



ST. PAUL'S UNIVERSITY
The University of Choice!

INTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: Cleaners, 5 Positions

Reporting To: Registrar Administration

Department: General Administration, Housekeeping Section

Purpose of Role:

- To maintain general cleanliness and hygiene across the University's facilities and compound as assigned.

KEY RESPONSIBILITIES

- Carry out housekeeping services including cleaning, mopping, scrubbing, and sanitizing the floors and other surfaces, in areas specified by the supervisor.
- Ensure that restrooms are sanitized, cleaned and stocked on a regular basis.
- Clean, dust, and polish furniture and equipment;
- Empty waste baskets and other trash containers;
- Ensure that offices are cleaned daily.
- Operate various mechanized cleaning equipment, such as vacuum cleaners, buffers, etc.
- Maintain facilities in a sanitary and infection-free condition through washing, cleaning, and replacement of equipment and furnishings.
- Ensure compliance with all regulations such as OSHA, 2007.
- Report any needed repairs immediately to the supervisor (such as toilets, loose tiles, broken window panes, missing nuts or screws, beds needing repair, etc.).

- Check the entire area for spills, water, etc., periodically, especially in hostels' bathrooms.
- Ensure that safety precautions are used in all housekeeping services.
- Ensuring the vacuum cleaner and hose pipes are properly used and in safe custody.

QUALIFICATIONS AND EXPERIENCE

- Kenya Certificate of Secondary Education. Any other post-secondary school education certification is an added advantage.
- At least two years of working experience in a cleaning or housekeeping role.
- Basic digital awareness and ability to responsibly use simple digital tools relevant to assigned work duties.
- Basic awareness of the Strategic Plan 2025–2030 and the ability to support its implementation is an added advantage.
- A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

KEY COMPETENCIES AND SKILLS

- Reliability and punctuality skills.
- Attention to detail skills.
- Time management skills.
- Good communication skills.
- Confidentiality and integrity skills.
- Ability to work individually and as a team.



Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: recruit@spu.ac.ke

All applications should be submitted on or before Wednesday, 18th February 2026. Only shortlisted candidates will be contacted.