



GENERAL MANAGER VACANCY

Kenya Railway Golf Club (KRGC) is one of the oldest golf clubs in Kenya. It is situated in the Central Business District of Nairobi, between Uhuru Highway and Lower Hill Road, with its entrance off Haile Selassie Avenue. It is a remarkable 9-hole par 72 course along Nairobi's greenbelt. Kenya Railway Golf Club prides itself as the only golf course that has a fully functioning railway line traversing the course.

It is the policy of the KRGC to engage the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the Club.

At KRGC, employment is offered only to the best qualified applicants with reference to their merits and abilities to meet the requirements of the jobs irrespective of whether they are referrals or direct applicants.

All applicants for job offer shall have equal opportunity of employment without discrimination.

KRGC wishes to engage the services of a General Manager with the following details: -

Title: General Manager

Reports to: Board of Directors

Summary: The General Manager is responsible for the overall management of the Golf Club, including the day-to-day operations of the major departments that include finance and administration, golf and the golf course, food and beverage, facilities, and maintenance departments.

The General Manager is also responsible for ensuring the financial growth of the Club, as well as ensuring that all Club policies and procedures are followed.

Responsibilities:

- Oversee the day-to-day operations of the Club, including finance and administration, golf and the golf course, food and beverage, facilities management, and general maintenance.
- Implement the strategic plan for the growth and development of the Club.

- Manage the Club's budget and ensure that financial goals are met.
- Hire, train, and supervise staff.
- Ensure that the Club complies with all applicable laws and regulations.
- Coordinate the Club representation to stakeholders and other organizations.
- Serve as an ex-officio member of all Board committees.
- Coordinate with the various chairmen of Board committees to ensure that all initiatives discussed are successfully implemented.
- Marketing and promoting the club to potential members and guests.
- Oversee & supervise the scheduling of tournaments and other events.
- Maintaining the club's facilities and equipment.
- Handling members' complaints.
- Resolving disputes between members and staff.

Desired Academic & professional qualifications:

- A bachelor's degree in hospitality management from a recognized university. A master's degree in business administration will be an added advantage or,
- A bachelor's degree in business related course combined with a diploma in hospitality management with established experience will also be considered.

Work Experience:

- 8+ years of continuous work experience out of which 4+ years of experience in similar or relevant managerial position within hospitality industry

Desired qualities:

- Strong financial and analytical skills.
- Strong leadership skills capable of infusing confidence in staff to deliver results.
- Strong interpersonal skills with high levels of integrity
- Excellent communication skills
- Ability to work independently and as part of a team
- Strong attention to detail and organizational skills

Supporting documents required:

- Reference letters from previous employers
- Certified Academic & Professional qualification certificates
- Good Conduct certificate
- HELB Clearance certificate

- KRA Compliance certificate
- Credit Reference Bureau Clearance certificate

If you are a highly motivated and experienced individual with a passion for golf club management, then we encourage you to apply for the position of General Manager at our Golf Club.

To apply, please submit your application together with your CV and the supporting documents listed above to the following emails: hr@atarahsolutions.co.ke and copied to hrcommittee@krgc.co.ke on or before **Friday, 12th April 2024**.