



**VACANCY ANNOUNCEMENT**  
**GARDENER**

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Gardener
<b>Reporting To</b>	Senior Operations Officer
<b>Working With</b>	Operations Team, All HQ Staff
<b>Program/Duty Station</b>	Nairobi, Kenya
<b>Duration</b>	One (1) Year, Renewable
<b>Starting Date</b>	Immediately

**ORGANIZATIONAL CONTEXT**

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

**POSITION SUMMARY**

Under the direct supervision of the Senior Operations Officer, the Gardener will be responsible for ensuring that the Adeso HQ compound is well kept and maintained, including the flower gardens within. S/He will also support other departments with handy work whenever required. Flexibility will be required when the Office Cleaner is away.

**POSITION PURPOSE**

1. Maintaining the gardens around the office.
2. Ensuring general cleanliness around the compound premises.
3. To give general support to other departments.

**SPECIFIC ROLES AND RESPONSIBILITIES**

**General:**

- Maintaining the general cleanliness around the compound.
- Watering and maintaining the flowers in the flowerpots.
- General cleaning of the window glasses.
- Reporting any damages or breakages whenever they occur around the compound.
- Collecting and assembling garbage ready for garbage collection.



#### **Cleaning:**

- Cleaning the main entrance verandah including balcony attached.
- Ensuring that office mats are changed and washed regularly.
- Ensuring that the tent meeting area outside the office is maintained, tidy and well arranged.
- Keeping the general area around the kitchen clean and tidy.
- Emptying the respective cleaned office dustbins.

#### **Gardening:**

- Trimming the grass and flowers around the office.
- Maintaining the flower gardens.
- Trimming the fence around the office.

#### **Others:**

- Assisting in the kitchen while the cleaner is away.
- Substituting Office Cleaner while on leave.
- Supporting other departments on handy work whenever required

#### **SKILLS AND QUALIFICATIONS**

- Previous experience in a similar role required.
- Autonomous and innovative.
- Well organized and tidy.
- Hardworking and self-motivated.
- Demonstrable end user orientation.
- Excellent team work spirit.

#### **APPLICATION PROCESS**

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting “**Gardner**” in the email subject matter, by **13<sup>th</sup> March, 2018**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.