



KENYA INSTITUTE OF CURRICULUM DEVELOPMENT
"A Skilled and Ethical Society"

EXTERNAL ADVERTISEMENT

The Kenya Institute of Curriculum Development wishes to recruit qualified professionals on a permanent and pensionable basis for the vacant positions outlined below.

1. Assistant Director, Technical Services, KICD Grade 4. (1 POST)

(a) Job specifications

Duties and responsibilities at this level will entail: -

- i. Coordinating the preparation of cost estimates for proposed electronic/electrical programs in the Institute;
- ii. Ensuring that documents are prepared in accordance with proposed specifications/requirements;
- iii. Undertaking preventive and corrective measures in the maintenance of the Institute's technical equipment and systems;
- iv. Making recommendations on the purchase and installation of technical equipment and systems;
- v. Carrying out technical evaluation of proposed technical projects and equipment;
- vi. Ensuring proper storage of technical hardware and related software; and
- vii. Supervising the implementation of technical projects, commissioning and final acceptance of completed projects.

(b) Job specifications

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Electrical/ Electronic Engineering or equivalent qualification from a recognized institution;
- ii. Master's degree in Electrical/Electronic Engineering or equivalent qualification from a recognized institution;
- iii. At least 10 years' relevant experience and 4 years in a management role;
- 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. Registered by Engineers Registration Board of Kenya or relevant professional body;
- vii. Computer literacy;
- viii. Demonstrated managerial, administrative, and professional competence in work performance and results; and
- ix. Fulfill the requirements of Chapter Six of Constitution.

2. Senior Curriculum Development Officer, Special Needs Education -Visual Impairment, KICD Grade 6. (1 POST)

(a) Job specifications

Duties and Responsibilities shall include:

- i. Developing relevant, inclusive, and high-quality Special Needs Education curricula and curriculum support materials;
- ii. Participating in curriculum orientation, capacity-building, and sensitization activities for Special Needs Education;
- iii. Providing technical input to the work of Special Needs Education subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and improvement of Special Needs Education curricula and support materials; and
- v. Managing Special Needs Education data and effectively communicating research findings to inform policy, practice, and curriculum implementation.

(b) Person specifications

For appointment to this grade, a candidate must have:

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

3. Assistant Director, NRC & Resource Mobilization, KICD Grade 4. (1 POST)

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- i. Implement the NRC policies and strategies;
- ii. Ensure implementation of an efficient financial management system at NRC ;
- iii. Prepare the department's budgets and implement business plan and marketing strategy;
- iv. Implement strategies to enhance operations of the conference centre;
- v. Implement internal controls and compliance with the applicable laws, policies and procedures; prepare of monthly and quarterly performance reports;
- vi. Ensure adherence to occupational health and safety requirements of OSHA;
- vii. Undertake monitoring of the performance of the centre through variation and
- viii. Analysis of guest satisfaction systems and financial reports and initiate corrective actions;

(b) Person Specifications

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

- i. Bachelor's Degree in any of the following disciplines: - Catering and Hotel Management; Business Administration, Institutional Management, or equivalent qualification from a recognized institution;
- ii. Master's Degree in any of the following disciplines: - Catering and Hotel Management; Business Administration, Institutional Management, or equivalent qualification from a recognized institution;
- iii. At least 10 years' relevant experience and 4 years in a management role;
- 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. Member of a relevant professional body;
- vii. Computer literacy;
- viii. Fulfil the requirements of Chapter Six of the Constitution.

4. Assistant Director, Educational Broadcasting, KICD Grade 4. (1 POST)

(a) Job specifications

Duties and responsibilities will entail: -

- i. Developing and review of education broadcasting policy as it relates to electronic media;
- ii. Initiating the development and review of long- and short-term goals for development of electronic media programs;
- iii. Designing of system procedures for electronic media curriculum support materials;
- iv. Ensuring the development of programming and transmission schedules;
- vi. Spearheading research, monitoring and evaluation activities of electronic curriculum support materials;
- vii. Facilitating the monitoring and evaluation electronic media programmes;
- viii. Building capacity for education media producers and artistes;
- ix. Establishing networks, partnership and collaborations in the development of electronic media curriculum support materials;
- x. Ensuring the development and maintenance of databank on all statistics pertaining to electronic media curriculum support materials;
- xii. Initiating and facilitating teacher orientation, exhibitions, conferences and workshops; and
- xiii. Establishing networks, partnership and collaborations in the development of electronic media curriculum support materials.
- xiv. Further, duties and responsibilities will entail:
- xv. Overseeing the implementation of strategic objectives and overall performance management; and
- xvi. Ensuring prudent use of finances and assets in the Department.

(b) Person specifications

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Media Studies, Media Science, Mass Communication, Education or equivalent qualification from a recognized institution;
- ii. Master's degree in Media Studies, Media Science, Mass Communication or equivalent qualification from a recognized institution;
- iii. At least 10 years' relevant experience and 4 years in a management role;
- 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 managerial, administrative, and professional competence in Educational Media;
- viii. Fulfill the requirements of Chapter Six of the Constitution.

5. Senior Curriculum Development Officer (Indigenous Languages-Secondary), KICD Grade 6. (1 POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for Indigenous Languages (Secondary Education);
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for Indigenous Languages (Secondary Education)
- iii. Providing technical and professional input to the activities of the Indigenous Languages subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and improvement of Indigenous Languages (Secondary Education) curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to inform curriculum implementation and policy decisions.

(b) Person specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in 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.

6. Senior Curriculum Development Officer, French, KICD Grade 6. (1 POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for French (Secondary Education);
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for French language education;
- iii. Providing technical and professional input to the activities of French subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and continuous improvement of French curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to support effective implementation of the French curriculum and inform policy decisions.

(b) Person specifications

For appointment to this grade, a candidate 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.

7. Assistant Printer, KICD Grade 8. (1 POST)

(a) Job Specifications

- i. Duties and responsibilities at this level will entail: -
- ii. Monitoring all printing jobs; preparing work schedule sheets;
- iii. Preparing machines; loading schedule for letter press and litho;
- iv. Reporting faulty machines;
- v. Handling or proof-reading classified printing jobs;
- vi. Ensuring quality control; supervising activities of Book Production,
- vii. Security Printing, Lithographic Printing, and General Printing;
- viii. Designing, programming and monitoring printing development programmes; and
- ix. Ensuring implementation of planned printing activities.

(b) Person Specifications

For appointment to this grade, an officer must have:

- i. KCSE C- (Minus);
- ii. Diploma in Printing Technology or equivalent qualification from a

- iii. recognized institution;
- iv. Computer literacy;
- iv. Fulfill the requirements of Chapter Six of the Constitution.

8. Principal Internal Auditor, KICD Grade 5. (1 POST)

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- i. Undertaking special audit investigations; preparing audit operational plans; leading audit teams in implementing audit work plans;
- ii. Implementing audit fieldwork strategy;
- iii. Carrying out risk assessment and develop management guidelines;
- iv. Carrying out audit follow-ups on implementation of recommendations; preparing
- v. audit reports; and
- vi. Interpretation of financial control and management resolution of the Institute.

(b) Person Specifications

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. 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. At least 8 years' relevant experience and 3 years in a supervisory role;
- v. Be a Certified Information System Auditor (C.I.S.A);
- vi. Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- vii. Management Course lasting not less than four (4) weeks from a recognized institution.
- ix. Computer literacy;
- x. Shown merit and ability as reflected in work performance and results.
- xi. Fulfill the requirements of Chapter Six of the Constitution.

9. Senior Curriculum Development Officer English/Literature in English, KICD Grade 6. (1 POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for English and Literature at the secondary school level education;
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for English and Literature education;

- iii. Providing technical and professional input to the activities of English and Literature subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and continuous improvement of English and Literature curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to support effective implementation of the English and Literature curriculum and inform policy decisions.

(b) Person specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in 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.

10. Senior Curriculum Development Officer, Marine and Fisheries Technology, KICD Grade 6. (1 POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for Marine and Fisheries Technology education;
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for Marine and Fisheries Technology education;
- iii. Providing technical and professional input to the activities of Marine and Fisheries Technology subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and continuous improvement of Marine and Fisheries Technology curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to support effective implementation of Marine and Fisheries Technology programmes and inform policy and practice.

(b) Person specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in 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.

11. Senior Curriculum Development Officer, Sports and Recreation, KICD Grade 6. (1 POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for Sports and Recreation;
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for Sports and Recreation;
- iii. Providing technical and professional input to the activities of Sports and Recreation subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and continuous improvement of Sports and Recreation curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to support effective implementation of Sports and Recreation programmes and inform policy and practice.

(b) Person specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in 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, Media Technology, KICD Grade 6. 1(POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for Media Technology;
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for Media Technology education;
- iii. Providing technical and professional input to the activities of Media Technology subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and continuous improvement of Media Technology curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to support effective implementation of Media Technology programmes and inform policy and practice.

(b) Person specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in 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.

13. Senior Curriculum Development Officer, IRE, Grade 6. 1(POST)

(a) Job specifications

Duties and Responsibilities shall entail:

- i. Developing relevant, high-quality curricula and curriculum support materials for Islamic Religious Education;
- ii. Participating in curriculum orientation, dissemination, and capacity-building activities for Islamic Religious Education;
- iii. Providing technical and professional input to the activities of Islamic Religious Education subject and course panels;
- iv. Conducting basic, applied, and action research to inform the development, review, and continuous improvement of Islamic Religious Education curricula and curriculum support materials; and
- v. Managing curriculum and research data, and effectively communicating research findings to support the effective implementation of Islamic Religious Education programmes and inform policy and practice.

(b) Person specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in 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.

14. Assistant Director, Internal Audit, KICD Grade 4. (1 POST)

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- i. Coordinating implementation of sound internal audit policies and strategies;
- ii. Coordinating the implementation of risk assessment framework; interpreting regulations of the Institute;
- iii. Allocating and coordinating audit assignments;
- iv. Coordinating implementation of audit plans, setting targets and budgets;
- vi. Implementing fraud investigation strategy and ensure that the operational plan and procedures are implemented;

- vii. Interpreting financial policies for sound auditing principles, practices and control;
- viii. Developing audit programmes; coordinating post audit reviews; and
- ix. Preparing and submitting periodic audit reports.

(b) Person Specifications

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. At least 10 years' relevant experience and 4 years in a management role; Be a Certified Information System Auditor (C.I.S.A);
- v. Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- vi. Leadership Course lasting not less than four (4) weeks from a recognized Institution 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
- viii. Fulfill the requirements of Chapter Six of the Constitution.

Interested applicants should forward copies of their application letters, academic and professional certificates, testimonials, up-to-date curriculum vitae, and ID card to the address below to be received no later than 27th February, 2026. All applications should give full details of their address including mobile numbers as well as the names and addresses of two referees.

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

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