



JOB ADVERT - EMBU SCOUTS CENTRE MANAGER

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions.

The Association is seeking applications from suitable candidates to fill the positions of Embu Scouts Centre Manager.

The position holder will be based in **Embu** and will be in charge of all daily operations of the centre with responsibility to improve efficiency and increase the centre's profits and guarantee outstanding services to clients.

Duties and responsibilities

- i. Proper maintenance of Centre facilities
- ii. Ensure security of all Centre assets
- iii. Oversee physical development of the Centre and its facilities
- iv. Allocate duties to and supervise Centre staff
- v. Come up with strategies to improve efficiency and increase the centre's profits
- vi. Prudent management of funds in the Centre
- vii. Coordinate all Scouting activities at the Centre on behalf of the HQ
- viii. Work with Scout County officials and other stake holders to promote Scouting in the Region
- ix. Monthly submission of Centre reports to the HQ.

Job Specifications

- i. Diploma in Business Management, hospitality management or any other related Course
- ii. Two years' experience in managing similar or related facility
- iii. Excellent Marketing skills
- iv. Good customer Management skills
- v. Excellent organizational skills.
- vi. Ability to flourish with minimal guidance, be proactive, and handle uncertainty.

All applications should be addressed to:

The National Executive Commissioner
Kenya Scouts Association Rowallan Scouts Camp
P.O. Box 4122-00100, Nairobi.
OR
Emailed to: recruitment@kenyascouts.org

Applications to reach us by **27th July, 2022**. Only shortlisted candidates will be contacted.