



KIGALI MULTISERVICE COOPERATIVE

Expand Your Business With Us!

TIN: 101734991

KIGALI MULTISERVICE COOPERATIVE (KMC)

Location: KK 517 ST, Kicukiro-Zinia, City of Kigali, Rwanda

Vacant position: Cleaning services Supervisor

Position type: Full time

Application deadline: 24th March 2026 at 6:00 p.m.

About us: Kigali Multiservice Cooperative "KMC" is a dynamic cooperative committed to empowering our members through sustainable economic development, ethical business practices, and inclusive growth. It has been in operation since 2009 and operates across multiple sectors, including service delivery in catering & onsite restaurant, cleaning, transport.

Role overview: We are seeking a Cleaning Services Supervisor to supervise our cooperative cleaning services in our sites and areas of operation. The ideal candidate will be passionate about Environmental, Public Health, occupational safety and risk assessment while drafting the required procedures.

Key Responsibilities Summary

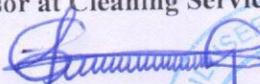
- **Team supervision:** Assign and prioritize cleaning tasks, monitor staff performance, provide training and mentoring, and manage attendance, discipline, and staffing adjustments when needed.
- **Health, safety & environmental Compliance:** Enforce safety procedures, ensure compliance with workplace safety regulations (SHE/OSH), report hazards or incidents, and promote safe work practices.
- **Quality control & inspection:** Conduct regular inspections, ensure adherence to cleaning standards and SOPs, identify issues, and take corrective actions while maintaining inspection records.
- **Inventory & Resource Management:** Monitor and manage cleaning supplies, equipment, and PPE, forecast stock needs, report faulty equipment, and optimize resource use.
- **Customer service & reporting:** Communicate with clients and departments, handle cleaning requests or complaints, maintain activity logs and reports, and complete administrative tasks.

Qualifications:

- Bachelor's degree in environmental sciences, Public Health, chemistry or Biology or any related.
- Minimum 3 years of experience in operation management and team supervision and capability building.
- Strong operational leadership, communication and organizational skills.
- An experience within cleaning service provider companies, waste handling and circularity would be an advantage.
- Should understand Rwandan cooperative operating principles and framework.
- Excellent written and spoken communication skills in English or French. Knowledge of both languages would be an asset.

How to apply:

Send your CV, cover letter and references to innocenteumutoni103@gmail.com with the subject line "**Application : Overall Supervisor at Cleaning Services**" not later than **24th March 2026 at 6:00 p.m.** Only shortlisted will be contacted.


Iréné MIZERO
KMC Manager

