

INTERNAL ADVERTISEMENT

POST: ASSISTANT LECTURER-FRONT OFFICE GRADE B4

Duties and Responsibilities

- Prepare teaching materials and aids.
- Lecturing to enable students acquire knowledge and skills
- Administer examinations in accordance with defined standards
- Prepare reports for classes taught
- Guidance and counselling of students in this area of specialisation
- Assist in setting exams and assessing students to ensure quality and standards of the curricula is maintained.

Requirements for Appointment

- Bachelor's degree in Hospitality Management
- Three (3) years relevant experience
- Instructor's certificate
- Certificate in Front Office; KUC will be an added advantage.

Skills Required

- Facilitation skills and communication skills.

Written applications accompanied by copies of certificates and curriculum vitae should be addressed to:

Human Resources Manager
Kenya Utalii College
P. O. Box 31052-00600
Nairobi.

So as to reach by 8th **Friday, February, 2019**

SENIOR PUBLIC RELATIONS OFFICER
KENYA UTALII COLLEGE
NAIROBI 22nd January 2019