



Technical University of Mombasa Enterprises Limited (TUMEL)

JOB VACANCY

Technical University of Mombasa Enterprises Limited (TUMEL) seeks to hire highly competent and qualified people to fill the following vacancy within its staff establishment.

S/N	Position	Vacancy No.	No. of Posts
1	Cleaning Supervisor	TUMEL/HR&ADM/C.SUPERV/30/01/2026	1

Reporting to: Human Resource and Administrative Officer

The Cleaning Supervisor is responsible for overseeing and coordinating the daily cleaning operations to ensure a clean, safe, and well-maintained environment. The ideal candidate will demonstrate strong leadership abilities in managing cleaning teams, ensuring all tasks and duties are performed efficiently and to the highest standards.

Professional Requirements and Qualifications

For appointment to this position, one must possess the following:

- Degree in Environmental Science/Landscaping/Housekeeping/Hospitality/Business Management/Human Resource or its equivalent from a recognized institution.
- Work experience of a minimum of two (2) years as a cleaning supervisor and having managed teams of above 15 people.
- Good business sense and an enterprising individual
- A positive attitude coupled with team spirit
- The ability to implement and adhere to standards and procedures

OR

- Diploma in Environmental Science/Landscaping/Housekeeping/Hospitality/Business Management/Human Resource or its equivalent from a recognized institution.
- Work experience of a minimum of three (3) years as a cleaning supervisor and having managed teams of above 15 people.
- Good business sense and an enterprising individual
- A positive attitude coupled with team spirit
- The ability to implement and adhere to standards and procedures

Competencies:

- Possess good communication skills
- Good organizational skills

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- Able to supervise staff
- Honest and reliable
- Use your own initiative and be proactive
- Good interpersonal skills
- Team player

Duties and Responsibilities

- Establish and maintain cleaning standards and procedures for all staff, ensuring strict adherence to these guidelines.
- Develop, review, and manage work schedules to optimize cleaning operations and workforce efficiency.
- Coordinate the timely ordering and procurement of cleaning materials, equipment, and consumables to maintain adequate stock levels.
- Monitor and supervise all cleaning activities to ensure quality, compliance, and consistency.
- Ensure all staff are fully informed of and comply with Health and Safety policies and procedures; report any breaches immediately to the Human Resource & Administrative Officer.
- Oversee the completion of all assigned cleaning duties, ensuring resources are utilized efficiently and effectively.
- Enforce company policies and procedures among staff to maintain order and a professional work environment.
- Serve as a liaison between management and cleaning staff, facilitating clear communication and addressing any operational concerns.
- Maintain accurate control over stock, equipment, and consumables, preventing wastage and loss.
- Monitor staff attendance and report any absenteeism promptly to the Human Resource & Administrative Officer.
- Proactively request the purchase of necessary consumables, equipment, and materials to avoid operational disruptions.
- Perform any other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Minimum Qualification Requirements	TUMEL Grade	Consolidated Salary Range
Bachelor's Degree OR Diploma from a recognizable University or College	6	45,000/= - 58,534/=

Only shortlisted and successful candidates shall be contacted. Any form of canvassing, either directly or indirectly, shall lead to automatic disqualification.

How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials may be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Managing Director not later than 14th February, 2026 by 5:00 pm.**

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The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 – 80100

Mombasa.

TUMEL is an equal opportunity employer and is committed to diversity and gender equality. Women, marginalized and minority groups are encouraged to apply.

