



KENYA NUTRITIONISTS AND DIETICIANS INSTITUTE

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Advertisements

KNDI is seeking to recruit volunteer interns into the following positions:

(1) Human Resource Officer

Bachelor of Commerce (HR Management Option) BA Human Resource Management
BBA Human Resource Management from an accredited university.

Other requirements

- IT skills by evidence of relevant certificate
- At least two years experience on HR matters
- Good analytical and communication skills

(2) Procurement Officer

- Bachelor's degree in Purchasing and Supplies or any other relevant discipline from a recognized institution
- The successful candidate shall have Procurement professional qualifications from a recognized Institution locally or abroad
- Must have at least 2-3 years' experience in purchasing and supplies in a busy work environment
- Successful track record of handling intense work pressure under tight timelines
- Able to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Able to make decisions in a fast-paced environment
- Ability to be self-motivated with a positive attitude and a solid work ethic

(3) Receptionists

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. printers and photocopying machine)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school certificate; additional certification in Office Management is a plus

All application should reach KNDI Headquarters by 31st August 2019 at 5pm.

Application should be sent to:

Chief Executive Officer

P.O. Box 20436-00100

Nairobi

Email: recruitment@kndi.institute

