



FOR WOMEN'S HUMAN RIGHTS

Position Title	The Healing Farm Housekeeper
Position Location	Kitui, Kenya
Reporting to	The Healing Farm Environmental Health and Safety Officer
Last date to apply	Open Until Filled
Contract Type	Casual
Start Date	May 2026
Vacancy Announcement Date	30 April 2026

### Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and women's human rights pan-African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's three sub-regions- East Africa: Nairobi- Kenya, Kampala-Uganda; Southern Africa: Harare- Zimbabwe, Lilongwe- Malawi, Antananarivo- Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone- Botswana; and Central Africa: Yaoundé & Douala - Cameroon. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

### Position Overview

UAF-Africa Nairobi office requires a qualified Housekeeper who will form part of The Healing Farm team. The Housekeeper will be under the direct supervision of and reporting to the Healing Farm Environmental Health and Safety Officer. She will also work closely with UAF-Africa staff.

### Specific Responsibilities

- Maintain cleanliness and hygiene of all accommodation facilities, including bedrooms, bathrooms, kitchens, and common areas.

- Perform routine cleaning tasks such as sweeping, mopping, dusting, sanitising surfaces, and waste disposal.
- Ensure that rooms are prepared and maintained to a high standard for incoming and current occupants (bed making, linen changes, restocking essentials).
- Monitor and report any maintenance or repair needs within the facilities.
- Manage laundry duties, including washing, drying, ironing, and proper storage of linens and towels.
- Prepare and cook meals in accordance with agreed menus, dietary requirements, and hygiene standards.
- Ensure proper food handling, storage, and kitchen cleanliness in line with health and safety regulations.
- Maintain an inventory of cleaning supplies, food items, and kitchen equipment, and notify management when replenishment is required.
- Assist in planning simple menus and ensuring efficient use of available resources.
- Provide support during events or group stays at the Healing Farm, including meal preparation and facility readiness.
- Ensure security of the premises by properly locking facilities and reporting any unusual activity.
- Uphold confidentiality and professionalism when interacting with guests and staff.
- Carry out any other duties within the overall function of the job.

### **Qualifications**

- High school education.

### **Skills and Experience**

- At least three to five years of progressively responsible work experience.
- Proven experience in housekeeping, cleaning, or domestic work; experience in a hospitality or accommodation setting is an advantage.
- Proficiency in spoken and written English.
- Basic cooking skills with the ability to prepare simple, nutritious meals.
- Knowledge of basic hygiene, food safety, and sanitation practices.
- Ability to work independently with minimal supervision.
- Good time management and organisational skills.

- Physically fit and able to carry out cleaning and kitchen duties.

### **Expected Conduct**

- Maintaining strict confidentiality at all times in relation to any information, documents, or materials accessed, observed, or disclosed during the course of the work.
- Report to work on time consistently and provide timely notice in the event you are unable to arrive as scheduled.
- Demonstrate respectful and courteous behaviour towards guests, colleagues, and management at all times.
- Act with honesty and take responsibility for assigned duties, including proper handling of resources, supplies, and equipment.
- A valid police clearance certificate (or willingness to obtain one prior to appointment).

### **Work Environment**

This is a position that will be based at UAF-Africa's Healing Farm in Kitui. UAF- Africa is an equal opportunity employer that does not discriminate in its hiring practices. To build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. **The position is based in Kitui, Kenya.**

### **How to Apply**

Candidates interested in applying for this role should submit a brief application letter outlining their suitability for the role, together with a detailed Curriculum Vitae (CV) and at least two contactable references.

Applications should be sent to [jobs@uaf-africa.org](mailto:jobs@uaf-africa.org) no later than 29 May 2026. Applicants must clearly indicate the position they are applying for in the email subject line.

Only shortlisted candidates will be contacted.

No phone calls, please.

We thank all applicants, but only shortlisted candidates will be contacted. To learn more about UAF-

Africa and our programs, please visit our website at <http://www.uaf-africa.org/>.