



Mara Pizera Game Camp



Mara North Conservancy, Masai Mara SEKENANI P.O Box 733-20500 Narok. www.gameresort.co.ke

0100207219, 0100651798

APPOINTMENT LETTER

0102355257

Collins Kiprotich

19th July 2024

Dear Applicant

RE: Offer of Employment

We wish to inform you that following your application via the **e-mail**, you've been selected to join our new prestigious Resort, **Mara Pizera Game Camp (K) Ltd**, www.gameresort.co.ke at Masai Mara game reserve, Narok County **Reporting on 12th August 2024 from 8am up to 5pm**. We have allocated you a Tourism Service & Park Access License no. **CC 2130144** as per the new Government Circular Act 2023 requirement for all Game park employees. Come ready with your clothes, documents and national ID or Passport but **not** beddings.

Since we no longer conduct interview as **the best interview is to see you work**, you will be on **Probation Rotation/on the job interview** for the first 2 months of your employment. During these 2 months, you will work in different stations every week within the department you applied in at a reduced **Net salary of 28,605/=** every month. After the 2 months you get posted permanently with improved pay as per your job description. Other benefits are to be communicated to you on arrival and on signing of the Contract. **Accommodation and food** is given as an individual-**NO SPOUSE or CHILDREN over 5yrs**. Wait for official directions from our application/communication lines **0100207219, 0100651798 and 0102355257 Mr. Koech** on what to do concerning recommendations, directions and requirements.

Please **NOTE** that you are entitled to discuss this offer and to seek advice on the same with your family, a union, a lawyer or someone else you trust. If you disagree with, do not understand or wish to clarify anything, feel free to contact us on **Monday-Sunday between 10:00am up to 4:00pm via 0100207219, 0100651798 and 0102355257**.


If you are happy with the proposed terms and wish to accept this offer of employment, please sign **below & carry this when reporting**. If we have not heard from you by **7th August 2024**, this offer will be automatically withdrawn.

NOTE; we shall only admit those who shall have complied with the regulations that shall be communicated through the official lines [0100207219, 0100651798 and 0102355257], be blessed.

Hillary K. Koech

Applicants Signature

Human Resource Manager

Signed 

Mara Pizera Game Camp, experience Africa's Safari with a taste of 5 star service & accommodation

COMPANY RULES AND REGULATIONS

The following Rules and Regulations shall apply to all employees of the *Mara Pizera Game Camp* while in the hotel's premise at all times including break times and overtime

1. All Employees must act in accordance with the hotel policies, orders, rules, regulations, guidelines etc. applicable from time to time.
2. The Hotel expects each employee to maintain proper decorum. Employees are expected to conduct themselves on the job in a manner that contributes to operating effectiveness, productivity, safety and a harmonious work environment.
3. The duty must be performed in good faith and a brief reporting of the work done for the entire day must be given to the office.
4. No employee shall be under the influence of or using alcoholic beverages including drinking such beverages during the work hours. Any employee arriving to work under the influence of alcohol or an illegal substance will not be permitted to work.
5. No employee shall drive Hotel's vehicle or operate any equipment while under the influence of alcohol.
6. You are required to be at your appointed work place and ready to begin work at the appointed starting time. Irregular attendance or tardiness will not be tolerated and may result in termination.
7. Employees who will be late or absent from work must inform their Supervisor at least two (2) hours prior to normal starting time.
8. Under no circumstances should employees leave the assigned work area early without express permission from a Supervisor.
9. Employees who work late shifts or on overtime must ensure that all lights air-conditions and equipment are shut off when they leave the work place.
10. Dress code is to be followed strictly. Employees must wear their uniforms at locations where uniforms are required (excluding staff quarters). You are expected to look neat and presentable while on the job. Hotel will provide branded uniforms. Carry your own shoes. No Safari boots & high heel shoes.
11. Increment based on individual performance shall be given every year. If employees do not meet the Hotel's expectations of performance or conduct, necessary corrective action may be taken. It is within management's discretion to determine what measure would be appropriate under each circumstance

NB. You are required to open a KCB, EQUITY or CO-OP bank account for your salary remittance.

BRIEF JOB PROFILE

THAT it is a 5 year contract during which time you will be gaining experience & working as you grow your career.

THAT the job is available in two shifts of 9hrs i.e. Day shift & night shift.

THAT you will be working 6 days in a week according to your religion.

THAT Mara Pizera Game Camp considers the monthly salary indicated above as probation/on the job interview salaries for the mentioned vacancies for a period up to end of September 2024.

THAT after September 2024, you will be entitled to better pay with company benefits as per your job description and personal effort.

THAT until end of September 2024, you are not entitled to company benefits e.g. leave allowance, company loans etc. hence your salary mentioned above is not subject to tax or any deductions.

THAT modest accommodation and balanced healthy meals will be provided to all staff AND IF NEED BE, KIDS BELOW 5yrs.

THAT Mara Pizera Game Camp to provide two sets of hotel branded work uniforms to all employees at no cost.

THAT more information and further details on the job to be availed later before 7th August.

THAT those who previously worked at any hotel within Masai Mara to come with their up to date Tourism Health & Food Handlers Certificate. NB; IF it's your first time working in Masai Mara, kindly wait for further directions.

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