



## 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
- iv. Institute's technical equipment and systems;
- v. Making recommendations on the purchase and installation of technical
- vi. equipment and systems;
- vii. Carrying out technical evaluation of proposed technical projects and
- viii. equipment;
- ix. Ensuring proper storage of technical hardware and related software; and
- x. Supervising the implementation of technical projects, commissioning and
- xi. 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
- ii. Management; Business Administration, Institutional Management, or equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: - Catering and Hotel
- iv. Management; Business Administration, Institutional Management, or equivalent qualification from a recognized institution;
- v. At least 10 years' relevant experience and 4 years in a management role;
- vi. Leadership course lasting not less than four (4) weeks from a recognized
- vii. institution;
- viii. Management course lasting not less than four (4) weeks from a recognized institution;
- ix. Member of a relevant professional body;
- x. Computer literacy;
- xi. 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
- iii. development of electronic media programs;
- iv. Designing of system procedures for electronic media curriculum support materials;
- v. 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
- xi. 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

- recognized institution;
- iii. 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;
- iii. At least 8 years' relevant experience and 3 years in a supervisory role;
- iv. Be a Certified Information System Auditor (C.I.S.A);
- v. Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- vi. Management Course lasting not less than four (4) weeks from a recognized
- vii. institution.
- viii. Computer literacy;
- ix. Shown merit and ability as reflected in work performance and results.
- x. 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 recognize 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;  
Computer literacy;
- iii. 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
- ii. institution;
- iii. Four years (4) relevant experience;
- iv. Computer literacy;
- v. 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;
- vii. 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 27<sup>th</sup> 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.**