



**TECHNICAL UNIVERSITY OF MOMBASA ENTERPRISES LIMITED (TUMEL)**

**JOB VACANCY**

Technical University of Mombasa Enterprises Limited (TUMEL) seek to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Cleaning Supervisor	TUMEL/HR&ADM/C.SUPERV/14/02/2023	3

**Reporting to Human Resource and Administration Officer**

The Cleaning Supervisor is responsible in supervise and coordinate of the day-to-day cleaning operations. The ideal candidate should be able to supervise and manage the cleaning teams in performing their duties and associated tasks.

The ideal candidate MUST have at least three (3) year experience, as a Cleaning Supervisor.

**Key Responsibilities:**

- Establish cleaning standards and procedures for workers and ensure adherence to these standards and procedures
- Scheduling and assigning specific duties/roles to cleaners and also ensuring that they are carried out expertly
- Preparing and reviewing of work schedules
- Inspection of cleaning equipment on a regular basis so as to know when they are worn-out and also request for replacement.
- Ordering of cleaning materials
- Monitoring of all cleaning activities
- Controlling and monitoring the usage of cleaning materials so as to avoid or minimize waste and/or misuse.
- Provide any form of required assistance to cleaners while they carry out their duties.
- Ensuring all staff are aware of the Health and Safety policies and procedures
- Report any breach directly to the Human Resource & Administrative Officer
- Ensure all assigned duties are carried out, and that resources are efficiently utilized.
- Ensure that the Company policies and procedures are adhered to by staff.
- Act as a communication conduit between management and staff.
- Monitor and report absenteeism to the Human Resource & Administrative Officer
- Timeously request purchase of consumables, equipment and materials.

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14/2/2023



### Professional Requirements and Qualifications

- Degree in Environmental Science/Landscaping/Housekeeping/Hospitality/Business Management/Human Resource or its equivalent from a recognized institution.
- Work experience of a minimum of three (3) years as a cleaning supervisor and having managed teams of above 15 people.
- Good business sense and enterprising individual
- A positive attitude coupled with team spirit
- The ability to implement and adhere to standards and procedures

OR

- Diploma in Environmental Science/Landscaping/Housekeeping/Hospitality/Business Management/Human Resource or its equivalent from a recognized institution.
- Work experience of a minimum of three (3) years as a cleaning supervisor and having managed teams of above 15 people.
- Good business sense and enterprising individual
- A positive attitude coupled with team spirit
- The ability to implement and adhere to standards and procedures

### Personal Attributes

- Must possess excellent communication skills.
- Good organizational skills
- Must be outstanding when it comes to organization and coordination of both humans and their activities
- Excellent decision-making ability
- Able to supervise staff
- Must display a high level of integrity and reliable
- Must be proactive in the line of duty
- Must have good interpersonal attributes

### Skills and Attitudes

- Should have a clear understanding of customer service guidelines/principles
- Planning, organizing and co-ordinating skills
- Good communication & negotiation skills
- Teamwork and people management skills

TUMEL Grade	Consolidated Salary Range	Contract Duration
6	30,000/= - 39022/=	3 years, renewable based on performance

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**NOTE:**

- i. If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- ii. Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.

**How to Apply**

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials may be submitted in soft copy to email: [applications@tumel.co.ke](mailto:applications@tumel.co.ke) or in hard copy and submitted to the office of the **Managing Director not later than 28<sup>th</sup> February, 2023 by 5:00 pm.**

The Application should be addressed to:

**The Managing Director**

**Technical University of Mombasa Enterprises Limited (TUMEL)**

**P.O BOX 90420 - 80100**

**Mombasa.**

TUMEL is an equal opportunity employer and committed to diversity and gender equality.

Women, marginalized and minority groups are encouraged to apply.

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14/2/2023

