

## *Readvitized*

### *House Manager – Karibu House (Mbweni, Kinondoni, Dar es Salaam)*

*Karibu House is a nine-bedroom bed and breakfast located in Mbweni Teta, Mbweni, Dar es Salaam. Management is looking for an experienced, hands-on House Manager to run the property and oversee day-to-day operations starting June 15th, 2026.*

#### *Primary Responsibilities:*

- Manage the daily operations of the house and act as management's main point of contact.*
- Hire, train, and supervise all household staff.*
- Welcome guests warmly and provide personalized guidance to ensure they feel at home.*
- Track room availability, respond to guest queries, and regularly update online booking systems.*

#### *Responsibilities*

##### *Staff Management*

- Hire, train, and supervise household staff, including housekeepers and casual laborers.*
- Set schedules, review performance, and handle day-to-day staff issues.*
- Step in to cover staff absences when necessary.*

##### *Budget and Household Administration*

- Manage the household budget, including groceries, supplies, payroll, repairs, and events.*

- *Track invoices, process payments, and maintain accurate records for the office.*
- *Submit a clear monthly update on spending to upper management.*

### *Vendor and Property Oversight*

- *Maintain a trusted contractor list for plumbing, electrical, security, and gardening.*
- *Keep backup vendors on file to ensure continuous service.*
- *Schedule regular maintenance servicing across the entire property.*

### *Events and Entertaining*

- *Plan and execute house events, ranging from small lunches to large gatherings.*
- *Coordinate with outside vendors, including caterers and florists.*
- *Brief the staff team thoroughly ahead of each event.*

### *Inventory and Day-to-Day Operations*

- *Monitor inventory levels for groceries, linens, and cleaning supplies.*
- *Prepare the home ahead of guest arrivals.*
- *Handle last-minute plans and unexpected requests efficiently.*

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### *Requirements*

### *Essential Experience*

- *Minimum 5 years of experience as a house manager, hotel manager, or senior hospitality professional.*
- *Verifiable references from previous employers.*
- *A proven track record in guest management.*
- *Demonstrated experience managing a team of three or more people.*
- *Strong budgeting and vendor management skills.*
- *Valid identification and a clean driver's license*

### *Personal Qualities*

- *Absolute discretion and strict respect for confidentiality.*
- *Strong organizational skills and a calm demeanor under pressure.*
- *Good judgment and the ability to take initiative independently.*
- *Clear communication skills with the ability to adapt to management's preferences.*
- *Fluency in English; proficiency in a second language is an asset.*

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### *Application Submission:*

*Send your application (cover letter and CV) by June 14th, 2026, Tanzania time.*

*For submissions and any queries, please email:*

*[karibuhouse.mbweni2026@outlook.com](mailto:karibuhouse.mbweni2026@outlook.com)*

*Only qualified candidates will be contacted.*