



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

AACC-CETA

General Secretariat (HQ): P. O. Box 14205, 00800 Westlands, Nairobi, Kenya

Tel: +254 724 253 354, + 254 113 507 868, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC)** **DESMOND TUTU CONFERENCE CENTRE (DTCC) HOTEL** **RE – ADVERTISED POSITION: PLUMBER**

### **1. SUMMARY THIS ROLE:**

Responsible for all plumbing systems, ensure they are installed and maintained in accordance with the policies, procedures and standards laid out by management to ensure maximum internal and external customer satisfaction.

### **2. RESPONSIBILITIES:**

This position will be matrix managed by the Property Officer and the DTCC Hotel General Manager. Responsibilities and essential job functions include but are not limited to the following:

- Consistently offers professional service.
- Install, repair and maintain all plumbing and related items e.g. baths, showers, toilets, pipe works, fitting valves etc.
- Install, repair and maintain all mechanical plant, instant showers, heaters etc.
- Co-ordinate the repairing and maintaining of drainage, pipe work and system large repairs.
- To ensure proper functioning of all mechanical equipment appliances and installation.
- Observing all periodic preventive maintenance on all equipment in the kitchen and Laundry (gas cookers, mixers, dish washing machine, presses, washing machines, dryer etc) as assigned by the DTCC General Manager/Property Officer.
- Carries out repair works on all mechanical equipment and appliances.
- Handles all maintenance requests requiring mechanical expertise.
- Carries out repair and maintenance of all plumbing fittings and installations within the building.

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PRESIDENT: Rt. Rev. Arnold C. Temple • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

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- Carries out any minor mechanical installation and fabrication works within the Hotel.
- To have fully working knowledge of all systems within the hotel that fall under his/her responsibility.
- Ensures that purchase requests forms raised have detailed specifications on part/product required.
- Adhere to preventive maintenance schedule to avoid major breakdowns.

### 3. **QUALIFICATIONS AND SPECIAL REQUIREMENTS:**

- At least a Diploma in Plumbing.
- 2 years' experience in plumbing work.
- Previous experience in a hospitality set-up is an asset
- Good communication and reporting skills.

4. **REPORTING TO:** Property Officer and DTCC Hotel General Manager.

5. **DUTY STATION:** DTCC Hotel (AACC Secretariat, Waiyaki Way – Westlands, Nairobi).

6. **CONTRACT DURATION:** 2 YEARS

7. **DEADLINE FOR APPLICATIONS:** 16<sup>th</sup> June, 2023. (nb: Please do not re-apply, if you already submitted your application).

### 8. **HOW TO APPLY:**

Please send a recent resume/CV, together with the attached Application Form, Certified copies of both academic and professional certificates AND a letter of application (cover letter) stating your reasons for wanting to work with the AACC - DTCC, as well as your main qualifications and alignments with this specific role to the General Secretary at [admin@aacc-ceta.org](mailto:admin@aacc-ceta.org) indicating the job title of the role being applied for in the email subject box. The closing date for receiving applications for this role is 16<sup>th</sup> June, 2023.

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