

Graduate

Book tips on how to display soft skills

From Page 1» search, and produces great results.

Cold calling as well as watching out for growth opportunities by companies that are likely to produce openings are other ways to land a job.

"After learning of a growth opportunity (and likely jobs by the company), think about how your experience and background could benefit that organisation," says the book, published this year. It is available in Nairobi book stores.

"Tailor your cover letter to demonstrate ways you might be of service to that company. Sometimes companies in distress can be a growth opportunity, especially if you can demonstrate an action plan for a business turnaround plan of some sort," it further suggests.

The book provides advice on how to impress the recruiter at interview stage, and tackles the usually difficult subject of salary negotiation.

Wainaina's book also advises job seekers to hone their presentation skills.

Avoid doing the obvious, which is perusing through the papers for the adverts and ap-

plying, it advises.

Innovative ways include registering with unions and associations and attending their meetings and other events.

Many of them give students membership at minimal rates, and interacting with other members could lead to acquisition of inside information about available job openings, if not even making it possible to be head-hunted.

Community service organisations like church groups and rotaries are also good sources for jobs.

"Reading professional and trade magazines can also give you an indication of industry trends, and where the jobs are likely to be," says Wainaina.

Soft skills, according to the book, include personal attributes and interpersonal skills.

Personal attributes are qualities to do with responsibility, integrity, motivation, time-management, and common sense, while interpersonal abilities are judged from leadership qualities, communication skills, sociability, and empathy among others.

What is it like to work for »



Sam Kiraka
Corporate
Relationship
Manager

Openness, tolerance, and respect. These are the words I would use to summarise the principles that guide our work at the Gulf African Bank.

It gives us the feeling that we are one and pushing one vision.

We are a team of cohesive colleagues, despite our

diverse backgrounds. This, together with the workplace aesthetics, makes the bank a comfortable and pleasant place to work in.

Our work is guided by the principle of *Shariah* banking. By its very nature, *Shariah* banking calls for trust and oneness of purpose.

It has helped in entrenching the team spirit that is visible in the office.

Corporate Banking is my forte. Having trained as an accountant and business administrator, my vision and inclination has been to sup-

port entrepreneurs. Banking offers me an excellent opportunity to serve customers as I actualise self-gratification.

Our work include advising and offering services on foreign currency trade deals through treasury.

We also offer lines of credit for commodity import and export, deal structuring, and short and long term corporate businesses funding on "*murabaha*" (working capital finance) and "*diminishing musharaka*" (partnership in real estate, investments and asset finance).

Among the retail products we provide are savings accounts for women and children, *Hajj* accounts and term deposit/investment accounts.

The diversity of the services we offer reflects the versatility of the kind of work we do at the bank.

However, I will honestly point out that the work culture at the Gulf African Bank is still evolving, being a new institution that has employees from various other organisations.

The good news is that everyone is keen to learn about *Shariah* mode of

banking, and those who have practised it elsewhere are always ready to offer support.

A key opportunity here, therefore, is to be taught and to practice a different way of banking.

Links between our shareholder banks across the world gives employees the chance to develop practical *Shariah* banking principles and practices. We also gain from regular coaching and mentorship by *Shariah* scholars.

Working at the Gulf African Bank as a new business offers some challenges. We have to scout our way around because there is no precedent.

That notwithstanding, being part of the team that has the opportunity to make a mark in the company in its infancy is fulfilling.

Currently, the local market is keen on short-term financing, which enables us to open lines of credit for commodity imports and exports.

This translates to funded facilities for petroleum products, grain, and other FMCG (fast moving consumer goods) lines of business.



VACANCY

Safari Park Hotel, a leading five star hotel situated in Nairobi and serving the top notch of the Hospitality sector seeks to employ a suitable Kenyan Citizen with the right attributes to fill the position below.

ELECTRICIAN

Reporting to the Maintenance Manager, the successful candidate will be responsible for;

- Carry out all necessary repairs to electrical fixtures and fittings within the hotel property.
- Install and wire electrical hardware.
- Ensure the safety of electrical work and systems using test meters.
- Performing unscheduled emergency repair or emergency maintenance work on the electrical systems as needed.
- Assisting other technicians in performing other unscheduled emergency repair work as needed.
- Supervision of projects assigned from time to time.

The position is challenging and calls for a dynamic, confident, aggressive and forward thinking person with the following attributes;

- Aged 27 - 35 years.
- Holder of a diploma in electrical and electronics course from reputable institutions the status of Kenya polytechnic or the National Youth Service or university.
- Have a minimum of 3 years relevant working practical experience in the relevant field.
- Physically fit with ability to multi-task and work under pressure.
- Ability to set the highest personal standards of work performance.
- Exposure in the hotel industry will be an added advantage.

A Competitive salary depending on qualifications and experience will be offered to the successful candidate.

Applications accompanied by a detailed CV and copies of relevant certificates and testimonials from applicants who meet the above qualifications and are up to the challenge should be sent to the address below to reach them by **November 20, 2009.**

Human Resources & Admin. Manager
P. O. Box 45038-00100
NAIROBI
or email careers@safariparkhotel.co.ke

CAREER OPPORTUNITY IN OCCIDENTAL INS. CO LTD

Post : Head Underwriting & Claims in Nairobi Office.

Applications are invited from Kenyan citizens eligible as per following requirements:

Education Qualification : University Graduate.

Professional Qualification : ACII/AIII/AIIK or equivalent.

Experience : Total 10 yrs in a senior position of a General Insurance co. in Kenya, in Departments of Underwriting & Claims.

Computer literate : Should be.

Age : Between 35 yrs and 45 yrs.

Please apply quoting details of current employment including emoluments, perks etc. and past experiences within 10 days by email to ryn@occidental-ins.com

Canvassing shall be considered as weakness.

KUEHNE + NAGEL



AIRFREIGHT SALES EXECUTIVE

KUEHNE + NAGEL is one of the world's leading logistics groups with around 53,000 employees stationed at over 850 locations in 100 countries and are skilled in every aspect of worldwide transport trade - at sea, in the air, overland - and in providing high value integrated logistics services. Kuehne + Nagel is headquartered in Schindellegi, Switzerland.

Kuehne + Nagel seeks to recruit a dynamic and self-motivated individual to the position of Airfreight Sales Executive to be based in Nairobi and will be reporting to the Head of Sales.

Requirements:

- A Bachelors degree in Business Management/Administration as well as postgraduate Diploma in Sales and Marketing.
- Demonstrate a strong ability to co-ordinate, prioritize workload and work under pressure.
- Minimum 3 years experience in the Freight Industry & Logistics
- Computer Literate with excellent communication skills and a team player
- Independent & systematic skills with open mind.

Responsibilities

- Secure new business for Kuehne + Nagel as well as sustaining existing ones
- Maintaining and sustaining quality service to customers.
- In conjunction with Line Management formulate a tariff to the particular need of the client
- Prepare the proposal and quotes
- Liaison with local offices of Airlines in respect of freight rates and co-ordinate same with relevant Management
- Formulate and implement Sales and Marketing strategies for growing the business
- Develop and implement marketing strategies to retain and attract new clients as well as increase revenues and market share
- Follow up prospective customers through appropriate approach

Please send your application complete with CV's, passport photograph, testimonials, referees and daytime telephone contact to:

Managing Director
Kuehne + Nagel Ltd
P.O. Box 69979
NAIROBI, 00400 KENYA

to reach us on or before 20th November 2009