



OPPORTUNITY TO SERVE

BTL, a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among small language groups in Kenya, is seeking to recruit highly motivated born again Christians with a good Christian standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the positions below:

BUSINESS DEVELOPMENT MANAGER

The Business Development Manager will support the expansion and diversification of revenue streams for the organisation. The candidate must possess strong business acumen, strong analytical skills, excellent inter-personal and communication skills, proactive and ability to work under pressure.

Duties and Responsibilities

1. Make initial assessment of new investment opportunities by carrying out feasibility studies and determining viable income generating ventures and investments.
2. Perform financial modelling and financial analysis to evaluate projected returns on potential investments
3. Develop and execute Business proposals and guidelines for BTL
4. Oversee and grow the existing business ventures
5. Monitor and evaluate the performance of the investment ventures against KPIs
6. Identify business opportunities for BTL at national and project level
7. Coordinate Marketing and sales of BTL products and services

Qualification

1. First degree in Business Management (Marketing, Entrepreneurship or Finance), MBA will be an added advantage.
2. At least five years of relevant experience with a track record of successful business development initiatives
3. Extremely creative with the ability to analyse the market environment
4. Naturally inquisitive and structural thinker
5. Driving licence and willingness to travel in remote areas
6. Financial skills

Note: Only successful candidates will be contacted

SOUS CHEF

Serving in our Christian International Conference Center (CICC) Ruiru, The Sous Chef is responsible for assisting the Head Chef on overall kitchen operations as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration.

The Sous Chef Exhibits culinary talents by personally performing tasks while assisting in leading the staff and managing all food related functions. Also assists in supervising all kitchen areas to ensure consistent, high quality production.

Duties and Responsibilities

1. Deputize in the absence of the Head Chef.
2. Assist in selecting, training, supervising and directing staff in the kitchen.
3. Coordinate and participate in the activities of the Kitchen Personnel engaged in preparing and cooking food items to ensure efficient & profitable food service.
4. Direct and participate in creative Menu planning & utilization of food surplus or leftovers.
5. Assist the Head chef in scheduling kitchen staff according to business levels as well as allocation of specific duties.
6. Assist in maintaining inventory; estimate food consumption and purchase/requisition of food and non-food items necessary for kitchen operations.
7. Direct and correct the presentation and portioning of food according to our standards.
8. Ensure that all recipes and product yields are accurately costed and reviewed regularly.
9. Ensure that all food items are prepared as per standard recipes while maintaining portion

Qualifications

1. Diploma in Culinary Arts from a recognized institution.
2. 3 years' experience as a Sous Chef or Chef de Parti-Saucier in an environment that offers national and international cuisine
3. Be tech savvy and have a working knowledge of various computer software programs (MS Office, restaurant management software, POS).
4. Excellent leadership and team building skills.
5. Creative with good initiatives

Note: Only successful candidates will be contacted

3

6. Ability to work well under pressure in a fast paced environment and flexible to work in alternate shifts
7. Presentable with excellent customer service skills
8. Good communication skills
9. Knowledge of preparing various cuisines

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (**preferred**) or sent to the address below by **Friday 14th December 2018**

**HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY,
P.O Box 44456 – 00100
Nairobi
Email: careers@btlkenya.org**

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