



KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
Nurturing Every Learner's Potential

VACANCIES

The Kenya Institute of Curriculum Development wishes to recruit qualified Professionals for various vacant positions as outlined below.

1. DEPUTY DIRECTOR- PUBLISHING AND PUBLICATION, GRADE KICD 3, ONE (1) POST

The **Deputy Director publishing and Publication** will report to the Senior Deputy Director Business development for the overall management of the Publishing and Production Function.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i Overseeing the formulation and review of publishing and production policy;
- ii Ensuring the development of standard procedures on the provision of publishing and production services;
- iii Overseeing activities of production, security printing, lithography printing and general printing;
- iv Overseeing the designing, programming, monitoring and evaluation of printing programmes;
- v Facilitating the implementation of planned printing activities;
- vi Verifying and reviewing estimates for both internal and external clients;
- vii Overseeing machine and equipment maintenance;
- viii Advising on billing, debt collection and materials forecast for publishing and production;

- ix Evaluating printed curriculum support materials from educational publishers for conformity to the predetermined specifications.
- x Overseeing the implementation of strategic objectives and overall performance management;
- xi Ensuring prudent use of finances and assets in the Print Department; and
- xii Providing professional advice to the Institute on matters relating to printing and publications.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- i. Served in the grade of Assistant Director, Publishing and Production, KICD Grade 4 or in a relevant and equivalent position in the Printing industry for a minimum period of three (3) years;
- ii. Bachelor's Degree in Printing Technology or equivalent qualification from a recognized institution;
- iii. Master's Degree in Printing Technology or equivalent qualification from a recognized institution;
- iv. Computer literacy;
- v. Demonstrated managerial, administrative, and professional competence in work performance and results;
- vi. Exhibited a thorough understanding of Institute's goals, policies, objectives and ability to relate them to proper management of the Publishing and Production Function; and
- vii. Fulfil the requirements of Chapter Six of Constitution.

2. DEPUTY DIRECTOR, E-LEARNING, GRADE KICD 3, ONE (1) POST

The **Deputy Director E-Learning** will report to the Senior Deputy Director Educational Media

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Developing and disseminating e-Learning content for all subjects;
- ii. Orienting teachers and education managers on e-Learning and curriculum implementation;

- iii. Establishing partnerships, linkages and collaboration with stakeholders on e- Learning;
- iv. Designing and implementing strategies for effective curriculum delivery through computer assisted learning;
- v. Maintaining databank on electronic learning support materials;
- vi. Assuring quality of online educational materials on universal platforms and neutrality of devices;
- vii. Developing learner performance big data analytics aligned to CBC and learning pathways to inform curriculum review, interventions and policy decision making;
- viii. Packaging and securing of e-Learning content; and
- ix. Coordinating evaluation and curation of e-Learning materials among others.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- i. Served in the grade of Principal Curriculum Development Officer (e-Learning), KICD Grade 4 or in a relevant and equivalent position in the education sector for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Education or equivalent qualification from a recognized institution;
- iii. Master’s Degree in Education, or equivalent qualification from a recognized institution;
- iv. Computer literacy;
- v. Media production course in multimedia production
- vi. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.
- vii. Fulfil the requirement of Chapter Six of the Constitution.

3. SENIOR PRINCIPAL CURRICULUM DEVELOPMENT OFFICER, RESEARCH AND KNOWLEDGE MANAGEMENT, GRADE KICD 3, ONE (1) POST

The **Senior Principal Curriculum Development Officer, Research and Knowledge Management** will report to the Senior Deputy Director Curriculum Development

(c) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating the development, implementation and review of curricula and curriculum support materials;
- ii. Coordinate the development of relevant and quality curriculum and curriculum support materials;
- iii. Coordinating activities of the Research Panel and Academic Committee;
- iv. Establishing collaborations with stakeholders to ensure that curricula offered in learning institutions meets the required standards;
- v. Supervise the review of Curricula and curriculum support materials;
- vi. Collaborating and establishing partnerships with stakeholders in education;
- vii. Supervise organization of symposia, exhibition, conferences, workshops and education days for purposes of sharing and disseminating research findings;
- viii. Coordinating research in areas of education that contribute to general body of knowledge;
- ix. Coordinating the development of research database
- x. Ensuring update of research Information management system to facilitate monitoring of curriculum implementation;
- xi. Supervising the publication of research documents such as research books and East African Journal of Educational Research (EAJER);
- xii. Making abstracts of research reports for dissemination in the website;
- xiii. Initiating collaboration and partnership with stakeholders in research on education;
- xiv. Supervising preparation of departmental work plan and budget;
- xv. Supervising implementation of performance appraisal system; and
- xvi. Mentoring and coaching staff in the department.

(d) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- i. Served in the grade of Principal Curriculum Development Officer, KICD Grade 4 (Research) or in a relevant and equivalent position in the educational sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education, Educational Research Methods or equivalent qualification from a recognized institution;
- iv. Computer literacy;

- v. Demonstrated a high degree of professional competence, managerial and administrative capability in undertaking educational research.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

4. SENIOR PRINCIPAL CURRICULUM DEVELOPMENT OFFICER , PRIMARY EDUCATION, GRADE KICD 3, ONE (1) POST

The **Senior Principal Curriculum Development Officer, Primary Education** will report to the Senior Deputy Director Curriculum Development

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating the development, implementation and review of curricula and curriculum support materials for Primary education level;
- ii. Coordinate the development of relevant and quality curricula and curriculum support materials for Primary education level;
- iii. Coordinating activities of the Academic Committee;
- iv. Establishing collaborations with stakeholders to ensure that curricula offered in learning institutions meets the required standards;
- v. Supervise the review of Curricula and curriculum support materials for Primary education level;
- vi. Collaborating and establishing partnerships with stakeholders in education;
- vii. Supervise organization of symposia, exhibition, conferences, workshops and education days for purposes of sharing and disseminating research findings;
- viii. Initiating collaboration and partnership with stakeholders on education;
- ix. Supervising preparation of departmental work plan and budget;
- x. Supervising implementation of performance appraisal system; and
- xi. Mentoring and coaching staff in the department.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- i. Served in the grade of Principal Curriculum Development Officer, KICD Grade 4 (Primary Education) or in a relevant and equivalent position in the educational sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education or equivalent qualification from a recognized institution;

- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Computer literacy;
- vii. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.
- viii. Fulfil the requirement of Chapter Six of the Constitution.

5. ASSISTANT DIRECTOR, QUALITY ASSURANCE, GRADE KICD 4, ONE (1) POST

The **Assistant Director Quality Assurance** will report to the Deputy Director, Corporate Planning and Quality Assurance

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Initiating the development of standards, systems and procedures for compliance, quality assurance and risk management;
- ii. Initiating the preparation and spear heading the implementation of quality assurance and enterprise risk management plans;
- iii. Coordinating the implementation of various quality management systems /standards within the Institute;
- iv. Coordinating internal and external quality management system audits and liaising with certifying body for certification;
- v. Facilitating the identification and evaluation of risks in liaison with process owners, monitoring risk exposure and advising management accordingly;
- vi. Evaluating the risk exposures relating to the Institute's governance, operations and information systems;
- vii. Developing the enterprise risk management strategy, policy and framework for the Institute;
- viii. Coaching management in responding to risks;
- ix. Managing all activities and processes and support management's achievement of strategic targets by providing risk navigation of key performance indicators;

- x. Appraising the relevance, reliability and integrity of management, and operating reports, risk management and control processes.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- i. Served as a Principal Quality Assurance Officer KICD Grade 5, or in a relevant and comparable position in the public or private sector for a minimum period of three (3) years;
- ii. A Master's Degree in Public Policy, Administration, Economics, Education, Sociology or related disciplines;
- iii. A Bachelor's Degree in Education, Economics, Statistics, Sociology, or related disciplines;
- iv. Computer literacy;
- v. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

6. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-TVE (BUSINESS EDUCATION), GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer - TVE (Business Education)** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for TVE, **Business Education**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Business Education**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **Business Education** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education, Business Management or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

7. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-TVE (Vocational Education), GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer -TVE- Vocational Education** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for TVE, **Vocational Education**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Vocational Education**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;

- ii. Bachelor's Degree in Education in **Vocational Education** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Technical/Vocational Education or equivalent qualification from a recognized institution;
- iv. Computer literacy;
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

8. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER, SNE, HEARING IMPAIRED, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer, SNE Hearing Impaired** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **SNE, Hearing Impaired**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Healing Impairment**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **SNE, Hearing Impaired** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.

- vi. Fulfil the requirement of Chapter Six of the Constitution.

9. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER, SNE, VISUALLY IMPAIRED, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer, SNE, Visually Impaired** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **SNE, Visually Impaired**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Visual Impairment**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **SNE, Visual Impairment** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Special Needs Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

10. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-PRE-PRIMARY AND PRIMARY EDUCATION, MATHEMATICS, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer Mathematics** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Primary Mathematics**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Mathematics**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **Mathematics** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

11. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-PRE-PRIMARY AND PRIMARY EDUCATION, RELIGIOUS EDUCATION, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer -Religious Education** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Primary Religious Education**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Primary, Religious Education**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **Religious Education** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

12. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-SECONDARY EDUCATION, CHEMISTRY, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer - Chemistry** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, Chemistry**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;

- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer **(Secondary, Chemistry)** KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **Chemistry** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

**13. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-SECONDARY
EDUCATION, BIOLOGY, GRADE KICD 4, ONE (1) POST**

The **Principal Curriculum Development Officer - Biology** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, Biology**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer **(Secondary, Biology)** KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **Biology** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

14. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-SECONDARY EDUCATION, MATHEMATICS, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer - Mathematics** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, Mathematics**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Secondary, Mathematics**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education in **Mathematics** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

15. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-SECONDARY EDUCATION, RELIGIOUS EDUCATION, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer -Religious Education** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, Religious Education**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Secondary, Religious Education**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;

- ii. Bachelor's Degree in Education in **Religious Education** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

16. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER - SECONDARY EDUCATION, AGRICULTURE, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer -Agriculture** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, Agriculture**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Secondary, Agriculture**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education -**Agriculture** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.

- vi. Fulfil the requirement of Chapter Six of the Constitution.

17. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-SECONDARY EDUCATION, GEOGRAPHY, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer -Geography** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, Geography**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Secondary, Geography**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education -**Geography** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

18. PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-SECONDARY EDUCATION, FRENCH, GRADE KICD 4, ONE (1) POST

The **Principal Curriculum Development Officer-French** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials for **Secondary, French**;
- ii. Initiating and participating in curriculum orientation activities;
- iii. Coordinating activities of subject and course panels;
- iv. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development; and
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Served in the grade of Senior Curriculum Development Officer (**Secondary, French**) KICD Grade 5 or in a relevant and comparable position in the education sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education -**French** or equivalent qualification from a recognized institution;
- iii. Master's Degree in Education or equivalent qualification from a recognized institution;
- iv. Computer literacy.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfil the requirement of Chapter Six of the Constitution.

19. PRINCIPAL PRINTER, GRADE KICD 5, ONE (1) POST

The **Principal Printer** will report to the Assistant Director, Publishing and Production

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Implementing policies pertaining to production;
- ii. Developing standard procedures on the provision of publishing and production services;
- iii. Planning and developing financial and cost control for publishing and production;
- iv. Identifying materials needed for pre-press, press and post-press;
- v. Analyzing and verifying jobs before commencement of actual production;
- vi. Verifying reported faulty machines and equipment;
- vii. Scheduling publishing and production events, programs and activities;
- viii. Determining time, costs, resources and materials needed to perform a work activity; and
- ix. Supervising the scheduling of publishing and production events, programs and activities.
- x. Supervising implementation of performance appraisal system; and
- xi. Mentoring and coaching staff in the department.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- i. Served in the grade of Senior Printer, KICD Job Grade 6 or its equivalent in the printing sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in Printing Technology or equivalent qualification from a recognized institution;
- iii. Management course lasting not less than four (4) weeks from a recognized institution;
- iv. Computer literacy;
- v. Demonstrated managerial, administrative, and professional competence in print and publication; and
- vi. Fulfil the requirements of Chapter Six of Constitution.

20. CURRICULUM DEVELOPMENT OFFICER-ECD, MATHEMATICS, GRADE KICD 6, ONE (1) POST

The **Curriculum Development Officer, ECD Mathematics** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials for ECD (Mathematics);
- ii. Participating in curriculum orientation activities;
- iii. Providing input in activities of subject and course panels;
- iv. Carrying out basic, applied and action research to inform development of curriculum and curricula support materials; and
- v. Managing data and communicating research findings.
- vi. Preparation of education needs assessment reports; and
- vii. Development of teacher training materials and orientation of teachers in **ECD, (Mathematics)**

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor’s Degree in Education **ECD (Mathematics)** or its equivalent from a recognized institution
- ii. Relevant working experience of at least **Four (4)** years
- iii. Proficient in computer use and application;
- iv. Fulfill the requirement of chapter six of the constitution.

21. CURRICULUM DEVELOPMENT OFFICER-SNE (INTELLECTUAL DISABILITY AND AUTISM) GRADE KICD 6, ONE (1) POST

The **Curriculum Development Officer,-SNE (Intellectual Disability and Autism)** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curricula and curriculum support materials for SNE (Intellectual Disability and autism);
- ii. Participating in curriculum orientation activities;
- iii. Providing input in activities of subject and course panels;
- iv. Carrying out basic, applied and action research to inform development of curricula and curriculum support materials; and
- v. Managing data and communicating research findings;
- vi. Preparation of education needs assessment reports; and

- vii. Development of teacher training materials and orientation of teachers in SNE (Intellectual Disability and autism)

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education SNE (Intellectual Disability and autism); or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Four (4)** years;
- iii. Proficient in computer use and application; and
- iv. Fulfill the requirement of chapter six of the constitution.

22. CURRICULUM DEVELOPMENT OFFICER-ARABIC, GRADE KICD 6, ONE (1) POST

The **Curriculum Development Officer-Arabic** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curricula and curriculum support materials for **Arabic**
- ii. Participating in curriculum orientation activities;
- iii. Providing input in activities of subject and course panels;
- iv. Carrying out basic, applied and action research to inform development of curricula and curriculum support materials;
- v. Managing data and communicating research findings;
- vi. Preparation of education needs assessment reports; and
- vii. Development of teacher training materials and orientation of teachers in **Arabic**

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education, **Arabic** or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Four (4)** years
- iii. Proficient in computer use and application;

- iv. Fulfill the requirement of chapter six of the constitution.

23. CURRICULUM DEVELOPMENT OFFICER-BIOLOGY, GRADE KICD 6, ONE (1) POST

The **Curriculum Development Officer-Biology** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curricula and curriculum support materials for **Biology**
- ii. Participating in curriculum orientation activities;
- iii. Providing input in activities of subject and course panels;
- iv. Carrying out basic, applied and action research to inform development of curricula and curriculum support materials;
- v. Managing data and communicating research findings.
- vi. Preparation of education needs assessment reports; and
- vii. Development of teacher training materials and orientation of teachers in **Biology**

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education, **Biology** or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Four (4)** years
- iii. Proficient in computer use and application;
- iv. Fulfill the requirement of chapter six of the constitution.

24. CURRICULUM DEVELOPMENT OFFICER-CHEMISTRY, GRADE KICD 6, ONE (1) POST

The **Curriculum Development Officer, Chemistry** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curricula and curriculum support materials for **Chemistry**
- ii. Participating in curriculum orientation activities;
- iii. Providing input in activities of subject and course panels;
- iv. Carrying out basic, applied and action research to inform development of curricula and curriculum support materials;
- v. Managing data and communicating research findings.
- vi. Preparation of education needs assessment reports; and
- vii. Development of teacher training materials and orientation of teachers in **Chemistry**

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education, **Chemistry** or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Four (4)** years
- iii. Proficient in computer use and application;
- iv. Fulfill the requirement of chapter six of the constitution.

25. CURRICULUM DEVELOPMENT OFFICER-FINE ART, GRADE KICD 6, ONE (1) POST

The **Curriculum Development Officer-Fine Art** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curricula and curriculum support materials for **Fine Arts**
- ii. Participating in curriculum orientation activities;
- iii. Providing input in activities of subject and course panels;
- iv. Carrying out basic, applied and action research to inform development of curricula and curriculum support materials;
- v. Managing data and communicating research findings.
- vi. Preparation of education needs assessment reports; and
- vii. Development of teacher training materials and orientation of teachers in **Fine Art**

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education, **Fine Art** or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Four (4)** years
- iii. Proficient in computer use and application;
- iv. Fulfill the requirement of chapter six of the constitution.

26. CURRICULUM DEVELOPMENT OFFICER HAIRDRESSING AND BEAUTY (CTS) KICD GRADE 6, ONE (1) POST (RE-ADVERTISEMENT)

The **Curriculum Development officer, Hairdressing and Beauty** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel
- vi. Development of relevant and quality curriculum and curriculum support materials
- vii. Coordinate development of teacher training materials and orientation of teachers in **Hairdressing and Beauty** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials

(b) Requirement for Appointment

- i. For appointment to this grade an applicant must have:
- ii. Bachelor's Degree in Education – **Home Economics(Hair dressing and beauty)** or its equivalent from a recognized institution;
- iii. Relevant working experience of at least **Four (4)** years;
- iv. Demonstrated professional competence in curriculum development in **Home Economics(Hair dressing and beauty)** or related areas;
- v. Proficient in computer use and application;

- vi. Initiative, be a team player and highly motivated;
- vii. Fulfill the requirement of chapter six of the constitution.

27. CURRICULUM DEVELOPMENT OFFICER – HINDU RELIGIOUS EDUCATION KICD GRADE 6, ONE (1) POST (RE-ADVERTISEMENT)

The **Curriculum Development Officer Hindu Religious Education** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel;
- vi. Development of relevant and quality curriculum and curriculum support materials;
- vii. Coordinate development of teacher training materials and orientation of teachers in **Hindu Religious Education** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education **Hindu Religious Education** or its equivalent from a recognized institution
- ii. Relevant working experience of at least **Four (4)** years
- iii. Demonstrated professional competence in curriculum development in **Hindu Religious Education** or related areas;
- iv. Proficient in computer use and application;
- v. Initiative, be a team player and highly motivated;
- vi. Fulfill the requirements of chapter six of the constitution.

28. CURRICULUM DEVELOPMENT OFFICER, FASHION AND INTERIOR DESIGN KICD GRADE 6, ONE (1) POST (RE- ADVERTISEMENT)

The **Curriculum Development Officer, Fashion and Interior Design** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and course panel;
- vi. Development of relevant and quality curriculum and curriculum support materials;
- vii. Development of teacher training materials and orientation of teachers in **Fashion and Interior Design** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials

b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education **Fashion and Interior Design** or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Four (4)** years;
- iii. Demonstrated professional competence in curriculum development in **Fashion and Interior Design** or related areas;
- iv. Proficient in computer use and application;
- v. Initiative, be a team player and highly motivated;
- vi. Fulfill the requirement of chapter six of the constitution.

29. CURRICULUM DEVELOPMENT OFFICER – THEATRE, FILM AND ELOCUTION (PERFORMING ARTS) KICD GRADE 6, ONE (1) POST (RE-ADVERTISEMENT)

The **Curriculum Development Officer – Theatre, Film and Elocution (Performing Arts)** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel;
- vi. Development of relevant and quality curriculum and curriculum support materials;
- vii. Coordinate development of teacher training materials and orientation of teachers in **Theatre, Film and Elocution (Performing Arts)** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials.

b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education **Theatre, Film and Elocution (Performing Arts)** or its equivalent from a recognized institution
- ii. Relevant working experience of at least **Four (4)** years
- iii. Demonstrated professional competence in curriculum development in **Theatre, Film and Elocution (Performing Arts)** or related areas;
- iv. Proficient in computer use and application;
- v. Initiative, be a team player and highly motivated;
- vi. Fulfill the requirements of chapter six of the constitution.

30. LEGAL OFFICER, GRADE KICD 7, ONE (1) POST

The **Legal Officer** will report to the Assistant Director Legal Services:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Drafting legal opinions and reports on various issues affecting the Institute;
- ii. Undertaking legal audits to measure the Institute's level of compliance with various legal requirements;
- iii. Drafting, vetting, reviewing, leases, agreements and memorandums of understanding;

- iv. Reviewing of the Institute's policies to ensure that they are in line with relevant laws and Government Circulars;
- v. Obtaining information and evidence on legal matters involving the Institute and preparing instructions to the external lawyers;
- vi. Preparing progress reports on court cases;
- vii. Identifying legal risks, and developing mitigation measures;
- viii. Negotiating disputes with a view to settling them out of court; and
- ix. Representing the Institute in court and other legal fora.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor of Laws Degree from a recognized institution;
- ii. Post Graduate Diploma in Law from Kenya School of Law;
- iii. An Advocate of the High Court of Kenya with a valid Practicing Certificate;
- iv. A registered member of the Law Society of Kenya in good standing
- v. Computer literacy;
- vi. Demonstrated outstanding professional competence in legal work as reflected in work performance.
- vii. Fulfil the requirements of Chapter Six of Constitution.

31. ASSISTANT PRINTER KICD GRADE 8, ONE (1) POST

The **Assistant Printer** will report to the Assistant Director, Publishing and Production

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Monitoring all printing jobs;
- ii. Preparing work schedule sheets;
- iii. Preparing machines;
- iv. Loading schedule for folding, thread sewing and perfect binder
- v. Reporting faulty machines;
- vi. Handling or proof reading classified printing jobs;
- vii. Ensuring quality control;

- viii. Supervising activities of post press
- ix. Designing, programming and monitoring printing development programmes; and
- x. Ensuring implementation of planned post- press activities

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. KCSE C- (Minus);
- ii. Diploma in Printing Technology or equivalent qualification from a recognized institution;
- iii. Computer literacy;
- iv. Fulfil the requirements of Chapter Six of Constitution.

Interested applicants should forward their application letter, academic and professional certificates, testimonials, up-to-date curriculum vitae and ID card to the address below to be received not later than 4th April, 2022. All applicants should give full details of their address including mobile telephone numbers as well as names and addresses of two referees. Details of these positions can be obtained from KICD Website: www.kicd.ac.ke.

***The Director/Chief Executive,
Kenya Institute of Curriculum Development,
P.O. Box 30231-00100
NAIROBI***

NB: Only shortlisted candidates will be contacted and any canvassing will lead to automatic disqualification. We encourage people with disability and the marginalized to apply.