



# Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;  
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## OPPORTUNITY TO SERVE

BTL, a Christian faith-based organization, involved in Language Development, Bible Translation, Literacy, and Community Development among minority languages of Kenya, is seeking to recruit a Grounds Person. The person should be highly motivated, ministry-minded and a born-again Christian with good standing, demonstrated spiritual maturity, integrity, and a calling to serve.

### GROUND'S PERSON

Serving at our Christian International Conference Centre (BTL-CICC) Ruiru, the position holder will ensure that the facility's grounds and gardens are maintained to the highest standards.

### Duties & Responsibilities

- i. Maintaining the facility lawns and hedges for a clean and tidy appearance.
- ii. Mowing, watering, and fertilizing lawns.
- iii. Keeping the facility grounds, the children's playground, car parks, and walkways clean and tidy, and ensuring garbage is collected and disposed of correctly from all areas.
- iv. Contributing to cost control through energy conservation and careful use of water, cleaning materials, and other appliances.
- v. Following applicable safety guidelines and procedures and reporting any faulty appliances, damaged furniture or equipment, and any potential hazard to the management.
- vi. Cleaning and maintaining equipment and materials.

### Qualifications

- i. At least Secondary School Education (KCSE).
- ii. Must have worked in a similar position for at least one year.
- iii. Driving experience with a valid driving licence is an added advantage
- iv. Fluency in English and Kiswahili.

### How to Apply

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 posted to reach the under-mentioned by **Sunday 17<sup>th</sup> October 2021**

**HUMAN RESOURCES MANAGER  
BIBLE TRANSLATION AND LITERACY E.A**

**P.O Box 44456 – 00100**

**Nairobi**

**Email: [careers@btlkenya.org](mailto:careers@btlkenya.org)**

**Only short-listed candidates will be contacted**