



Umma University is a leading institution of higher learning committed to excellence in teaching, research, innovation, and community engagement. Guided by strong ethical values and a culture of integrity, the University continues to position itself as a Centre of academic distinction and holistic student development.

The University is an equal opportunity employer that values diversity and inclusion and is committed to providing a fair, respectful, safe and supportive environment for all.

To strengthen student welfare and residential life services, the University invites applications from suitably qualified, mature, disciplined and highly motivated professionals to fill the following positions:

HOSTEL WARDEN (2 POSITIONS)

- Male Hostel Warden – One (1) Position
- Female Hostel Warden – One (1) Position

Job Description for Hostel Warden

Job Title	Hostel Warden
Grade	UU08
Organization	Umma University
Department / School	Student Affairs Directorate
Section / Unit	Student Welfare and Accommodation
Location / Work Station	Main Campus / University Hostels
Reports To	Dean of Students
Direct Reports	• Hostel Assistants / Cleaners / Security assigned to hostels (where applicable)
Indirect Reports	• Student Hostel Representatives / Floor Representatives (functional coordination)
Job Purpose	To manage the day-to-day administration, safety, welfare and discipline of students residing in University hostels by ensuring a safe, secure, clean and conducive living environment while supporting student wellbeing and compliance with University policies.
Key Responsibilities / Duties / Tasks	<u>A. Core Responsibilities</u> • Supervise hostel support staff and coordinate with security, maintenance and housekeeping. • Coordinate room allocation and occupancy while ensuring optimal utilization of hostel facilities. • Promote student welfare, harmonious coexistence and conflict resolution within hostels. • Ensure compliance with hostel rules and recommend disciplinary action where necessary.

	• Coordinate emergency preparedness, safety inspections and evacuation procedures. <u>B. Operational / Technical Responsibilities</u> • Administer student check-in, check-out and room allocation records. • Conduct routine inspections of rooms and common areas and report maintenance issues. • Respond promptly to emergencies, accidents, illnesses and student welfare concerns. • Maintain hostel inventories, keys and accommodation records. • Support orientation of resident students on hostel regulations and safety. • Prepare periodic hostel occupancy, incident and welfare reports. • Liaise with Health Services, Counselling, Security, Estates and other departments to resolve student issues. • Enforce cleanliness, environmental health and sanitation standards.
Job Dimensions	<u>I. Financial Responsibility</u> • Monitor hostel resources and report expenditure needs. <u>II. Responsibility for Physical Assets</u> • Safeguard hostel buildings, furniture, equipment and keys. <u>III. Decision Making / Job Influence</u> • Make operational decisions on room allocation, welfare interventions and incident response; recommend disciplinary actions. <u>IV. Working Conditions</u> • Office and residential hostel environment with after-hours emergency response as required.
Qualifications	<u>Academic Qualifications</u> • Bachelor's Degree in Education, Social Sciences, Counselling Psychology, Public Administration, Hospitality Management or a related field. <u>Professional Qualifications / Membership</u> • Relevant professional membership is an added advantage. <u>Relevant Experience</u> • At least three (3) years' experience in hostel administration, student affairs, accommodation management or a related field.
Functional & Behavioural Competencies	• Student welfare and counselling awareness • Interpersonal and communication skills • Conflict resolution • Leadership and supervision • Report writing • Integrity and confidentiality • Problem solving

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| | <ul style="list-style-type: none">• Emergency response awareness• Computer literacy |
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Performance KPIs for the Job

- Hostel occupancy managed at $\geq 95\%$ accuracy.
- 100% of reported maintenance issues escalated within 24 hours.
- Reduction in hostel disciplinary and security incidents year-on-year.
- Student satisfaction with hostel services maintained at $\geq 90\%$.
- 100% compliance with health, safety and fire inspection requirements.

APPLICATION PROCESS

Interested and qualified candidates should submit their applications via **Umma University Job portal:** jobs.umma.ac.ke attaching copies of:

1. A detailed curriculum vitae.
2. Academic and professional certificates
3. Contact information for three (3) references.
4. Indicate current salary / income

We celebrate diversity and are committed to creating an inclusive environment for all faculty, staff and students. Applications should be received before the close of business by Friday 31st July 2026.