



# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

## JOB VACANCIES IN THE CATHOLIC DIOCESE OF MARALAL

Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
1/2024	SECRETARIES	18

- a) **Terms of Service – Fixed Term Contracts**
- b) **Duties and Responsibilities**

We are seeking a versatile and highly organized individual to serve as a secretary across various roles within the parishes and institutions of our Catholic Diocese. This position will require a dynamic skill set, with responsibilities spanning across administration, ICT, reception, accounting, and school management.

Key Responsibilities:

**Basic ICT knowledge:** Provide technical assistance for ICT-related tasks within the parish offices, ensuring smooth operation of software, hardware, and communication systems.

**Receptionist/Cashier:** Greet visitors, manage phone calls, and handle cash transactions or donations efficiently and securely.

**Parish Secretary/Administrative Assistant:** Assist with daily office operations, maintain parish records, prepare correspondence, and organize meetings or events.

**Admin Secretary/Accountant:** Manage financial records, process payments, and assist with budgeting and accounting tasks, ensuring compliance with diocesan guidelines.

**School Secretary (Boys/Girls Secondary Schools):** Support school administration by managing student records, coordinating communication between parents, teachers, and students, and handling school-related administrative duties.

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

c)

## Requirements

### a. Qualifications

- Diploma in Secretarial/Business management.
- Excellent knowledge of administrative and secretarial procedures and systems.
- Proficient in computer applications and ability to stay abreast with change in technology.
- Knowledgeable in computer applications MS Word, Power Point, Excel among others.
- Ability to work effectively with diverse groups, including parish members, school staff, and diocesan workers and leadership.
- This is a multi-faceted role requiring a dedicated and flexible individual committed to serving the needs of the Catholic community.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
2/2024	ICT TECHNICIANS	5

a)

## Terms of Service – Fixed Term Contracts

b)

## Duties and Responsibilities

The Catholic Diocese of Maralal is seeking a skilled and dedicated ICT Technician to provide technical support, administer and manage ICT infrastructure across various diocesan settings, including secretariat, schools, health facilities, parishes, and other institutions. This role is critical to ensuring the smooth functioning of technology services and systems within the Diocese.

Key Responsibilities:

Install, configure, and maintain computer hardware, software, networks, and communication systems across diocesan offices, schools, health facilities and parishes.

Provide technical support to staff and users, troubleshooting issues related to ICT systems and applications.



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Administer, Manage, Ensure the security and updated running of diocesan data system, server maintenance, backups, firewalls, and any other cybersecurity related measures.

Oversee the maintenance and upgrade of ICT equipment, ensuring that all systems are functioning optimally.

Assist in the implementation and training of diocesan staff on new and upcoming software, tools, and technologies.

Assist with the graphic and web designing, acquisition, implementation, and maintenance of ICT infrastructure in diocesan educational, health and pastoral institutions, i.e. Education, Health and Pastoral Management software/systems.

Process insurance claims for health facilities (e.g. Dispensaries), ensuring proper documentation and timely submission.

Collaborate with diocesan leadership to assess and improve ICT infrastructure and service delivery across the board.

## **c) Requirements**

A degree or diploma in Information Technology, Computer Science, or Business and Information Technology.

Proven experience as an ICT Officer, Technician or a similar role, preferably within an institution of religious setting.

Ability to troubleshoot and resolve technical issues in a timely and effective manner.

Good communication and interpersonal skills, with the ability to work across diverse environments and with staff at all levels.

The Capacity to multi-function and multi-task in ICT support, Networking, Web-designing, Cyber Security and ICT Consultancy is a very strong and added advantage.

This role offers a unique opportunity to support the mission of the Diocese through the effective use of technology, and enhancing operations across various sectors. Therefore, commitment to the values of the Catholic Church and a service-oriented attitude is paramount.

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Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
3/2024	ACCOUNTANTS/CASHIER/BURSAR - PARISHES AND INSTITUTIONS	5

- a) **Terms of Service – Fixed Term Contracts**
- b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a qualified and experienced Accountant/Cashier/Bursar to manage financial operations for its schools and parishes. The successful candidate will ensure accurate financial record-keeping, effective cash management, and adherence to diocesan financial policies.

Key Responsibilities:

Manage daily financial transactions, including receipts, payments, and reconciliations.

Maintain accurate financial records for schools, parishes, and other diocesan institutions.

Prepare financial reports, budgets, and cash flow statements for review by diocesan leadership.

Oversee the collection, recording, and banking of funds, including donations and school fees.

Ensure compliance with diocesan financial policies, procedures, and relevant regulations.

Assist with audits and internal financial reviews as required.

**c) Requirements**

- A degree or diploma in Accounting, Finance or related field.
- Proficiency in accounting software, particularly QuickBooks.
- Proven experience in accounting or financial management, preferably within a religious or educational institution.

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- Strong knowledge of accounting software, financial reporting, and cash management practices.
- Excellent attention to detail and organizational skills.
- Good communication skills and ability to work collaboratively with diocesan staff.
- A commitment to the values and mission of the Catholic Church

This role offers an opportunity to contribute to the financial stewardship of the Diocese while supporting its educational and pastoral missions.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
VACANCY NO. 4/2024	ECDE/PRIMARY AND SECONDARY SCHOOL TEACHERS	140

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities -**

The Catholic Diocese of Maralal is seeking passionate and qualified educators to join our schools in the Early Childhood Development (ECD), Primary, and Secondary levels. Teachers will play a crucial role in nurturing the academic, social, and spiritual growth of students, ensuring an environment that fosters Catholic values, discipline, and learning.

**ECD Teachers:**

Implement the Competency-Based Curriculum (CBC) for ECD, focusing on child-centered learning.

Develop and deliver engaging lessons that nurture cognitive, emotional, and social skills in young learners.

Foster a safe, nurturing, and interactive environment for early childhood education.

Monitor and assess children's development and progress, providing feedback to parents/guardians.

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Promote human moral and spiritual growth in line with Catholic teachings.

## **Primary and Secondary Teachers:**

Deliver lessons based on the Kenyan CBC for Primary and Secondary levels, ensuring that students meet the required competencies in each subject.

Develop and implement lesson plans, teaching resources, and assessments that align with curriculum guidelines.

Conduct regular assessments to track student progress and provide constructive feedback.

Foster discipline, respect, and inclusivity in the classroom while promoting Catholic values in student interactions.

Actively engage in the development of the school community through extracurricular activities and professional growth.

## **c) Job Requirements:**

A minimum of a Degree/Diploma in Education and any other certification in a related field from a recognized institution is an added advantage

- Experience as required for the position and grade
- Teacher Certificate (TC)
- Higher Teacher Certificate – Primary (HTC-primary)
- Higher Teacher Certificate – Secondary (HTC-secondary)
- Degree in Education
- Degree + Post-graduate Diploma in Education

For ECD teachers, a certification in Early Childhood Education is mandatory.

Proven experience in teaching at the Primary or Secondary level in accordance with the Kenyan Competency-Based Curriculum (CBC).

Strong classroom management skills and the ability to engage and motivate students.

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A passion for teaching and a commitment to the holistic development of students.

Ability to integrate Christian values and moral teachings into everyday lessons and activities.

Excellent communication, interpersonal, and organizational skills.

Ability to work collaboratively in a team environment and actively contribute to the school's mission.

Experience with educational technology and e-learning tools is an advantage.

## **Competencies**

*Knowledge, understanding and mastery of*

- Educational issues, policies, statistics, and socioeconomics
- The current national school curriculum
- Speciality subjects and updates on the subjects
- *The Professional Standards for Teachers and School Leaders*
- Didactics and pedagogics
- *The Code of Conduct*
- Basic research methodology
- Health, safety and environment protection in schools
- ICT as a medium for teaching and as a subject

*Skills in:*

- Semester and lesson planning
- Application of teaching methods, including learner-orientated and participatory methods
- How to conduct exams and tests
- Assessment of exams, tests and assignments
- Classroom management
- Conflict management



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- Counselling of pupils
- Different types of sports

## *Aptitude*

- Likes teaching children and young people
- Team-player and constructive in outlook
- Punctual and well organized
- Integrity and adherence to Code of Conduct
- Able to manage stress

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
5/2024	PRINCIPAL AND DEPUTY PRINCIPAL SECONDARY SCHOOLS/HEAD TEACHER AND DEPUTY HEAD TEACHER	11

### **a) Terms of Service – Fixed Term Contracts**

### **b) Duties and Responsibilities -**

The Catholic Diocese of Maralal invites applications for the positions of Principal and Deputy Principal/Head Teacher and Deputy Head Teacher for its secondary/primary schools. We are seeking dynamic, innovative, and committed educational leaders who share our Catholic values and are passionate about providing high-quality education within the Kenyan Curriculum.

### **Purpose of the Job**

- Effective school strategic and detailed planning
- School budgets, financial administration and meet the stipulated standards
- The school is overall well-managed



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- Satisfactory pupil achievements
- Good teamwork, teachers express job satisfaction
- Teaching at the school is of a high standard

## Tasks

### *Core Managerial tasks*

- Prepares semester plans and calendars and allocates teachers to classes
- Checks and registers teacher attendance
- Ensures that up-to-date curriculum is taught at the school
- Supervises tests and examinations
- Supervises CAR (Continuous Assessment Records) and pupil Progress Reports
- Manages learning materials, supplies, facilities, maintenance, procurements, etc.
- Oversees sports and other extra-curricular activities

### **c) Requirements**

#### *Skills*

- *Same as for teachers, in addition:*
- Leadership and organization
- Teambuilding, -leading and motivation
- Problem solving and conflict resolution
- Communication and media

#### *Aptitude*

- Well-organized
- Results-orientated
- Integrity and high standards of ethics
- Positive Human attitude and empathy towards teachers, pupils and community

## Qualifications

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- 8-10 years' experience as a teacher
- Higher Teacher Certificate – Primary (HTC-primary)
- Higher Teacher Certificate – Secondary (HTC-secondary)
- Degree in Education
- Degree + Post-graduate Diploma in Education

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
6/2024	PRINCIPAL TUTOR/DEPUTY PRINCIPAL TUTOR/CLINICAL INSTRUCTOR BSN TUTORS	6

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities -**

The Catholic Diocese of Maralal Nursing College is seeking qualified and dedicated individuals for the following academic positions: Principal Tutor, Deputy Principal Tutor, and Clinical Instructor (BSN Tutor). These positions are ideal for passionate educators committed to the delivery of quality nursing education and to upholding the values of the Catholic Church.

**1. Principal Tutor**

Duties and Responsibilities:

Provide leadership in the overall administration and management of the nursing college.

Oversee curriculum implementation, ensuring alignment with the Kenyan Nursing Curriculum.

Supervise, mentor, and assess tutors and nursing students.

Ensure the college maintains high academic standards and regulatory compliance.

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Coordinate partnerships with healthcare facilities for clinical placements.

Foster a culture of excellence in teaching, learning, and clinical practice.

## **Qualifications & Requirements:**

Master's degree in Nursing or a related field.

Registered Nurse with a valid practicing license.

Minimum of 5 years of experience in teaching and nursing practice.

Strong leadership, organizational, and communication skills.

Commitment to Catholic values and nursing education.

## **2. Deputy Principal Tutor**

Duties and Responsibilities:

Assist the Principal Tutor in managing the academic and operational activities of the nursing college.

Support curriculum development, delivery, and assessment.

Supervise and mentor nursing students and teaching staff.

Coordinate day-to-day academic administration and student welfare.

Take on leadership roles in the absence of the Principal Tutor.

## **Qualifications & Requirements:**

Bachelor's degree in Nursing; Master's degree preferred.

Registered Nurse with a valid practicing license.

At least 3 years of teaching experience in nursing education.

Strong organizational and interpersonal skills.

Knowledge of the Kenyan nursing curriculum and teaching methodologies.

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### 3. Clinical Instructor (BSN Tutor)

Duties and Responsibilities:

Provide clinical instruction and mentorship to nursing students in healthcare settings.

Supervise and assess students' clinical performance.

Collaborate with healthcare institutions for clinical placements and training.

Assist in curriculum delivery and evaluation for the BSN program.

Support students in developing their clinical skills and professionalism.

#### Requirements:

Bachelor's degree in Nursing (BSN); Master's degree preferred.

Registered Nurse with a valid practicing license.

At least 2 years of clinical experience in nursing.

Passion for teaching and mentoring nursing students.

Strong communication and clinical teaching skills.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
7/2024	CLINICAL OFFICER	4

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

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# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

The Catholic Diocese of Maralal is seeking a qualified and compassionate Registered Clinical Officer to join our healthcare team. The successful candidate will provide high-quality medical services to the communities served by our health facilities in Maralal Diocese. This position offers an opportunity to make a significant impact on the health and well-being of the population while working within the ethos of the Catholic Church.

*Patient Care:* Provide general clinical services, including diagnosis, treatment, and referral of patients in accordance with medical protocols and guidelines.

*Health Education & Promotion:* Educate patients and the community on health promotion, disease prevention, and appropriate treatment options.

*Clinical Procedures:* Perform minor medical procedures, wound dressing, administering injections, and other medical interventions as required.

*Collaboration with Healthcare Team:* Work closely with doctors, nurses, and other healthcare professionals to ensure comprehensive care for patients.

*Record Keeping:* Maintain accurate and up-to-date patient records, ensuring confidentiality and compliance with health regulations.

*Emergency Response:* Respond to medical emergencies and provide first aid or resuscitation as required.

*Community Outreach:* Participate in community health programs, vaccination campaigns, and public health education initiatives organized by the Diocese's health services.

*Supervision & Mentorship:* Provide support and guidance to junior clinical staff, including medical interns or students placed at the health facility.

## **c) Qualifications & Requirements:**

Degree or Diploma in Clinical Medicine and Surgery from a recognized institution.

Registered with the Clinical Officers Council and a valid practicing license.

At least 2 years of experience in clinical practice, preferably in a rural or community-based healthcare setting.

Strong clinical skills with the ability to handle a variety of medical cases.

Compassionate, patient-centered approach to healthcare delivery.

Ability to work independently and as part of a multidisciplinary team.

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Excellent communication and interpersonal skills.

Knowledge and understanding of Catholic values in healthcare is an advantage.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
8/2024	NURSES	13

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities**

The Catholic Diocese of Maralal invites applications for the following nursing positions to work in our health facilities across the Diocese. We are seeking compassionate, dedicated, and qualified nurses to provide high-quality care to our communities:

**1. General Nurse (Hospital Setting)**

Duties and Responsibilities:

Provide comprehensive nursing care to patients in the hospital setting.

Administer medications, injections, and treatments as prescribed.

Assist in diagnostic procedures and support physicians during patient examination.

Monitor and record patient vital signs and conditions.

Provide health education and emotional support to patients and their families.

Maintain accurate patient records and ensure confidentiality.

Participate in emergency and critical care situations as needed.

**Qualifications & Requirements:**

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Degree or Diploma in Nursing from a recognized institution.

Registered Nurse with a valid practicing license.

Minimum of 2 years of experience in a hospital or clinical setting.

Strong clinical skills and ability to handle diverse medical conditions.

Ability to work under pressure and in a team environment.

Compassionate and patient-centered approach to care.

## 2. Nurse (Dispensary & Health Center Setting)

Duties and Responsibilities:

Provide primary healthcare services at dispensaries or health centers, including diagnosis, treatment, and follow-up care.

Administer medications and vaccines as per prescribed protocols.

Provide antenatal, postnatal, and child health services.

Assist in minor medical procedures and first aid.

Educate patients on preventive healthcare practices and healthy living.

Maintain patient records and report on health statistics to management.

Participate in community health outreach programs and campaigns.

## Qualifications & Requirements:

Degree or Diploma in Nursing from a recognized institution.

Registered Nurse with a valid practicing license.

At least 1 year of experience in a dispensary or health center setting.

Knowledge in maternal and child health, immunization, and general healthcare.

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# CATHOLIC DIOCESE OF MARALAL

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Strong communication skills and ability to work with diverse communities.

Ability to work independently and manage routine health services.

### 3. School Nurse

#### Duties and Responsibilities:

Provide basic healthcare services to students and staff within the school environment.

Assess and treat common illnesses and injuries, referring students to medical facilities when necessary.

Promote health education and awareness on topics like hygiene, nutrition, and disease prevention.

Conduct health screenings (vision, hearing, and general physical assessments) for students.

Maintain health records for students and staff, including immunization records.

Collaborate with parents, school staff, and healthcare providers to ensure the health and safety of students.

Respond to medical emergencies and provide first aid when required.

#### Qualifications & Requirements:

Diploma or Degree in Nursing from a recognized institution.

Registered Nurse with a valid practicing license.

Experience working with children or in a school health setting is an advantage.

Excellent communication and interpersonal skills.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
9/2024	COMMUNITY HEALTH OFFICER	1

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a Community Health Officer to join our health team. The successful candidate will play a key role in promoting health and well-being within local communities by providing health education, disease prevention, and supporting the delivery of essential health services.

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# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Conduct community health education on topics such as disease prevention, hygiene, nutrition, and natural family planning.

Promote and support vaccination campaigns and other public health initiatives.

Screen and assess individuals for basic health conditions and provide appropriate referrals to healthcare facilities.

Collect and report community health data to inform program planning and interventions.

Provide follow-up care and health advice to individuals in the community.

Collaborate with local health workers, stakeholders, and community leaders to improve healthcare access and outcomes.

## **c) Requirements**

Degree or Diploma in Community Health, Public Health, or a related field.

Registered Community Health Officer with a valid practicing license.

At least 1 year of experience in community health or public health services.

Strong communication and interpersonal skills.

Ability to work independently and engage effectively with community members.

A commitment to Catholic values and promoting health equity.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
10/2024	LAB TECHNICIAN	4

## **a) Terms of Service – Fixed Term Contracts**

## **b) Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a Laboratory Technician to join its health facilities. The successful candidate will be responsible for conducting laboratory tests, ensuring accurate results, and supporting the diagnosis and treatment of patients.

Perform routine laboratory tests (e.g., blood, urine, stool) as per prescribed medical protocols.

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# CATHOLIC DIOCESE OF MARALAL



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Prepare and process laboratory samples, ensuring proper handling and storage.

Maintain accurate records of test results and report findings to medical staff.

Ensure proper maintenance and calibration of laboratory equipment.

Assist in the development and implementation of laboratory procedures and protocols.

Provide support for health programs and campaigns by conducting relevant tests.

Maintain a clean, organized, and safe laboratory environment in compliance with health and safety regulations.

## **c) Requirements**

Degree or Diploma in Medical Laboratory Technology from a recognized institution.

Registered with the Kenya Medical Laboratory Technologists and Technicians Board with a valid practicing license.

At least 1 year of experience as a Laboratory Technician in a healthcare setting.

Knowledge of laboratory testing techniques, equipment, and safety protocols.

Strong attention to detail and ability to work independently.

Good communication skills and the ability to work collaboratively with medical teams.

A commitment to the Catholic ethos of healthcare service.



**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
11/2024	PHARMACIST	2

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a pharmacist to join its health team. The successful candidate will be responsible for ensuring safe and effective use of medications in our health facilities.

Dispense prescribed medications accurately and provide counseling on proper use.

Monitor and ensure the safe storage and handling of pharmaceutical products.

Maintain and update patient medication records.

Provide advice to medical staff and patients on drug interactions, side effects, and contraindications.

Manage stock levels, order supplies, and ensure availability of essential medicines.

Ensure compliance with regulatory and safety standards in the pharmacy.

**c) Requirements**

Bachelor's Degree in Pharmacy from a recognized institution.

Registered Pharmacist with a valid practicing license.

At least 1 year of experience in a hospital or community pharmacy.

Strong knowledge of pharmaceutical practices and drug safety.

Excellent communication skills and attention to detail.

Commitment to the values and ethics of Catholic healthcare.





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Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
12/2024	MATRON	6

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a compassionate and experienced Matron for its hospital and school settings (primary and secondary schools). The successful candidates will provide leadership in managing the welfare, health, and well-being of patients and students within our healthcare and educational institutions.

**Position 1: Matron – Hospital Setup**

**Duties and Responsibilities:**

Oversee the care and comfort of patients in the hospital, ensuring their physical, emotional, and spiritual needs are met.

Supervise and coordinate the work of nursing staff and support staff to ensure quality patient care.

Maintain hygiene and safety standards within patient wards and other hospital areas.

Monitor and manage patient admissions, discharges, and transfers.

Provide support to patients' families and educate them on care procedures and discharge plans.

Ensure effective stock management of medical supplies, ensuring that essential items are available for patient care.

Maintain accurate records of patient care, treatments, and progress.

**Requirements**

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# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Diploma or Degree in Nursing or Healthcare Management.

Registered Nurse with a valid practicing license.

Experience of at least 3 years in a hospital setting, with supervisory roles in patient care or nursing management.

Strong organizational and leadership skills.

Compassionate and committed to providing high-quality care in a faith-based setting.

## **Position 2: Matron: School Boarding Setup**

Supervise and ensure the general welfare, safety, and cleanliness of students' dormitories.

Provide basic care and first aid to students, and address any health concerns.

Maintain discipline and ensure that students follow the school's rules and routines within the boarding facilities.

Ensure that students' personal needs, including hygiene and nutrition, are met.

Monitor students' emotional well-being and provide support as needed.

Liaise with school management, teachers, and parents regarding student welfare.

Organize recreational and developmental activities for students in the dormitories.

### **Requirements:**

Minimum Education Level: Kenya Certificate of Secondary Education (KCSE)

At least 1 year of experience working with children or in a school setting.

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VACANCY NO.	VACANCY	NO. OF POSTS
13/2024	TECHNICAL POSITIONS: TAILOR, ELECTRICIAN, PLUMBING, WELDER, CARPENTER, MASON	8

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking qualified and skilled individuals for the following technical positions to work in our parishes and institutions. The successful candidates will be responsible for ensuring the smooth operation and maintenance of our facilities.

**1. Tailor**

Duties and Responsibilities:

Design, repair, and alter clothing for parish and institutional needs.

Ensure quality finishing of all garments.

Maintain and repair sewing equipment.

**Qualifications & Requirements:**

Craft Certificate in Tailoring and Fashion Design

Proven experience as a tailor with a portfolio of work.

Ability to use sewing machines and hand stitching techniques.

Strong attention to detail and quality.

**2. Electrician**

Duties and Responsibilities:

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Install, maintain, and repair electrical systems and equipment.

Ensure compliance with safety standards in electrical installations.

Troubleshoot electrical faults and conduct regular inspections.

### **Qualifications & Requirements:**

Diploma in Electrical Engineering or a related field.

Valid electrician's license.

At least 2 years of experience in electrical work.

### **3. Plumber**

#### **Duties and Responsibilities:**

Install and repair plumbing systems, including water and drainage.

Maintain plumbing equipment and fixtures.

Troubleshoot leaks and blockages in pipes.

#### **Qualifications & Requirements:**

Diploma in Plumbing or a related field.

Proven experience in plumbing installation and repairs.

Ability to read technical drawings and blueprints.

### **4. Welder**

#### **Duties and Responsibilities:**

Weld and fabricate metal structures and equipment.

Perform maintenance on metal parts and systems.

Ensure safety procedures are followed during welding tasks.

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## **Qualifications & Requirements:**

Certificate in Welding or Metal Fabrication.

Proven experience in welding techniques and metal work.

Ability to work with various welding machines and tools.

## **5. Carpenter**

Duties and Responsibilities:

Construct and repair wooden structures and furniture.

Install doors, windows, and flooring.

Ensure quality finishes on all carpentry projects.

## **Qualifications & Requirements:**

Certificate in Carpentry or related field.

Proven experience in carpentry work.

Ability to use woodworking tools effectively.

## **6. Mason**

Duties and Responsibilities:

Construct and repair building structures using bricks, stones, and concrete.

Ensure proper mixing of materials and quality of work.

Maintain a clean and safe working environment.

## **Qualifications & Requirements:**

Certificate in Masonry or a related field.







# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Proven experience in masonry work.

Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
14/2024	Librarian and Bookshop Attendant	3

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking dedicated and responsible individuals for the positions of Librarian and Bookshop Attendant to serve in its parishes and institutions. The successful candidates will be responsible for managing library services and assisting with the sale and management of books in the diocesan bookshop.

**Position 1: Librarian**

**Duties and Responsibilities:**

Manage and maintain library collections, including books, periodicals, and digital resources.

Catalog and classify new materials and ensure proper organization of the library.

Assist students, staff, and visitors in locating resources and providing library services.

Develop and implement library policies, programs, and activities to promote reading and information literacy.

Ensure the cleanliness, orderliness, and safety of the library environment.

Maintain records of library usage and assist in acquiring new materials as needed.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

## Qualifications & Requirements:

Degree or Diploma in Library and Information Science or related field.

At least 1 year of experience in library management or a related position.

Knowledge of library management software and cataloging systems.

## Position 2: Bookshop Attendant

### Duties and Responsibilities:

Assist customers in the selection and purchase of books and stationery.

Maintain an organized and attractive display of books and products.

Process sales transactions and manage cash register operations.

Keep accurate records of inventory, including stock levels and orders.

Ensure that the bookshop is clean, orderly, and well-stocked.

Provide excellent customer service and answer queries regarding bookshop products.

## Qualifications & Requirements:

At least 1 year of experience in retail sales, preferably in a bookshop or related environment

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
15/2024	Sponsorship Project Coordinator	1

a) Terms of Service – Fixed Term Contracts

b) Duties and Responsibilities

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Oversee the planning, implementation, and monitoring of the diocesan sponsorship programs for vulnerable children and families.

Coordinate communication between sponsors, recipients, and the Diocese, ensuring smooth relationships and timely updates.

Track and manage sponsorship funds, maintaining accurate records and financial reports.

Develop and organize fundraising initiatives and outreach programs to secure additional sponsorships.

Work closely with schools, parishes, and other stakeholders to ensure the effective delivery of the sponsorship program.

Organize sponsorship events, meetings, and reporting processes to keep stakeholders informed.

## **c) Requirements**

Degree or Diploma in Project Management, Social Work, or a related field.

Ability to develop project proposals

At least 2 years of experience in sponsorship management or development work.

A commitment to the values and mission of the Catholic Church

Experience with donor relations and fundraising is an advantage.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
16/2024	Sacristan, Choir/Music Director, Chaplain	4

## **a) Terms of Service – Fixed Term Contracts**

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL

P.O Box 350-20600 MARALAL, KENYA.



## b) Duties and Responsibilities

### Sacristan

#### Duties and Responsibilities:

Prepare the church for liturgical services, including the setup of altars, sacred vessels, and liturgical items.

Maintain the cleanliness and orderliness of the church and sanctuary.

Ensure proper care and storage of liturgical materials, including vestments, altar linens, and sacred vessels.

Assist the priest during Mass and other liturgical events.

Coordinate the setup and care for special liturgies and events, such as weddings, baptisms, and funerals.

#### Qualifications & Requirements:

Certificate or Diploma in Religious Studies, Liturgical Studies, or related field.

Prior experience as a Sacristan or in a similar role preferred.

Strong knowledge of Catholic liturgical practices.

Attention to detail, organizational skills, and a deep sense of reverence for the sacred.

### Choir/Music Director

#### Duties and Responsibilities:

Lead and direct the parish choir, ensuring quality music during Mass, feasts, and other liturgical celebrations.

Select hymns and songs in collaboration with the priest and liturgy committee.

Organize and rehearse musical pieces for church services and special events.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Train and mentor choir members, encouraging participation and fostering a welcoming atmosphere.

Maintain musical instruments and sound systems in the church.

## **Qualifications & Requirements:**

Diploma or Degree in Music, Church Music, or related field.

Proven experience in leading choirs, preferably in a Catholic setting.

Proficiency in playing at least one musical instrument (e.g., keyboard or guitar).

Strong leadership, communication, and organizational skills.

Passion for liturgical music and the spiritual mission of the Church.

## **Chaplain**

### **Duties and Responsibilities:**

Provide spiritual guidance, counseling, and support to staff, students, or patients, depending on the specific institution or setting.

Lead religious services, including Mass, prayer sessions, and spiritual retreats.

Offer sacraments such as confession, Eucharist, and anointing of the sick.

Provide pastoral care and support to those in need, especially the sick, elderly, or marginalized.

Foster the spiritual growth and well-being of the community through regular engagement and programs.

## **Qualifications & Requirements:**

Bachelor's Degree in Theology, Divinity, or related field.

Ordained priest or religious with experience in pastoral care or chaplaincy work.

Strong communication, interpersonal, and counseling skills.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Deep spiritual commitment and ability to provide compassionate support in a faith-based environment.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
17/2024	Cleaners, Cooks and Housekeepers	73

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking dedicated Cleaners and Housekeepers for various parishes and institutions within the Diocese. The successful candidates will be responsible for ensuring cleanliness, hygiene, and the maintenance of a welcoming environment in church facilities, offices, and residential areas.

**Position 1: Cleaner**

**Duties and Responsibilities:**

Clean and maintain the church, offices, and other diocesan facilities.

Ensure that all areas are tidy, sanitized, and well-kept, including floors, windows, and restrooms.

Empty trash bins, dispose of waste properly, and replenish cleaning supplies.

Perform basic maintenance tasks like sweeping, mopping, dusting, and disinfecting surfaces.

Report any repair needs or safety hazards to the supervisor.

Assist with setting up for events, Mass services, and other activities as required.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

## **Qualifications & Requirements:**

Certificate/Diploma in Cleaning and Sanitation

Previous experience in cleaning or janitorial work is an advantage.

Basic knowledge of cleaning equipment and supplies.

Ability to follow instructions and work with minimal supervision.

Good physical stamina and attention to detail.

Strong commitment to maintaining a clean and safe environment.

A respectful and professional attitude.

## **Position 2: Cook**

### **Duties and Responsibilities:**

Prepare and cook meals for staff, residents, or visitors at the diocesan institution or parish.

Plan menus, ensuring balanced and nutritious meals according to dietary requirements.

Maintain cleanliness and organization of the kitchen and dining areas.

Manage inventory of food supplies and ensure proper storage.

Adhere to food safety and hygiene standards.

Assist with meal distribution and clean up after meals.

### **Requirements:**

Certificate in Food Production (Cookery)/Diploma in Food Production and Culinary Arts

Previous experience in cooking or food preparation, preferably in an institutional or catering environment.

Knowledge of food safety and hygiene practices.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL

P.O Box 350-20600 MARALAL, KENYA.



Ability to prepare meals in large quantities while maintaining quality and taste.

Good organizational skills and time management.

Ability to work independently and as part of a team.

## **Position 3: Housekeeper**

### **Duties and Responsibilities:**

Perform general housekeeping duties in residential areas, ensuring rooms and living spaces are clean and well-organized.

Make beds, change linens, and ensure that all personal items are properly handled and stored.

Assist with laundry and ironing of linens, bed sheets, and clothing.

Maintain cleanliness in common areas such as kitchens, dining rooms, and lounges.

Ensure that supplies such as soap, towels, and other essentials are replenished regularly.

Report any maintenance needs or safety concerns promptly.

### **Qualifications & Requirements:**

Craft Certificate in Housekeeping and Accommodation Operations/National Diploma in Housekeeping and Accommodation Management

Previous experience in housekeeping or domestic work is preferred.

Strong attention to detail and ability to maintain a high standard of cleanliness.

Ability to work independently and manage time efficiently.

Knowledge of laundry and housekeeping routines.

Respectful and courteous when interacting with residents, visitors, and staff.







# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

A commitment to maintaining confidentiality and privacy of residents.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
18/2024	Grounds Person, General Worker, Farm Worker, Parish Caretaker	33

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking hardworking and dedicated individuals to fill the following positions: Grounds Person, General Worker, Farm Worker, and Parish Caretaker. The successful candidates will play essential roles in maintaining the cleanliness, upkeep, and overall functioning of diocesan institutions and parishes.

## **Position 1: Grounds Person**

### **Duties and Responsibilities:**

Maintain the cleanliness and aesthetics of the church grounds, including gardens, lawns, and walkways.

Plant, water, and take care of flowers, trees, and other plants around the church and parish facilities.

Ensure that the grounds are free of debris, litter, and any hazards.

Perform basic landscaping tasks, including trimming hedges, mowing lawns, and weeding.

Assist with the setup and maintenance of outdoor events and activities held at the church or parish.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

## **Qualifications & Requirements:**

Craft certificate/National Diploma in Horticulture (Landscape and Grounds Maintenance)

Previous experience in gardening or landscaping is an advantage.

Ability to operate basic gardening tools and equipment.

Good physical stamina and ability to work outdoors in various weather conditions.

Strong attention to detail and an eye for maintaining a neat environment.

Ability to follow instructions and work independently.

## **Position 2: General Worker**

### **Duties and Responsibilities:**

Assist with general maintenance and cleaning tasks within the parish and diocesan institutions.

Carry out physical tasks such as moving materials, setting up for events, and assisting with repairs.

Help with the upkeep of church facilities, including sweeping, mopping, and removing trash.

Support other staff in various operational tasks as needed, including unloading supplies and maintaining cleanliness.

### **Qualifications & Requirements:**

Craft Certificate in General Purpose Maintenance/Short Courses in General Maintenance and Cleaning

Previous experience in manual labor, maintenance, or similar roles is preferred.

Good physical condition and ability to perform manual tasks.

Strong work ethic, reliability, and the ability to follow instructions.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL

P.O Box 350-20600 MARALAL, KENYA.



Flexibility to take on a variety of tasks as required by the parish.

## **Position 3: Farm Worker**

### **Duties and Responsibilities:**

Assist with daily farm operations, including planting, watering, and harvesting crops.

Help maintain farm equipment and tools, ensuring they are properly cleaned and stored.

Manage the care of livestock, including feeding, cleaning, and ensuring their well-being.

Assist with general farm maintenance and upkeep of farm infrastructure.

Ensure that the farm adheres to safety and cleanliness standards.

### **Qualifications & Requirements:**

Craft Certificate in Agriculture (General Farming or Crop Production, Livestock Management)

Previous experience in farming or agricultural work is preferred.

Basic knowledge of crop cultivation and animal husbandry.

Ability to work long hours and handle physically demanding tasks.

Strong work ethic, reliability, and willingness to learn new farming techniques.

A passion for working with plants and animals.

## **Position 4: Parish Caretaker**

### **Duties and Responsibilities:**

Oversee the day-to-day maintenance and cleanliness of parish buildings and surrounding areas.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Ensure that the church and parish facilities are safe, clean, and ready for all activities and events.

Manage and maintain parish equipment, furniture, and supplies.

Assist with setting up for church services, meetings, and other events held at the parish.

Perform minor repairs and coordinate larger maintenance needs with external contractors.

## **Qualifications & Requirements:**

Craft Certificate in General Maintenance and Cleaning

Previous experience in maintenance, caretaking, or facilities management is preferred.

Ability to perform minor repairs and upkeep of church facilities.

Good organizational and time-management skills.

Strong sense of responsibility and attention to detail.

Ability to work independently and in a team.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
19/2024	Caretaker for Special Needs Children Home	4

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a compassionate, dedicated, and responsible Caretaker to work at our Special Needs Children Home. The successful candidate will provide direct care and support to children with special needs, ensuring their well-being, safety, and development in a nurturing environment.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Provide day-to-day care for children with special needs, ensuring their physical, emotional, and psychological well-being.

Assist children with daily activities, including feeding, bathing, dressing, and personal hygiene.

Develop and implement individualized care plans for children in collaboration with the care team and health professionals.

Monitor and report any changes in the children's behavior, health, or general condition to the supervisor or health team.

Assist with educational and recreational activities tailored to the children's needs.

Ensure the children's living environment is clean, safe, and well-maintained.

Provide emotional support and create a positive, loving environment for the children.

Assist with basic therapy exercises and routines as directed by professional caregivers or therapists

## **Qualifications & Requirements:**

Diploma or Certificate in Child Care, Special Needs Education, Social Work, or a related field.

Previous experience in caring for children with special needs is highly preferred.

Strong interpersonal and communication skills, with a compassionate and patient nature.

Ability to work as part of a team and follow instructions.

Basic understanding of child development and special needs care.

Ability to manage challenging behaviors with patience and understanding.

A genuine passion for working with children and making a positive difference in their lives.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL

P.O Box 350-20600 MARALAL, KENYA.



Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
20/2024	DRIVER / MECHANIC	5

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking qualified and reliable Drivers/Mechanics to provide transportation services and maintain vehicles across various diocesan parishes and institutions. The successful candidates will ensure safe and efficient transport while also maintaining the mechanical integrity of vehicles.

Provide safe, reliable, and timely transportation for diocesan staff, clergy, and materials to various locations.

Ensure the vehicle is clean, fueled, and in good working condition before use.

Maintain accurate records of vehicle usage, fuel consumption, and maintenance.

Conduct daily checks and basic maintenance (e.g., checking tire pressure, oil, and coolant levels).

Adhere to traffic laws and diocesan policies to ensure safety.

Report any vehicle issues or accidents to the supervisor promptly.

Assist with loading and unloading goods and materials as needed.

Perform routine maintenance and repair work on diocesan vehicles, including inspections, oil changes, brake repairs, and tire maintenance.

Diagnose and fix mechanical issues, ensuring vehicles are safe and operational.

Keep accurate records of all maintenance work done on vehicles.

Ensure vehicles comply with safety regulations and maintenance schedules.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL

P.O Box 350-20600 MARALAL, KENYA.



Collaborate with drivers to schedule and manage vehicle maintenance and repairs.

Maintain inventory of tools, equipment, and spare parts.

## **Qualifications & Requirements:**

Craft Certificate/National Diploma in Motor Vehicle Mechanics

Valid Kenyan Driver's License (Classes B, C, or E).

Minimum 2 years of professional driving experience.

Knowledge of basic vehicle maintenance and ability to perform minor repairs.

Good driving record and safe driving practices.

Ability to follow instructions and communicate effectively.

High level of integrity, reliability, and punctuality.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
21/2024	SECURITY GUARDS	37

### **a) Terms of Service – Fixed Term Contracts**

### **b) Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking responsible and vigilant Security Guards to ensure the safety and security of diocesan institutions and parishes. The successful candidates will be tasked with protecting property, personnel, and visitors while maintaining a secure and peaceful environment.

Monitor and secure the premises by patrolling designated areas, including church buildings, offices, and residential areas.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL

P.O Box 350-20600 MARALAL, KENYA.



Check and control access points, ensuring that only authorized individuals enter the premises.

Respond to any security incidents, emergencies, or alarms promptly and effectively.

Report any suspicious activities, security breaches, or maintenance issues to the supervisor.

Maintain a log of daily activities, incidents, and visitor entries.

Assist in safeguarding diocesan property, assets, and confidential materials.

Ensure the security of vehicles and equipment on-site.

Enforce safety procedures and assist in evacuations in case of emergencies.

## **Requirements:**

Secondary School education or equivalent; additional security training or certifications is an advantage.

Previous experience in security services or law enforcement is preferred.

Strong observation skills and attention to detail.

Ability to handle stressful situations calmly and professionally.

Good communication skills and ability to interact with the public.

Physically fit and able to stand or walk for long periods.

A sense of integrity, reliability, and punctuality.

*Omnia Vincit Amor*







# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
22/2024	RADIO PRESENTERS/ANCHORS	2

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

Radio Mchungaji 94.5, the radio station of the Catholic Diocese of Maralal, is seeking a dynamic, engaging, and passionate Radio Presenter to join our team. The ideal candidate will have a strong connection to the mission and values of the Catholic Church, a flair for communication, and the ability to connect with a diverse audience.

**On-Air Presentation:**

Host live and pre-recorded radio shows, ensuring a smooth and engaging flow of content. Programs may include music, interviews, community news, religious education, and more.

**Content Creation and Planning:** Develop and plan content for radio shows, ensuring it aligns with the mission of Radio Mchungaji and the Catholic Diocese of Maralal. This may include preparing scripts, topics, and guest interviews.

**Community Engagement:** Interact with listeners through phone-ins, social media, and live shows, fostering a strong connection between the radio station and the community.

**Religious Programming:** Deliver Catholic faith-based programs, including reflections, catechesis, and prayer sessions, ensuring accurate representation of the Church's teachings.

**Interviews:** Conduct interviews with guests, including diocesan leaders, community figures, and other relevant individuals, ensuring that content is informative and engaging for the audience.

**Promoting Diocesan Activities:** Promote diocesan events, programs, and initiatives through on-air announcements, interviews, and special programming, contributing to the Diocese's visibility and outreach efforts.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

**Technical Support:** Operate radio equipment during broadcasts, ensuring high-quality audio output. Coordinate with technical staff for any required assistance with broadcasting tools.

**News Presentation:** Anchor live and recorded news bulletins, ensuring clear, accurate, and unbiased delivery of news content.

**News Research and Reporting:** Research and write news stories, ensuring accuracy, fairness, and adherence to the Catholic Diocese's values. Interview sources, conduct research, and verify information to ensure the integrity of news coverage.

**Community-Focused News:** Prioritize and report on local, national, and diocesan news that aligns with the interests and needs of the Catholic community.

**Cover diocesan events, activities, and programs,** keeping the public informed about the Church's initiatives and outreach efforts.

**Special Reports and Features:** Develop and deliver special reports or feature stories on topics of significance to the community, including religious events, social issues, and cultural topics.

**Collaborating with Production Team:** Work closely with the editorial and production teams to develop story ideas, provide feedback on news content, and maintain a consistent news agenda.

**Adherence to Catholic Values:** Ensure that news content adheres to the moral and ethical standards of the Catholic Church, promoting truth, integrity, and community building.

**Live Reporting:** Provide live coverage of breaking news and diocesan events, reporting directly from the field when required.

## **Requirements**

**Educational Background:** A degree or diploma in Journalism, Communications, Media Studies, or a related field is preferred.

**Experience:** Previous experience in radio presenting or broadcasting is an advantage, but candidates with a passion for media and communication will also be considered.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

**Knowledge of Catholic Faith:** A strong understanding of Catholic teachings, practices, and values is essential. A personal commitment to the Catholic faith and a passion for sharing it through media is a plus.

**Technical Proficiency:** Basic knowledge of radio equipment and broadcasting software is an advantage, though training can be provided.

**Flexibility:** Ability to work flexible hours, including weekends, evenings, and holidays, depending on the broadcasting schedule.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
23/2024	EDITORIAL/PRODUCTION OFFICER	2

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities**

The Catholic Diocese of Maralal, Radio Mchungaji 94.5, is seeking a skilled and creative Editorial/Production Officer to join our dynamic team. The ideal candidate will be responsible for managing and producing engaging radio content, ensuring high-quality programming, and supporting the editorial direction of the station. This role requires a passion for storytelling, excellent technical skills, and the ability to work collaboratively in a fast-paced environment.

**Key Responsibilities:**

Develop, produce, and edit radio programs in line with the station's editorial guidelines and mission.

Work closely with the station manager, presenters, and other team members to plan and execute content.

Ensure the technical quality of all broadcasts, including audio editing and sound production.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Write, script, and prepare content for various radio segments, including news, interviews, and community programs.

Coordinate with guests, interviewees, and external contributors to ensure smooth programming.

Monitor, evaluate, and improve the overall quality of the station's audio and content production.

Stay updated on industry trends, technological advancements, and local community needs to enhance station programming.

Ensure content aligns with the Catholic Church's values, mission, and objectives.

Assist in managing the station's digital content, including social media and website updates.

## **Requirements:**

A diploma or degree in Media, Journalism, Communication, or a related field.

Proven experience in radio production, content creation, or editing, preferably within a Catholic or community-based media environment.

Proficiency in using radio production software (e.g., Adobe Audition, Pro Tools, etc.).

Strong writing, editing, and communication skills.

Good understanding of the technical aspects of radio broadcasting (audio equipment, editing tools).

Ability to work under pressure and meet tight deadlines.

Strong organizational and interpersonal skills.

A passion for the Catholic faith and a commitment to the values of the Diocese of Maralal.

## **Work Ethic and Reliability:**

Ability to meet deadlines and work under pressure in a fast-paced environment, always maintaining professionalism.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

**Technical Skills:** Basic understanding of radio broadcasting equipment and software is an advantage, though training can be provided.

**Flexibility:** Willingness to work flexible hours, including evenings, weekends, and holidays, depending on news schedules and events.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
24/2024	JOURNALIST FIELD OFFICER	2

**a) Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities**

The Catholic Diocese of Maralal, Radio Mchungaji, is looking for a dynamic and self-motivated Journalist Field Officer to join our team. This role involves gathering, researching, and reporting news and stories from the field to create engaging and accurate content for our radio programs. The ideal candidate will have strong investigative skills, a keen interest in community issues, and the ability to communicate effectively while maintaining the ethical standards of journalism.

**Key Responsibilities:**

Conduct field-based research and interviews to gather accurate information for radio news segments, community stories, and special programs.

Report on local, regional, and community events, including Catholic Church activities, social issues, and cultural stories, while adhering to the values of the Diocese.

Write, record, and submit news reports, features, and interviews for broadcast.

Establish and maintain relationships with community leaders, organizations, and stakeholders to gather relevant and timely information.

Ensure all fieldwork is conducted in line with the station's editorial guidelines and mission, with a focus on integrity, accuracy, and sensitivity.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Capture audio, take photographs, and create multimedia content for radio and digital platforms.

Provide regular updates to the editorial team on field stories, developments, and breaking news.

Collaborate with the editorial and production teams to ensure stories are well-structured, fact-checked, and ready for broadcast.

Travel within the Diocese and surrounding areas as needed to cover stories, attend events, or conduct interviews.

## **Requirements:**

A diploma or degree in Journalism, Communication, Media Studies, or a related field.

Proven experience in field reporting or journalism, preferably in a radio or community-based media setting.

Strong writing, storytelling, and interviewing skills.

Ability to work independently, manage time effectively, and meet tight deadlines.

Familiarity with audio recording equipment and basic editing skills is an advantage.

Good understanding of ethical journalism, particularly within a faith-based context.

A passion for community development and an interest in the Catholic Church's work and mission.

Ability to work in rural and remote areas, with a high degree of flexibility and resourcefulness.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
25/2024	<b>DIRECTOR PROMOTION FOR INTEGRAL HUMAN DEVELOPMENT</b>	1

a)

**Terms of Service – Fixed Term Contracts**

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

## b) Duties and Responsibilities

To coordinate and supervise the accountability, preparations of report and evaluations by the respective heads of department and submit the reports to the bishop's office.

To promote and motivate proposals that will enhance the financial stability of the respective departments. To endorse and forward for approval by the ordinary and ensure the respective projects are aligned to the relevant departments in terms of their implementations and accountabilities.

Promotion of the Social Teachings of the Catholic Church

Promoting the Catholic Diocese of Maralal vision and mission

To promote the spirit of integral human development in the Diocese

To supervise Diocesan projects and activities

Convene and chair periodical interdepartmental meetings

Ensure reports are done and submitted to the donors on timely basis

Ensure departmental reports are submitted to the relevant offices

Provide oversight in monitoring and evaluation of projects

Ensure that departments, under his watch elaborate and follow a departmental working/strategic plan

Develop and nurture partnerships to support program objectives, ensuring effective collaboration and growth of relationships.

Resource Mobilization: Mobilize resources to support the implementation of approved programs through proposal writing and engagement with donors and sponsors.

Budgeting and Forecasting: Develop, implement, monitor, and evaluate the department's annual budgets and forecasting to support project implementation.

Other Responsibilities: Undertake any other responsibilities assigned by the employer for the Commission for Promoting Integral Human Development.

## Requirements:

MA of Science in Community Development/Project Planning and Management

A degree in theology or Catholic teaching studies will be a plus.

*Omnia Vincit Amor*





# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Believes and understands the Catholic Church's tradition.

Any professional courses in resource mobilization or human promotion.

He or she must have worked in the church for not less than five years

Must understand the reality of the diocese (social-economic, political).

International exposure is an added advantage.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
26/2024	DEPUTY DIRECTOR PIHD	1

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Deputy Director for Promotion for Integral Human Development (PIHD) will manage and oversee the implementation of development projects within the Diocese, aligning with the Diocesan Strategic Plan. Under the supervision of the Director - PIHD, this role involves overseeing planning, coordination, implementation, and monitoring of projects.

Spearheading Diocesan strategic objectives in collaboration with the director PIHD.

Developing fundraising methodologies, concept notes, and proposals.

Leading the team in fundraising initiatives.

Coordinating program design, implementation, and evaluation.

Ensuring timely delivery of program-related processes and products.

Supporting effective relations with government offices.

Managing staff performance, promoting team spirit, and family culture.

Reviewing monthly and quarterly work plans for all projects.

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# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Documenting Diocesan program activities and promoting a shared learning culture.

Writing monthly and quarterly narrative reports and supporting timely submission.

Developing relationships with development organizations and engaging main line ministries.

Submitting written reports

Providing up-to-date information about project progress to the Diocese and donors.

Liaising closely with the senior management team for open communication.

Building appropriate communication and relationships with offices and parishes.

## **Requirements:**

Degree in Community Development/Project Planning and Management (Masters is an added advantage).

Knowledge and experience in community participatory approaches.

Good knowledge of social teachings of the Catholic Church.

## **Required Experience:**

Minimum of five (5) years of working experience in a relevant field.

## **Required Knowledge, Skills, and/or Abilities:**

Strong leadership, teamwork, and interpersonal skills.

Understanding of current development issues, especially in Arid/Semi-Arid environments.

Effective planning, coordination, leadership, and excellent communication skills.

Proven experience in program development.

Understanding of government operations and ability to liaise with various institutions.

Strong analytical skills, innovation, and practical problem-solving ability.

Excellent skills in report writing and project proposal development for fundraising.

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
27/2024	FIELD OFFICER AND PROJECT ASSISTANT	10

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking qualified and passionate individuals for the positions of Field Officer and Project Assistant to support and implement various community development projects. The successful candidates will work closely with project teams and community stakeholders to ensure the effective execution of diocesan programs.

**Position 1: Field Officer**

**Duties and Responsibilities:**

Implement and monitor community-based development projects, ensuring that activities are carried out as per project plans.

Conduct field visits to assess project progress, report on challenges, and ensure the smooth execution of project activities.

Collect data and feedback from beneficiaries and stakeholders, ensuring accurate and timely reporting.

Coordinate with community leaders, local organizations, and other stakeholders to promote project objectives.

Provide training and capacity-building support to project beneficiaries.

Prepare and submit regular project progress reports, including monitoring and evaluation data.

Ensure project compliance with diocesan policies, donor requirements, and government regulations.

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

## **Qualifications & Requirements:**

Degree in Project Management, Social Work, Development Studies, or related field.

At least 2 years of experience in community development, project implementation, or field-based roles.

Strong communication, interpersonal, and report-writing skills.

Ability to work independently in the field and collaborate with diverse stakeholders.

Knowledge of monitoring and evaluation tools and project management principles.

A commitment to the values and mission of the Catholic Church.

## **Position 2: Project Assistant**

### **Duties and Responsibilities:**

Assist in the day-to-day management and coordination of project activities.

Support project planning, implementation, and monitoring processes.

Help prepare project reports, documentation, and other administrative tasks.

Liaise with beneficiaries and stakeholders to ensure that project objectives are understood and met.

Collect, analyze, and report data related to project activities.

Assist in organizing project events, meetings, and workshops.

Ensure effective communication between the project team and the community.

## **Qualifications & Requirements:**



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# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Degree or Diploma in Project Management, Community Development, or a related field.

At least 1 year of experience in project support or community development work.

Strong organizational, communication, and administrative skills.

Ability to handle multiple tasks and meet deadlines.

Knowledge of community-based development programs and basic project management tools.

A passion for community service and development.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
28/2024	DIOCESAN ACCOUNTANT	1

a) **Terms of Service – Fixed Term Contracts**

**b) Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a highly qualified and experienced Diocesan Accountant to manage the financial operations of the Diocese, ensuring financial integrity and accountability across the Secretariat, Parishes, and diocesan institutions. The Diocesan Accountant will oversee budgeting, financial reporting, audits, and ensure compliance with diocesan policies and local regulations.

The successful candidate will play a crucial role in supporting the Diocese's mission by ensuring the efficient and transparent management of diocesan funds.

**Financial Management:** Oversee the preparation and management of the diocesan budget, ensuring effective allocation and use of funds.

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

**Financial Reporting:** Prepare accurate and timely financial statements, reports, and analyses for diocesan leadership and external stakeholders.

**Internal Controls and Audits:** Establish and maintain strong internal controls to safeguard diocesan assets. Coordinate internal and external audits to ensure compliance with financial policies and regulations.

**Cash Flow Management:** Monitor cash flow and ensure that the Diocese maintains adequate liquidity for operational needs and projects.

**Compliance and Taxation:** Ensure compliance with all applicable financial laws, regulations, and diocesan policies, including tax filings and reporting.

**Financial Advising:** Provide advice to diocesan leadership on financial matters, assisting in decision-making and long-term financial planning.

## **Requirements:**

**Education:**

A degree in Accounting, Finance.

Professional certification (CPA/ ACCA/CMA) is highly desirable.

Member of a professional body.

Proficiency in book keeping, auditing and report making is an added advantage

**Experience:**

At least 5 years of experience in financial management or accounting, with a background in non-profit or faith-based organizations being an advantage.

**Skills:**

Strong analytical, organizational, and communication skills. Proficiency in accounting software and Microsoft Office is required.

**Commitment to Catholic Values:**

A strong understanding of and commitment to Catholic teachings and values is essential.

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# CATHOLIC DIOCESE OF MARALAL



P.O Box 350-20600 MARALAL, KENYA.

Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	NO. OF POSTS
29/2024	DIOCESAN HUMAN RESOURCE OFFICER	1

a) **Terms of Service – Fixed Term Contracts**

b) **Duties and Responsibilities**

The Catholic Diocese of Maralal is seeking a dedicated and professional Diocesan Human Resource Officer to join our team. This role is key in managing and supporting the human resources function for the Diocese, including the Secretariat, Parishes, and other diocesan institutions.

**Recruitment and Staffing:** Oversee recruitment processes, including job advertisements, shortlisting, interviews, and hiring of staff for diocesan positions.

**Employee Relations:** Support and advise staff and leadership on HR-related issues, fostering a positive and productive working environment.

**Performance Management:** Implement and monitor performance appraisal systems to ensure alignment with diocesan objectives and employee development.

**Training and Development:** Identify training needs and coordinate professional development programs to enhance staff capacity and performance.

**Policy Implementation:** Ensure that diocesan HR policies and procedures are effectively communicated and adhered to, in line with Catholic values and legal requirements.

**Compliance and Record-Keeping:** Maintain accurate and up-to-date personnel records, ensuring compliance with all labor laws, statutory and diocesan regulations.

## Requirements

### Education:

A degree in Human Resource Management.

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# CATHOLIC DIOCESE OF MARALAL



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## Experience:

At least 2-3 years of experience in human resources management, preferably within a faith-based or non-profit organization.

## Skills:

Strong organizational, communication, and interpersonal skills. Knowledge of labor laws and HR best practices is essential.

**Applications are invited from suitably qualified persons for the positions shown below:**

VACANCY NO.	VACANCY	NO. OF POSTS
30/2024	MANAGER – PASTORAL CENTRE	1

### a) Terms of Service – Fixed Term Contracts

### b) Duties and Responsibilities

The Catholic Diocese of Maralal is seeking an experienced and results-driven Manager for its Pastoral Center. The successful candidate will be responsible for the overall management and operations of the center, ensuring high-quality services, customer satisfaction, and alignment with the Diocese's mission and values.

**Operational Oversight:** Manage the day-to-day operations of the Pastoral Center, including catering services, conference facilities, and event coordination.

**Customer Service & Client Relations:** Ensure high standards of customer service, addressing client needs and ensuring a positive experience for all guests using the facilities.

**Catering & Event Management:** Oversee catering operations, menu planning, and event hosting, ensuring that all services are delivered on time and to the satisfaction of clients.

**Budget & Financial Management:** Develop and manage the center's budget, monitor expenses, and identify opportunities to improve financial performance without compromising service quality.

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# CATHOLIC DIOCESE OF MARALAL



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**Staff Management:** Supervise, train, and motivate the Pastoral Center staff, ensuring that they deliver excellent service and follow best practices in hospitality, catering, and event management.

**Facility Management:** Ensure that the Pastoral Center facilities are well-maintained, clean, and ready for all types of events and services, including conferences, meetings, and retreats.

**Marketing & Business Development:** Promote the Pastoral Center's services, attract new clients, and develop partnerships with other diocesan and external organizations to increase bookings and revenue.

**Compliance & Reporting:**

Ensure compliance with all health, safety, and regulatory standards, and provide regular reports to pastoral leadership on operational performance.

## **Requirements**

**Education:**

A degree in Hospitality Management, Business Administration, or a related field is preferred.

**Experience:**

At least 2 years of experience in hospitality, catering, event management, or operations management, with a proven track record in managing conference or catering facilities.

**Skills:**

Strong leadership, organizational, and interpersonal skills. Proven ability to manage budgets, staff, and client relationships effectively.

**Commitment to Catholic Values:**

A deep understanding of and commitment to Catholic teachings, with the ability to integrate faith-based values into daily operations.

**Technical Skills:**

Proficiency in MS Office and event management software. Knowledge of catering and hospitality industry standards is essential.

**How to Apply**

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# CATHOLIC DIOCESE OF MARALAL



**P.O Box 350-20600 MARALAL, KENYA.**

Candidates who meet the above requirements of the respective vacancies, are requested to make their applications by sending your CV including 3 referees and cover letter to email: [hr@maralalcath.org](mailto:hr@maralalcath.org) or drop them at the physical address below on or before 6<sup>th</sup> December 2024 to be received by 5:00 pm.

MARALAL CATHOLIC SECRETARIAT OFFICES

SANCTUARY RD.

P.O BOX 350-20600

MARALAL

**Please Note:**

- Only shortlisted candidates will be contacted for interviews.
- The Catholic Diocese of Maralal is an equal opportunity employer and does not discriminate based on gender, race, religion, ethnicity, or nationality. We are committed to safeguarding our staff and communities from any form of abuse or harm in our recruitment processes; therefore, we observe best practices and adhere to international standards.
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts, and other testimonials during interviews.

