



## VACANCY ANNOUNCEMENT

**Date of issue:** 10<sup>th</sup> March 2020  
**Deadline for application:** 15<sup>th</sup> March 2020  
**Job Title:** Nanny  
**Duty Station/Mission:** Nairobi/ MSF Belgium-KSU  
**Duration:** 8 months Contract, extendable

Médecins Sans Frontières Belgium (Kenya Supply Unit) is looking to fill the position of a **Nanny**. The selected candidate will report to the Human Resource Manager for daily supervision.

### **Objective of the Position:**

Being responsible for looking after the welfare of the infant/child, according to MSF hygiene standards and security rules, strictly observing the daily regimen specified by parents in written or oral instructions.

### **Tasks & Responsibilities:**

S/he will perform the following main tasks, among others:-

- Responsible for taking care of the child [ren] during the day and carrying out tasks specified by the parent[s] [e.g. preparing food, hygiene standards and security rules, scheduled nap times, dressing the child [ren] appropriately and taking care of their toilet needs].
- Ensure cleanliness of the child [ren], including clothes, shoes and other items surrounding the child [ren].
- Taking all possible measures to prevent accidents against the child [ren] at home or external activity locations by removing hazards and enforcing appropriate boundaries.
- In collaboration with the parent[s], ensures child [ren] growth and social development by practicing self-education, learning child development methods and practicing developing games with child [ren] based on their age.
- In collaboration with parent[s] organizes creative activities and educational games [e.g. drawing, crafting, reading, singing and puppet games].
- Teaches child [ren] appropriate social behaviors, such as being respectful to each other and helping out with chores.
- Responsible for tidying up play areas and child [ren] rooms.
- Teaches children safe behavior based on environmental context [e.g. playing with toys, running in the house].
- Monitors the child [ren] behavior for irregularities pertaining to their health and well-being as well as their physical, emotional, and mental development and informs the parent[s] immediately for further intervention.
- Follows up with cleaner on regular basis the cleaning of the child [ren]'s books and [stuffed] toys.
- Debriefs parent[s] on a daily basis to reflect on and plan for the child [ren] activities and development.

### **Qualifications & Requirements:**

**Experience:** Working with children in child care facilities or in families

**Skills/ Competences/strengths:** Knowledge and ability to practice child development activities, possession of good cultural standards and good communication skills.

**Language:** Proficiency in written and oral English & Swahili.

Candidates meeting the above qualifications are requested to **ONLY** submit a motivation letter and an updated Curriculum Vitae mentioning on the envelop/ email subject line, "Nanny", to:

**The HR Manager**  
**Médecins Sans Frontières Belgium-KSU**  
**P.O. Box 38897-00623, Nairobi**  
**Email: [msfocb-ksu-recruitment@brussels.msf.org](mailto:msfocb-ksu-recruitment@brussels.msf.org)**

Applications must be received by the deadline. Only short-listed candidates will be contacted.

**MSF is an equal Employer and does not charge any application/ recruitment fee.**