KENYA UTALII COLLEGE, NAIROBI

ADVERTISEMENT

POST : ESTATE MANAGEMENT OFFICER II (LANDSCAPING & GARDENING)

The College is inviting applications for the suitable qualified persons for a position of a Estate Management Officer (landscaping & gardening) :

No	Position Title	Department	Grade	No of vacant Positions	Terms of service
1.	Estate Management Officer II (Land scaping & gardening)	Human Resource & Administration	KUC9	1	Contract

DUTIES AND RESPONSIBILITIES

1. LANDSCAPING & GARDENING MANAGEMENT

- Plan, design and implement landscaping layouts for office compounds, residence, parks and road reserves
- Manage establishment and maintenance of lawns, flower beds, hedges, trees, shrubs and potted plants
- Supervise daily gardening activities: weeding, mowing, pruning, watering, transplanting, mulching
- Develop seasonal planting calendars and indoor and outdoor flower rotation schedule

2. SUPERVISION & STAFF MANAGEMENT

- Allocate duties and supervise team of gardeners, grounds men and casuals
- Train staff on modern horticultural practices, tool use and safety
- Enforce discipline, work ethics and government performance targets
- Manage outsourced landscaping contractors and verify their work

3. NURSERY & MATERIALS MANAGEMENT

- Establish and manage institutional tree/ flower nursery for seeding
- Procure and account for gardening tools, fertilizers, seeds, pesticides and irrigation materials
- Keep inventory of tools and equipment

4. ENVIRONMENTAL CONSERVATION & COMPLIANCE

- Ensure compliance with NEMA, KFS and public health regulations
- Promote tree planting, water conservation, waste composting and beautification programs
- Advise on control of invasive species and safe use of agrochemicals
- Manage irrigation systems and water harvesting for gardening

5. PLANNING, BUDGETING & REPORTING

- Prepare annual work plans, budgets and procurement plans for the landscaping and gardening unit
- Prepare monthly, quarterly and annual reports on estate grounds status
- Conduct quarterly inspection of all green spaces document
- Keep records of trees planted, areas covered, inputs used

6. GOVERNMENT PROTOCOL

- Ensure grounds are well – maintained for national Holidays, VIP visits and official college functions
- Coordinate decoration with flowers / plants for the college events

REQUIREMENTS FOR APPOINTMENT

- Bachelor's degree / diploma in any of: agronomy, landscape architecture, horticulture, environmental management, landscaping, floriculture, estate management from a recognized institution
- Minimum 2-3 years' experience in landscaping/gardening in a large institution
- Certificate in computer applications
- Knowledge of government procurement, public finance management act, occupational safety
- Basic knowledge of environmental impact assessment

KEY COMPETENCIES

i. Knowledge of vegetables, ornamental plants, indigenous trees and climatic requirements
ii. Skills in landscape design and use of design software (added advantage)
iii. Supervisory and leadership skills
iv. Integrity, accountability and commitment to institutional service
v. Good and effective communication and recording
vi. Meets the provisions of Chapter Six of the Constitution

Only shortlisted candidates shall be contacted. KUC is an equal-opportunity employer committed to diversity and gender equity. Persons with disabilities are encouraged to apply. Any form of canvassing shall lead to automatic disqualification. Terms of employment and job requirements are posited in the Kenya Utalii College website: www.utalii.ac.ke

Applications from qualified and interested candidates should be received not later than 5.00pm on Monday, 7th December, 2026 and addressed as follows:

The Principal & Chief Executive Officer,
Kenya Utalii College,
Off Thika Super Highway Road,
P.O Box 31052-00600,
NAIROBI



