

Caretaker Job Description

Siaya Education Project popularly known as SEP is a not for profit organization registered in Kenya and working in Siaya County in western Kenya region. SEP stands on five pillars comprising of a set of programs targeting in school youths through provision of holistic education by developing their capacities in academia, skills and talent development, entrepreneurship, community service and mainstreaming cross cutting issues.

Our Vision

A society in which all youths have access to the necessary skills and resources to realize their full potential

Our Mission

To support youths in acquiring holistic education to enable them achieve their dreams and to contribute meaningfully to society

Our Core Values

- Open mindedness
- Compassion
- Integrity
- Respect
- Transparency

How We Work

SEP core mandate comprises of four programmatic areas comprising of Academic development; Skills and Talent development; Entrepreneurship development and Community Service. SEP directly implements these programs. The other thematic areas comprising of Sexual and Reproductive Health Rights (SRHR); Physical, Emotional and Psychological support program and Environmental management are clustered under cross cutting issues. This means that while implementing the four core programs, the cross cutting issues are equally taken into consideration because they impact on the four core programs. SEP works in collaboration with other stakeholders with expertise in these cross cutting issues through networking and collaboration.

With funding from Stichting Siaya SEP has been implementing academic development programs in Ugunja Sub County in Siaya County for the last 7 years. This comprises of mentorship activities for in school youths over the school holidays and also supporting the academically gifted students whose families are not in a position to pay school fees by giving full or partial scholarship.

With funding from Amplifychange a UK based organization, SEP is introducing Sexual and Reproductive Health Rights (SRHR) Program in Gem Sub County in Siaya County. This program is aimed at supporting teenage mothers by providing Comprehensive Sexuality Education and counseling services at designated SEP Youth Friendly Spaces.

SEP is looking for an experienced Office caretaker to safeguard and take care of SEP premises. Reporting to SEP Office Administrator with the following duties and Responsibilities

- Responsible for cleaning to ensure that the office environment is clean, healthy, and conducive.
- Responsible for identifying broken frames, worn-out knobs, rusty metals, for repairs,
- Ensures that every installed system such as lightings, water and sanitation are working correctly.
- Ensures that doors and windows are locked, and people are restricted from breaking in when the building is vacant, vacated, or not in use.
- Support security guard by continually checking the premises to prevent and guard against vandalism, theft, or break-ins.
- Opens up the building in the morning to allow users in and lock it up at the end of each day.
- Responsible for arranging chairs and tables for meetings, conferences and clearing them away afterward.
- Orders cleaning materials, fuel, cutting tools, new equipment, and furniture for decoration.

Requirements and skills

- Strong mechanical aptitude.
- Organizational and Time management skills.
- Customer service and interpersonal skills.
- Multi-tasking skills.
- Ability to perform manual labor.
- Ability to use own initiative and take charge of a situation.
- Ability to be thorough, observant, and pay attention to details.
- Ability to remain calm in stressful situations be sensitive, and understanding.
- Ability to accept criticism without flinching or getting worked up, and work well under pressure.
- Reliable, honest, trustworthy, and can work on weekends.

How to apply

Interested candidates should submit a two page Curriculum Vitae with a forwarding letter to: sepkenyaa@gmail.com no later than 30 November 2023. Only those who meet the set criteria will be contacted for interviews. Salaries and remunerations will be considered based on proof of ability to deliver.