



AIRPORT VIEW ESTATE WELFARE ASSOCIATION

P.O. Box 7957-00200 NAIROBI
TEL: 0722 338 040 / 0733 746 951 / 0722 487 894

E-mail: avewa.utawala@gmail.com

VACANCY ANNOUNCEMENT: AIRPORT VIEW ESTATE UTAWALA

Preamble

Airport View Estate is located in Utawala, 300 meters off Kincar-MC road to the right. It is a Gated Community Estate with controlled development planned for 125 single dwelling residential units; and currently has about 90 fully developed and occupied family houses. The Estate community formed and registered a Welfare Association by the name Airport View Estate Welfare Association (AVEWA) to champion the welfare and interests of its members.

The Estate is currently managed by a Board of Management (BOM) with Sub-committees responsible for specific thematic issues of Security, Projects, Titles and Welfare. AVEWA through the BOM is recruiting a full time Estate Caretaker to support the management of the AVEWA estate affairs effective from 1st of December 2020.

Employer: Airport View Estate Welfare Association (AVEWA)

Job Title: Estate Caretaker

Deployment: Airport View Estate Office

Duration: Open ended, effective from 1st of December 2020

Reporting to: AVEWA BOM Chairman

Duties and Responsibilities

1. Water Project Operations

- 1.1 Read water meters, compute water consumption bills, create and process invoices, cross-checking to ensure their accuracy and dispatch to clients,
- 1.2 Manage the project accounts payables and receivables, including tracking and accurate documentation of project expenses with valid supporting documents,
- 1.3 Follow up and ensure timely payment of water pump electricity bills and maintain records,
- 1.4 Follow up on the timely payment of water bills and liaise with the appointed FP to effect disconnections for bill defaulters, including enforced arrears recoveries,

- 1.5 Promote the water project as a business through aggressive marketing for new connections to the AVEWA water project from within and outside the estate,
- 1.6 Carry out routine inspection of the water distribution lines to assess any leaks and/or damages and liaise with the appointed water project Focal Point (FP) for repairs,
- 1.7 Supervise any maintenance and operation works on the water project installations in liaison with the appointed FP,
- 1.8 Support and follow through registration procedures for the water project as an estate project,
- 1.9 Maintain water project operational records, correspondences, and filing system,

2. Estate Security Operations

- 2.1 Liaise with the BOM Chair and the Security Services provider to ensure estate security personnel perform their functions properly and in accordance with the service charter,
- 2.2 Oversee the maintenance of estate security lights and other installations,
- 2.3 Document all security related incidents, compile and share with the BOM Chair in his absence, daily and weekly security briefs,
- 2.4 Liaise with the police in collaboration with the security services provider to respond to any security breaches in the estate, and file case reports with the BOM Chairman,

3. Estate Welfare Issues

- 3.1 Support in the organization of estate welfare events as may be directed by the BOM Chairman and in liaison with the BOM Coordinator for Welfare,
- 3.2 Liaise with the estate security to ensure there are no illegal structures erected in the estate or hawkers roaming the estate,
- 3.3 Organize and supervise estate community grounds maintenance in liaison with the Welfare and or Projects Coordinator,
- 3.4 Facilitate safe and disciplined children and youth recreational activities at the playground and or any other venues approved by the BOM,
- 3.5 Monitor conduct of estate children and youth and promptly notify the BOM Chair of any suspicious deviant behaviours that need to be addressed with the parents,

4. Administrative Duties

- 4.1 Keeping relevant estate administrative records,
- 4.2 Organizing venues for any meetings scheduled by the BOM,
- 4.3 Preparation of relevant documents required for meetings and other purposes,
- 4.4 Preparation and circulation of minutes of meetings to which you have been invited by the BOM,

5. Other General Duties

- 5.1 Ensure timely collection and accounting for the monthly estate residents subscription and security fee contributions and prepare reports to the Treasurer,
- 5.2 Coordinate the collection and accounting for any designated contributions from the estate residents for any purposes and prepare final reports to the Treasurer,
- 5.3 Manage prudently and transparently any financial resources entrusted to your custody for purposes of undertaking any works in the estate and prepare timely and accurate reports to the BOM Treasurer,
- 5.4 Prepare and submit overall monthly financial reports to the BOM treasurer covering all transactional issues undertaken during the month,
- 5.5 Supervise any estate works and services commissioned by the BOM and ensure timely and quality completion, including managing any casual workers deployed.
- 5.6 Support the process of filing any statutory returns of the Association,
- 5.7 Prepare monthly estate management report covering the scope of duties assigned and submit to the BOM Chairman based on an agreed reporting template,
- 5.8 Undertake any other duties as may be assigned by the Board of Management from time to time through the Chairman,

6. Reporting

The Estate Caretaker shall report to the BOM Chairman; and in his absence any AVEWA BOM member on routine estate management issues arising. The position holder has no subordinate staff to supervise.

7. **Remuneration:** Competitive wage will be offered commensurate with the job description.

8. Essential Requirement for the position

The Estate Caretaker should have the following skills and qualifications in order to handle their duties effectively:

- Minimum of a Diploma in Business Administration or Project Management with a minimum of 3-5 years of experience in similar areas of responsibility; and aged between 25-40 years.
- Adept computer skills and proficiency using programs like QuickBooks and Microsoft Excel
- Advanced book keeping skills to keep accurate records and supervise the bookkeeping of the association,
- Strong verbal and written communication skills to interact regularly with clients and estate residents regarding sensitive topical issues e.g. like billing and payments,
- Excellent organization skills for maintaining clear, accurate and meticulous financial and other related AVEWA BOM management records,
- Attention to detail for ensuring the accuracy of a AVEWA records,
- Multitasking in order to successfully handle multiple accounts, invoices and payments at various stages of execution and other estate matters,
- Excellent efficiency to handle assigned duties with minimal supervision.

All applicants to send their CVS to majalej@gmail.com by 28/11/20.
