



**KENYA FILM CLASSIFICATION BOARD
VACANCY ADVERTISEMENT-CASUAL LABOURERS**

The Kenya Film Classification Board (KFCB) is a state corporation established under the *Films and Stage Plays Act Cap 222* to regulate the creation, broadcast, possession, distribution and exhibition of film and broadcast content to ensure conformity to national aspirations and cultural values.

In order to enhance its capacity to deliver on the afore-cited statutory mandate, the Board invites applications from qualified candidates to provide services of **Door Attendants** on casual terms of service, at the Nairobi Film Centre (Formally Nairobi Cinema) located at Uchumi House, Nairobi.

Job Description:

Specific duties and responsibilities for post: -

- i. Opening and closing of the facility access points/doors;
- ii. Report on repairs and maintenance of the facility, accidents e.t.c;
- iii. Direct request for event booking to the officer in charge;
- iv. Provide information to clients/guests about availability of space for event booking, hours of operations etc.;
- v. Acting as security or assisting security guards in the facility;
- vi. Crowd control/event monitoring;
- vii. Any other duties assigned by the officer in charge of the facility

Note that the Nairobi Film Centre operates for 24 Hours, including weekends.

Job Specifications:

For appointment, the applicant must:

- a) Have at least 3 years' experience working as a facility caretaker, janitor, door attendant or security guard;
- b) Age between 25-40
- c) Be physically fit
- d) Have certificate in either first aid, firefighting, crowd control, monitoring and surveillance, self-defense, customer service, communications;
- e) Have valid certificate of good conduct/police clearance certificate;
- f) Fluent in both English and Kiswahili languages

Interested candidates who meet the above requirements are advised to submit their applications in **HARD COPY**, including certificates of relevant training, testimonials and National Identity Card should be delivered to address below so as to reach the Board by close of business on or before **11th December 2024**.

**Ag. Chief Executive Officer
Kenya Film Classification Board
Uchumi House, 15th Floor
P.O. Box 44226-00100
Nairobi.**

Note: Only shortlisted candidates will be contacted.