLLEGE

DETAILS OF TERMS AND CONDITION OF SERVICE AND JOB REQUIREMENTS FOR THE POSITION OF GENERAL MANAGER, UTALII HOTEL

1. PROFESSIONAL REQUIREMENTS

- i. Bachelor's degree in Hospitality or its equivalent from a recognized institution
- ii. Master's degree in a relevant field
- iii. Fifteen (15) years' relevant working experience. Five (5) of which must be in a management position
- iv. Leadership course lasting not less than four (4) weeks
- v. Membership of professional body (where applicable)
- vi. Knowledge of Hotel Information System
- vii. Comply with Chapter Six of the Kenyan Constitution 2010

2. TERMS OF OFFER

The successful candidate's appointment will be as follows:

- i) Job Grade KUC 2
- ii) Salary scale of **Kshs.220,729 x 8,829-229,558 x 8,829-238,387x 8,829-247,216 x 8,829-256,045 x 8,829-264,874 x 8,829-273,703 x 8,830-282,533 per month.**
- iii) Shall be appointed on a three (3) years Contract Term of Service.
- iv) In addition, an attractive remuneration package will be offered in accordance to the institution and the Public Service Commission (PSC) guidelines.

3. APPLICATION

Applicants should send hard copies or e-mail their application and detailed Curriculum Vitae (CV) with copies of certificates, indicating qualification, working experience, current position and remuneration, names of at least three (3) professional referees and day-time telephone number by indicating the position applied for and vacancy reference number as the subject heading to **recruitment@utalii.ac.ke**

Kenya Utalii College is an equal-opportunity employer committed to diversity and gender equality. Persons with disability are encouraged to apply. Canvassing will automatically lead to disqualification. **Only shortlisted candidates will be contacted.**

4. COMPLIANCE REQUIREMENTS

In accordance with the Employment (Amendment) Act 2022, the College will require candidates it wishes to enter into a written contract of service with to comply with Chapter Six of the Constitution by submitting the following mandatory compliance and clearance certificates together with their applications:

- i) Kenya Revenue Authority (Tax Compliance Certificate)
- ii) Higher Education Loans Board
- iii) Ethics & Anti-Corruption Commission
- iv) Directorate of Criminal Investigations (Certificate of Good Conduct)
- v) Report from an approved Credit Reference Bureau (CRB)

5. JOB PURPOSE

The General Manager, Utalii Hotel is responsible to the Principal/Chief Executive Officer for the implementation of the strategic goals and management hotel resources that include Accommodation, Food, Beverages, Conferences, Banquets, Events, Health Club, Swimming Pool, Grounds and Outside Catering. The functions of this office include:

- i) Develop and implement the Hotel's Strategic Plan, Business Plan and Marketing Plan in order to achieve the hotel's goals.
- ii) Generate revenue for Kenya Utalii College
- iii) Provide a platform for Training, Supervision and Assessment of students from the College
- iv) Develop and implement strategies that maximize Hotel performance
- v) Ensure sound revenue management of the Hotel through budgetary controls, cashflow management and effective control systems to achieve the Hotel's financial objectives
- vi) Maintain product and service quality standards through conducting periodic evaluations and addressing customers' complaints in order to achieve customer satisfaction.
- vii) Coordinate sales and marketing activities to facilitate attainment of targeted revenues. Organize the human resources deployed at the Hotel to achieve the institutional goals
- viii) Organize the human resource deployed at the Hotel to achieve the institutional goal
- ix) Ensure that the statutory requirements are complied with in order to adhere to the regulations required for operating a hotel establishment.
- x) Ensure excellent safety practices for employees and guests by overseeing the maintenance of proper emergency and security procedures.
- xi) Facilitate preparation of financial reports for the Kenya Utalii College Management that clearly explains operational effectiveness, trends and variances to monitor financial status of the hotel.

6. KEY COMPETENCIES AND SKILLS

- i) Strong analytical skills
- ii) Strategic and innovative thinking
- iii) Ability to mobilize resources
- iv) Strong interpersonal skills
- v) Strong leadership skills and Negotiation skills
- vi) Strong communication and reporting skills
- vii) Organizational skills
- viii) Conceptual skills
- ix) Interpersonal skills
- x) Team player
- xi) Integrity