



KENYA INSTITUTE OF CURRICULUM DEVELOPMENT

EXTERNAL VACANCIES

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

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

The **Chief Principal Curriculum Development Officer, Primary Education** will report to **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 curricular 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 curriculum 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 new areas of education that contribute to general body of knowledge;
- ix. Coordinating the development of a 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 the East African Journal of Educational Research (EAJER);
- xii. Making abstracts of research reports for dissemination in the website;
- xiii. Initiating collaboration and partnerships with stakeholders in research on

- education;
- xiv. Further, duties and responsibilities will entail:
 - xv. Coordinating quality printing activities through design, development and production of print educational resources for all stakeholders;
 - xvi. Coordinating the evaluation of educational resources and other curriculum support materials produced by stakeholders for all education levels;
 - xvii. Coordinating access to quality library and archives materials;
 - xviii. Maintaining database for educational resources;
 - xix. Coordinating access to quality multimedia curriculum support materials and other educational resources through a quality one stop well stocked multimedia bookshop;
 - xx. Supervising preparation of departmental work plan and budget;
 - xxi. Supervising implementation of performance appraisal system; and
 - xxii. Mentoring and coaching staff in the department.

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Education OR a relevant Bachelor's Degree plus a post Graduate Diploma in Education from a recognized institution;
- ii. Master's Degree in Education, Business Management, Public Policy, Research or equivalent qualification from a recognized institution;
- iii. Cumulative service period of twelve (12) years' three (3) of which must be at the Grade of Senior Principal Curriculum Development Officer or in a comparable position;
- 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.

2. CHIEF PRINCIPAL CURRICULUM DEVELOPMENT OFFICER, SECONDARY EDUCATION, KICD GRADE 3 ONE (1) POST

The **Chief Principal Curriculum Development Officer, Secondary Education** will report to **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 curricular 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 curriculum 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 new areas of education that contribute to general body of knowledge;
- ix. Coordinating the development of a 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 the East African Journal of Educational Research (EAJER);
- xii. Making abstracts of research reports for dissemination in the website; and
- xiii. Initiating collaboration and partnerships with stakeholders in research on education;
- xiv. Further, duties and responsibilities will entail:
- xv. Coordinating quality printing activities through design, development and production of print educational resources for all stakeholders;
- xvi. Coordinating the evaluation of educational resources and other curriculum support materials produced by stakeholders for all education levels;
- xvii. Coordinating access to quality library and archives materials;
- xviii. Maintaining database for educational resources;
- xix. Coordinating access to quality multimedia curriculum support materials and other

educational resources through a quality one stop well stocked multimedia bookshop;

- xx. Supervising preparation of departmental work plan and budget;
- xxi. Supervising implementation of performance appraisal system; and
- xxii. Mentoring and coaching staff in the department.

(a) Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Education OR a relevant Bachelor's Degree plus a post Graduate Diploma in Education from a recognized institution;
- ii. Master's Degree in Education, Business Management, Public Policy, Research or equivalent qualification from a recognized institution;
- iii. Cumulative service period of twelve (12) years' three (3) of which must be at the Grade of Senior Principal Curriculum Development Officer or in a comparable position;
- 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.

3. DEPUTY DIRECTOR, INTERNAL AUDIT, KICD GRADE 3, ONE (1) POST

The **Deputy Director, Internal Audit** will report to the **Director/Chief Executive Officer**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Developing and reviewing operational and management systems, policies and guidelines; coordinate the development and implementation of fraud investigation strategy;
- ii. Developing and overseeing implementation of risk assessment framework;
- iii. Developing and reviewing audit techniques and procedures; developing and reviewing internal controls;
- iv. Developing audit plans, setting targets and budgets;
- v. Publishing audit reports; interpreting prevailing policies for sound auditing principles, practices and control;
- vi. Compiling periodic management audit reports; preparing and submitting audit reports for presentation to the audit and risk committee;
- vii. Developing and monitoring performance targets and managing and developing departmental staff.

(b) Requirement for Appointment

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: - Business Administration (Finance); Business Administration (Accounting); Master of Science in Finance or equivalent qualification from a recognized institution;
- iii. Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- iv. Cumulative service period of fifteen (15) years' three (3) of which must be at the Grade of Assistant Director, Internal Audit or in a comparable position;
- v. At least 12 years' relevant experience and 5 years in a management role;
- vi. Membership of the Institute of Internal Auditors (IIA)
- vii. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- viii. Management Course lasting not less than four (4) weeks from a recognized institution;
- ix. Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- x. Computer literacy;

- xi. Demonstrated outstanding professional competence in legal work as reflected in work performance and results.
- xii. Fulfill the requirements of Chapter Six of the Constitution.

4. ASSISTANT DIRECTOR, LEGAL SERVICES, KICD GRADE 4, ONE (1) POST

The **Assistant Director, Legal Services** will report to the **Director/Chief Executive Officer**:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Providing secretarial and technical support to the Council and its Committees to enable them meet their obligations;
- ii. Advising the Council on the best corporate governance practices and on legal matters;
- iii. Coordinating Council Evaluation and governance audits
- iv. Maintaining safe custody of Council minutes, Institute's legal documents, seal and legal instruments;
- v. Interpreting Laws governing the Institution's operations and giving appropriate and timely legal advice on matters affecting the institution;
- vi. Ensuring compliance with statutes, regulations and procedures;
- vii. Formulating legal opinions and reports on various issues affecting the Institute;
- viii. Formulating, vetting, reviewing, negotiating contracts, leases, agreements and memorandums of understanding;
- ix. Reviewing the Institute's legal framework and advising on levels of compliance by sector players;
- x. Coordinating formulation and review of the Institute's policies to ensure that they are in line with relevant laws and Government Circulars;
- xi. Coordinating litigation management by liaising with external lawyers to ensure adequate representation of the Institute's;
- xii. Ensuring that requisite information and evidence on legal matters involving on the Institute is compiled and proper instructions issued to the external lawyers;
- xiii. Negotiating disputes with a view to settling them out of court; coordinating legal audits to measure the Institute's level of compliance with various legal requirements, identify legal risks and advise on mitigation measures;
- xiv. Setting of performance targets, work plans, managing, supervising and developing staff for the legal services unit; and
- xv. Representing the Institute in 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. Master of Laws degree from a recognized institution;
- iii. Post Graduate Diploma in Law from Kenya School of Law;

- iv. An Advocate of the High Court of Kenya;
- v. Cumulative service period of twelve (12) years' three (3) of which must be at the Grade of Principal Legal Officer or in a comparable position;
- vi. At least 10 years' relevant experience and 4 years in a management role;
- vii. Leadership Course lasting not less than four (4) weeks from a recognized institution.
- viii. Management Course lasting not less than four (4) weeks from a recognized institution.
- ix. At least five years' experience in management
- x. A registered member of the Law Society of Kenya in good standing;
- xi. Proficiency in computer use and applications; and
- xii. Demonstrated outstanding professional competence in legal work as reflected in work performance and results.
- xiii. Fulfill the requirements of Chapter Six of Constitution.

5. ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT KICD GRADE 4, ONE (1) POST

The **Assistant Director, Supply Chain Management** will report to **Deputy Director, Supply Chain Management**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Coordinating purchasing, warehousing and control of materials from receipt to delivery to end users;
- ii. Developing and reviewing of procurement policies and strategies;
- iii. Coordinating implementation of procurement policies, regulations and procedures;
- iv. Developing the procurement manual and procedures;
- v. Ensuring internal auditing and evaluation of supply chain management processes and procedures is undertaken;
- vi. Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- vii. Carrying out negotiation in major contracts;
- viii. Ensuring effective use of e-procurement system;
- ix. Ensuring compliance with all regulatory requirements and ethical standards relating to procurement of goods, services and works;
- x. Consolidating procurement budgets and plans;
- xi. Ensuring safe custody of procured goods;
- xii. Coordinating preparation and maintenance of assets register, transfer and valuation; and
- xiii. Ensuring periodic stock taking and stock audit is conducted.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management OR Bachelor's Degree plus a post Graduate Diploma in Supplies Management/Logistics and Procurement Management from a recognized institution;
- ii. Master's Degree in any of the following disciplines: - Logistics and Supply Chain Management; Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution;
- iii. Cumulative service period of twelve (12) years' three (3) of which must be at the Grade of Principal Supply Chain Management Officer or in a comparable position;

- iv. At least 10 years' relevant experience and 4 years in a management role;
- v. Leadership Course lasting not less than four (4) weeks from a recognized institution.
- vi. Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Computer literacy;
- viii. Full membership to a professional body; and
- ix. Demonstrated outstanding professional competence in supply chain management.
- x. Fulfill the requirements of Chapter Six of the Constitution.

6. SENIOR PRINCIPAL CURRICULUM DEVELOPMENT OFFICER -RELIGIOUS EDUCATION (IRE, CRE, HINDU) PRIMARY, KICD GRADE 4 ONE (1)POST

The **senior principal Curriculum Development Officer** will report to the **Chief Principal Curriculum Development Officer Primary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials;
- 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;
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge;
- vi. Developing research database; updating research Information Management
- vii. System to facilitate monitoring of curriculum implementation;
- viii. Publishing research documents such as research books and the East African Journal of Educational Research (EAJER);
- ix. Developing abstracts of research reports for dissemination in the KICD website;
- x. Organizing research panels and annual KICD symposium;
- xi. Evaluating use of digital resources and ICT integration in curriculum delivery; and
- xii. Establishing networks, partnerships and collaborations in the development of digital content materials.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in Education or equivalent qualification from a recognized
- ii. institution;
- iii. Master's Degree in Education, Business Management, Public Policy, Research or equivalent qualification from a recognized institution;
- iv. At least 10 years' relevant experience and 4 years in a management role in matters related to education;
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Computer literacy.
- viii. Shown merit and ability as reflected in work performance and results.
- ix. Fulfil the requirement of Chapter Six of the Constitution.

7. SENIOR PRINCIPAL CURRICULUM DEVELOPMENT OFFICER-CREATIVE ARTS, PRIMARY, KICD GRADE 4 ONE (1)POST

The **Senior Principal Curriculum Development Officer** will report to the **Chief Principal Curriculum Development Officer Primary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials;
- 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;
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge;
- vi. Developing research database; updating research Information Management
- vii. System to facilitate monitoring of curriculum implementation;
- viii. Publishing research documents such as research books and the East African Journal of Educational Research (EAJER);
- ix. Developing abstracts of research reports for dissemination in the KICD website;
- x. Organizing research panels and annual KICD symposium;
- xi. Evaluating use of digital resources and ICT integration in curriculum delivery; and
- xii. Establishing networks, partnerships and collaborations in the development of digital content materials.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in Education or equivalent qualification from a recognized institution;
- ii. Master's Degree in Education, Business Management, Public Policy, Research or equivalent qualification from a recognized institution;
- iii. At least 10 years' relevant experience and 4 years in a management role in matters related to education;
- 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. Shown merit and ability as reflected in work performance and results.
- viii. Fulfil the requirement of Chapter Six of the Constitution.

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

The **Senior Principal Curriculum Development Officer** will report to the **Chief Principal Curriculum Development Officer Secondary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating the development, evaluation and review of curricula and curriculum support materials;
- 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;
- v. Undertaking research in areas of curriculum that contribute to general body of knowledge;
- vi. Developing research database; updating research Information Management System to facilitate monitoring of curriculum implementation;
- vii. Publishing research documents such as research books and the East African Journal of Educational Research (EAJER);
- viii. Developing abstracts of research reports for dissemination in the KICD website;
- ix. Organizing research panels and annual KICD symposium;
- x. Evaluating use of digital resources and ICT integration in curriculum delivery; and
- xi. Establishing networks, partnerships and collaborations in the development of digital content materials.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Education or equivalent qualification from a recognized institution;
- ii. Master's Degree in Education, Business Management, Public Policy, Research or equivalent qualification from a recognized institution;
- iii. At least 10 years' relevant experience and 4 years in a management role in matters related to education;
- 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. Shown merit and ability as reflected in work performance and results.
- viii. Fulfil the requirement of Chapter Six of the Constitution.

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

The **Senior Principal Curriculum Development Officer** will report to the **Chief Principal Curriculum Development Officer Primary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- ix. Coordinating the development, evaluation and review of curricula and curriculum support materials;
- x. Initiating and participating in curriculum orientation activities;
- xi. Coordinating activities of subject and course panels;
- xii. Initiating and conducting basic, applied and action research to address knowledge gaps related to curriculum development;
- xiii. Undertaking research in areas of curriculum that contribute to general body of knowledge;
- xiv. Developing research database; updating research Information Management
- xv. System to facilitate monitoring of curriculum implementation;
- xvi. Publishing research documents such as research books and the East African Journal of Educational Research (EAJER);
- xvii. Developing abstracts of research reports for dissemination in the KICD website;
- xviii. Organizing research panels and annual KICD symposium;
- xix. Evaluating use of digital resources and ICT integration in curriculum delivery; and
- xx. Establishing networks, partnerships and collaborations in the development of digital content materials.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in Education or equivalent qualification from a recognized institution;
- ii. Master's Degree in Education, Business Management, Public Policy, Research or equivalent qualification from a recognized institution;
- iii. At least 10 years' relevant experience and 4 years in a management role in matters related to education;
- 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. Shown merit and ability as reflected in work performance and results.
- viii. Fulfil the requirement of Chapter Six of the Constitution.

10. PRINCIPAL ICT OFFICER KICD GRADE 5, ONE (1) POST

The **Principal ICT Officer** will report to **Assistant Director, ICT**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Evaluating systems and ensuring adherence to established performance standards;
- ii. Ensuring work and changes to the ICT infrastructure components are undertaken;
- iii. Administering and maintaining LAN & WAN;
- iv. Preparing progress reports on the operations of ICT systems;
- v. Controlling and monitoring user access to the databases;
- vi. Optimizing the performance of the databases;
- vii. Managing out-sourced ICT arrangements, with the Institute and/or contractors;
- viii. ensuring appropriate maintenance and security of IT services, systems and infrastructure;
- ix. Recommending and supervising hardware/ software specifications for Information and Communication Technology equipment;
- x. Ensuring the smooth running and security of the Centre networks, servers, and audio-visual systems;
- xi. Defining and supporting the enforcement of ICT policies for the Institute, in line with the national ICT policy;
- xii. Maintaining a technical life cycle strategy for each service, including the planning of new and enhanced services and the retirement of old services;
- xiii. Ensuring appropriate inventory records are maintained and implementing the annual asset audit;
- xiv. Providing, and where appropriate procuring, expert technical knowledge and skills;
- xv. Creating and maintaining support guides and other documentation for systems specific to the Institute;
- xvi. Communicating and liaising with staff in the Institute, and providing training and information when required, and
- xvii. Identifying opportunities for enhancing services.

(b) Requirement for Appointment

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

- i. Bachelor's in any of the following disciplines: - Computer Science; Information Science; Information Technology; Business Information Technology or any equivalent qualification from recognized institution;
- ii. At least 8 years' relevant experience and 3 years in a supervisory role;
- iii. Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. A registered member of a relevant professional body; and

- v. Shown merit and ability as reflected in work performance and results.
- vi. Fulfill the requirements of Chapter Six of the Constitution.

11. SENIOR CURRICULUM DEVELOPMENT OFFICER, PHYSICAL EDUCATION, (SECONDARY) KICD GRADE 6, ONE (1) POST

The **Curriculum Development Officer, Physical Education** will report to **Deputy Director, Secondary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials;
- 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 communicating research findings.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's degree in Education (Physical Education) or equivalent qualification from a recognized institution;
- ii. Four years (4) relevant experience;
- iii. Computer literacy;
- iv. Fulfil the requirement of Chapter Six of the Constitution

12. SENIOR CURRICULUM DEVELOPMENT OFFICER, FRENCH, (SECONDARY) KICD GRADE 6, ONE (1) POST

The **Curriculum Development Officer, French** will report to **Deputy Director, Secondary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials;
- 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 communicating research findings.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education (French) or equivalent qualification from a recognized institution;
- ii. Four years (4) relevant experience;
- iii. Computer literacy;
- iv. Fulfil the requirement of Chapter Six of the Constitution.

13. SENIOR CURRICULUM DEVELOPMENT OFFICER, MATHEMATICS, KICD GRADE 6, ONE (1) POST

The **Curriculum Development Officer, Mathematics** will report to **Deputy Director, Secondary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials;
- 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 communicating research findings.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education (Mathematics) or equivalent qualification from a recognized institution;
- ii. Four years (4) relevant experience;
- iii. Computer literacy;

14. CURRICULUM DEVELOPMENT OFFICER, CRE PRIMARY, KICD GRADE 6, ONE (1) POST

The **Curriculum Development Officer, CRE Primary** will report to **Deputy Director, Pre-Primary and Primary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials;

- 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 communicating research findings.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in Education (CRE) or equivalent qualification from a recognized institution;
- ii. Four years (4) relevant experience;
- iii. Computer literacy;
- iv. Fulfil the requirement of Chapter Six of the Constitution.

15. SENIOR SECURITY OFFICER, KICD GRADE 6, ONE (1) POST

The **Senior Security Officer** will report to **Deputy Director, Administration**.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing, reviewing and implementing security policies;
- ii. Liaise with public law enforcement agencies concerning security operations in the Institute;
- iii. Supervise security services offered by contracted security service providers;
- iv. Implement emergency management and contingency procedures;
- v. Identifying, investigating and resolving security breaches;
- vi. Keeping abreast with emerging security challenges and devising appropriate interventions to ensure the organization security is maintained at all times;
- vii. Ensuring compliance with security statutory regulations and requirements.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in any of the following disciplines: - Criminology; Criminology and Criminal Justice; Criminology and Fraud Management; Criminology and Security Management; Security Management or equivalent qualification from a recognized institution;
- ii. Six (6) weeks approved security course at Directorate of Criminal Investigations (DCI) Training School or its equivalent;
- iii. A First Aid Certificate from a recognized institution;
- iv. Shown merit ability as reflected in work performance and results;
- v. A valid Certificate of Good Conduct from the Kenya Police;
- vi. Supervisory Skills Course lasting not less than two (2) weeks from a recognized

- Institution;
- vii. Computer literacy;
 - viii. Cumulative service period of six (6) years' three (3) of which must be at the Grade of Security Officer I or in a comparable position; and
 - ix. Fulfil the requirement of Chapter Six of the Constitution.

16. PRINCIPAL STUDIO TECHNICAL OPERATOR KICD GRADE 6 ONE (1) POST

The **Principal Studio Technical Operator** will report to **Deputy Director, Technical Services**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinate the operations of broadcasting and information equipment in Radio/television/film studios, computer laboratories, engineering laboratories and dark room;
- ii. Supervise electronic field production operations;
- iii. Ensure smooth operations of Studios, Outside Broadcasting vans and
- iv. Electronic News; and
- v. Maintenance of audio-visual programs.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Degree in Mass Communication, Media Studies/Science or equivalent
- ii. qualification from a recognized institution;
- iii. Four (4) years relevant experience;
- iv. Computer literacy;
- v. Fulfill the requirements of Chapter Six of Constitution.

17. CURRICULUM DEVELOPMENT OFFICER, THEATRE AND FILM, (SECONDARY) KICD GRADE 7, ONE (1) POST

The **Curriculum Development Officer, Theatre and Film** will report to **Deputy Director, Secondary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials;
- 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 communicating research findings.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's Degree in requisite area of study from a recognized institution;
- ii. Computer literacy;
- iii. Fulfil the requirement of Chapter Six of the Constitution.

18. CURRICULUM DEVELOPMENT OFFICER, HINDU RELIGIOUS EDUCATION, KICD GRADE 7, ONE (1) POST

The **Curriculum Development Officer, Hindu Religious Education** will report to **Deputy Director, Secondary Education**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Developing relevant and quality curriculum and curriculum support materials;
- 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 communicating research findings.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's degree in requisite area of study from a recognized institution;
- ii. Computer literacy;
- iii. Fulfil the requirement of Chapter Six of the Constitution.

Interested applicants should forward their application letter, academic and professional certificates, testimonials, up-to-date curriculum vitae and National ID Card to the address below to be received not later than 3rd March, 2025. 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 Officer,
Kenya Institute of Curriculum Development,
P.O. Box 30231-00100
NAIROBI***

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