



## CHOMBO CHA UPENDO

Teule Kenya is a registered Christian Non-government Organization (NGO) that was established to rescue orphaned and vulnerable children, empower and later reintegrate them back into communities and stable families. Teule does this by operating a children's home, a private school and a home/community -based program. Our four core activities are; providing holistic child care, quality education, family empowerment and spiritual discipleship. We strive to raise a generation of leaders who will serve their communities and the world.

**Vision:** Our vision is to see vulnerable children transformed, living in Christ-centered families.

**Mission:** Our mission is to demonstrate the love of Jesus Christ through rescue, empowerment and reintegration of vulnerable children into communities and stable families.

We invite applications from suitable candidates for the position of **Head of Business Units**

### Duties and Responsibilities

#### Guest House & Water Department

- Ensure smooth day-to-day operations of the guest house and water-related activities.
- Manage bookings by regularly checking booking platforms, responding to guest inquiries and updating listings when necessary.
- Ensure timely payment of booking platform commissions to avoid penalties.
- Prepare petty cash breakdowns and monthly departmental budgets.
- Avail invoices and financial documentation to the finance office on time.
- Ensure proper utilization and conservation of water resources.

#### Farm, Dairy & Poultry Departments

- Check and maintain accurate farm sales books and daily sales records.
- Monitor daily sales, ensure banking is done promptly and submit bank slips to the finance office.
- Develop business plans for specific farm activities to enhance productivity and sustainability.
- Implement strategies aimed at maximum yield and long-term food security.
- Maintain detailed farm, dairy and poultry input/output records and inventories.
- Plan finances and production in line with approved budgets.
- Liaise with the finance and procurement departments to purchase supplies and inputs.
- Arrange maintenance and repair of farm machinery, equipment and infrastructure.
- Monitor and maintain quality and quantity of livestock and crop yields.
- Plan for proper disposal of surplus produce and help develop and maintain markets.
- Prepare bi-weekly updates, monthly, quarterly and annual reports.
- Prepare and present farm and dairy budgets in good time for evaluation and allocation.
- Apply and enforce health and safety standards across the farm and dairy units.
- Plan, coordinate and supervise all staff within the farm, dairy and poultry units.
- Plan, assign, coordinate and supervise the Alumni and older children working in the business units.

- Arrange staff training and capacity building through agricultural shows, benchmarking visits and other learning opportunities.
- Ensure proper usage of the entire land and continuous production of currently planted crops.
- Manage the biogas plant, ensuring it is well fed, serviced and supplies sufficient gas for cooking.
- Ensure adequate security for crops, livestock, dairy units and farm assets.
- Oversee training of children on farm and dairy duties as part of life skills development.
- Plan and coordinate renewal of land lease agreements.
- Ensure livestock insurance remains valid at all times in liaison with the finance office.

**. Administrative Responsibilities**

- Perform other normal administrative and supervisory duties as assigned.
- Maintain proper documentation, records and filing systems.
- Support audits, inspections and management reviews.
- Ensure compliance with organizational policies and procedures.

**Any other duties assigned from time to time**

**The minimum requirements are:**

1. Passionate about serving orphans and vulnerable children.
2. Must be a Born-again Christian. To provide a Priest/ pastor's recommendation letter dated three months or less.
3. Diploma or Degree in Agriculture, Agribusiness, Farm Management, Hospitality Management, Business Administration or a related field.
4. A minimum of 4 years' experience in a management role or similar field.
5. Strong background business development
6. Ability to act with integrity, professionalism, and confidentiality.
7. Possess a Valid good conduct.
8. Knowledge of sustainable farming practices and livestock management.
9. Willing and committed to work on weekends.
10. Can work well under pressure and with minimal supervision

Send applications to **info@teulekenya.org cc: programs@teulekenya.org** or hand deliver to **Teule Kenya Chombo cha Upendo home. Indicate the position applied for and address to;**

**THE CENTER MANAGER,**

**TEULE KENYA CHOMBO CHA UPENDO HOME**

**P.O BOX 184-00209**

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Your application should be received on or before **30th January 2026**

Only shortlisted candidates will be contacted. In case of further inquiries call 0721582323