

## Cook III – 17 Positions at Ministry of Defense

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### Job Description

The Ministry of Defence is at Ulinzi House off Lenana Road in Nairobi. The Ministry is headed by the Cabinet Secretary who is responsible to the President and Commander – in – Chief on matters of policy. The Cabinet Secretary is appointed by the President and chairs the Defence Council which is responsible for the overall control and direction of the Kenya Defence Forces. Chief of the Defence Forces (CDF) is the professional head of the three Kenya Defence Forces Services and the Principal Military Advisor to the Commander – in – Chief. He is also responsible for the control, direction and general superintendence of the Defence Forces. The Principal Secretary is the accounting and authorized officer on financial and administration matters of the Ministry of Defence. He/she is also personally accountable to Parliament for the expenditures of all public moneys provided for the Ministry of Defence. Commitment The Ministry of Defence is committed to defending and protecting the people of the Republic of Kenya and their property against external aggression and also in providing support to the Civil Authority as per the Law. Our Mandate To defend and protect the sovereignty and territorial integrity of the Republic of Kenya; assist and cooperate with other authorities in situations of emergency and disaster; and upon approval of the National Assembly, may be deployed to restore peace in any part of Kenya affected by unrest or instability.

### Duties and Responsibilities

This will be the entry grade for the Cooks cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include:

preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution.

Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

Attended a formal course lasting not less than two months in Food Production organized by the Kenya Utalii College or other recognized institution; and

Having NYS certificates will be an added advantage.

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