

## **Kenya Safari Lodges & Hotels Ltd VACANCY**

### **Group General Manager**

Kenya Safari Lodges & Hotels Ltd (KSLH) is a Limited Liability Company, which owns and operates three renowned properties located in premier tourist attractions. Two Game Lodges are located in Kenya's largest National Park, while the flagship hotel is on a prime beach location along the North Coast adjacent to Nyali Beach.

KSLH is committed to its vision and mission of being rated world class and in providing best-in class guest service experiences in all its facilities. The Board of Directors seeks to recruit a visionary, qualified, experienced and highly talented professional to fill the position of Group General Manager of the Company.

Reporting to the KSLH Board the Group General Manager will be the accounting officer and will execute managerial and administrative authority over the business operations of the entire company. He/she will provide strategic leadership by coordinating the activities of the various functions of KSLH to achieve company goals and objectives.

#### **Key Result Areas**

**EXECUTIVE FUNCTIONS & BOARD SUPPORT:** *oversee preparation of, briefing notes, discussion papers and drafting of various operational, financial and personnel policies and procedures and recommend these for Board approval and implementation.*

**PERFORM ADMINISTRATIVE FUNCTIONS:** *Chair and conduct senior (executive) management meetings. Provide advice, guidelines and leadership in strategic planning, budgeting, capital projects planning and implementation, and performance management. Develop and oversee implementation of departmental KRAs and KPIs for management and non-management staff across all Units of KSLH. Coordinate managers' work, monitor and evaluate results.*

**MANAGEMENT & STRATEGIC LEADERSHIP:** *Lead the management team in development and implementation of KSLH Corporate Strategy. Participate in corporate and operational planning in conjunction with Unit Managers and key line managers. Direct the implementation of corporate strategic objectives and Unit business plans. Manage and review the allocation of company resources to ensure that the highest standards of service are delivered and maintained.*

#### **HUMAN RESOURCE MANAGEMENT**

*Develop an appropriate organizational structure and ensures implementation of sound HR policies and practices to maximize the employees' potential and contributions.*

#### **LEGISLATION & CORPORATE GOVERNANCE**

*Ensure compliance with all professional, ethical, legal and statutory requirements in the conduct of company business. Identify applicable legislation and ensure KSLH operations comply with the relevant regulatory framework. Report to shareholders/parent board on KSLH plans and business performance*

## Personal Profile

- Degree /Diploma in Hotel /Hospitality or Business Management related field with post-graduate relevant experience of at least 5 years in busy hotel/hospitality industry with 3 years at senior management level.
- Proven ability to develop marketing/business plans. Excellent analytical and financial data interpretation skills
- Self –confident professional with excellent communication and interpersonal skills. Wide understanding of hotel and tourism sector current issues
- Highly proficient in MS Office and computerized hotel accounting and reservation systems
- A transformative and visionary leader of unquestionable integrity with strong networking, motivation and team building skills.

In addition to the above the candidates for the position will be expected to comply chapter six (6) of the constitution, 2010. Compliance certificates from the following institutions should be attached.

- Kenya Revenue Authority
- Ethics and Anti Corruption Commission
- Credit Reference Bureau
- Criminal Investigation Department
- Higher Education Loans Board

The successful candidate will be appointed on a 3-year contract renewable subject to performance. This an executive hospitality position with competitive pay and benefits package commensurate with qualifications and experience.

If you believe you can clearly demonstrate the ability to meet the above criteria, please submit your application along with a detailed CV, stating current position, current remuneration, experience, names of at least 3 professional referees, e-mail address and telephone contacts. Attach copies of academic and professional certificates and testimonials and email to attention of:

### Chairman

### KSLH Board of Directors

**Email:** [boardchairman@kenya-safari.co.ke](mailto:boardchairman@kenya-safari.co.ke) and copy to [hr@kenya-safari.co.ke](mailto:hr@kenya-safari.co.ke) Attention: Ruth Maonga.

Or send to the address below:

**Kenya Safari Lodges & Hotels Limited**  
**P.O Box 90414-80100 Mombasa**

To be considered your application must be received by close of business on **22<sup>nd</sup> August 2018**. Only short listed applicants will be contacted. KSLH is an equal opportunity employer. Canvassing will lead to automatic disqualification