SHEIKH KHALIFA BIN ZAYED AL-NAHYAN SCHOOL
P.O. Box 90419, Mombasa | Tel: 0725 685 563 / 020 2332240/1
Email: info@sheikhkhalifaschool.co.ke

CAREER OPPORTUNITIES

The School invites applications from qualified, competent and self-motivated candidates for the following positions:

1. PERSONAL ADMINISTRATIVE ASSISTANT

ROLE SUMMARY

Provide administrative and executive support to the Director, including schedule and meeting coordination, correspondence, confidential records management and the smooth running of the Director's office.

KEY REQUIREMENTS

- Bachelor's degree in Business Administration, Management, Public Relations or a related field.
- At least three (3) years' relevant experience as a Personal/Executive Assistant or in a similar role.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Strong organizational, planning, time-management and interpersonal skills.
- Integrity, discretion, attention to detail, and ability to prioritize, multitask and work under pressure.

SALARY: KES 40,000–60,000

2. MAINTENANCE OFFICER

ROLE SUMMARY

We are seeking an experienced and qualified Head of Maintenance to oversee maintenance of buildings, facilities, equipment and infrastructure; supervise maintenance staff, coordinate repairs, implement preventive maintenance programmes, manage resources and ensure compliance with occupational health and safety standards.

KEY REQUIREMENTS

- Bachelor's degree or Diploma in Civil Works/Engineering, Electrical Engineering, Plumbing, Building Technology or a related technical field.
- At least three (3) years' experience in maintenance operations, facilities management and staff supervision.
- Minimum age: 40 years.
- Knowledge of preventive maintenance, occupational health and safety, and relevant technical standards.
- Strong leadership, communication, organizational and problem-solving skills.
- Ability to prepare reports, manage resources and control expenditure.
- Integrity, accountability and flexibility to work outside regular hours when required.

SALARY: KES 50,000–70,000

Interested candidates should submit an application letter, curriculum vitae (CV), and copies of relevant certificates to:

✉@ Email: **recruitment@sheikhkhalifaschool.co.ke**

Applications should be addressed to:

The Human Resource Officer

Sheikh Khalifa Bin Zayed Al-Nahyan School

P.O. Box 90419–80100

Mombasa.

Deadline for submission is 9th November, 2026.