



KENYA INSTITUTE OF CURRICULUM DEVELOPMENT

A Skilled and Ethical Society

EXTERNAL VACANCIES

The Kenya Institute of Curriculum Development wishes to recruit qualified professionals to fill the following critical vacant positions:

1. ASSISTANT FITNESS OFFICER III, KICD GRADE 9 TWO (2) POSTS

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- (i) Booking appointments, managing the spa schedule, and keeping accurate records of client treatments and services provided.
- (ii) Performing spa treatments to a high standard
- (iii) Ensuring delivery of special, individual and unique services to all guests in the Spa and Fitness Center
- (iv) Ensuring high level of comfort and service, and creating a genuine, warm and welcoming environment for the guests
- (v) Providing proper documentation to the fitness Centre Supervisor.
- (vi) Managing levels of professional stock and supplies
- (vii) Refer and abide by the spas standard operational procedures, policies and form manuals
- (viii) Provide consultations to guests including understanding the basic medical history to recommend the appropriate spa treatment or service for their individual needs.
- (ix) Upholding hygiene standards and follow health and safety regulations.
- (x) Keep up to date with new spa treatments, trends & techniques
- (xi) Advising guests on diet, develop bespoke personal training plans and give vital advice and encouragement.
- (xii) Demonstrating the correct way to use exercise equipment and monitor the use of gym equipment.
- (xiii) Ensuring maintenance of high standards of cleanliness and safety of the gym and swimming pool;
- (xiv) Conducting exercise classes, workshops, personal exercise and diet plans

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- (i) A Diploma in Beauty and Massage Therapy, Sports Science from a recognized institution.

- (ii) Certificate in Aromatherapy from a recognized institution.
- (iii) Certificate in First Aid and CPR from St. John Ambulance or a recognized body;
- (iv) Two years' experience in wellness and fitness;
- (v) Proficiency in Computer applications.

2. SENIOR SYSTEMS ANALYST KICD GRADE 6 ONE (1) POST

Job Purpose:

To design, upgrade, and maintain robust backend systems, platforms, and databases that support the hosting, access, and analytics of the Kenya Education Cloud.

Duties and Responsibilities

- i. Lead eLearning Cloud projects, including the design and deployment of new ICT Cloud Architecture Applications and Infrastructure.
- ii. Monitor performance of eLearning Cloud Infrastructure systems to determine cost and productivity levels, and to make recommendations for improving the eLearning Cloud infrastructure.
- iii. Help define eLearning Cloud infrastructure strategy, architecture, and processes.
- iv. Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for eLearning Cloud infrastructure needs.
- v. Assess vendors and develop test strategies for new Cloud infrastructure hardware.
- vi. Troubleshoot hardware and software issues related to internal eLearning systems.
- vii. Report on the institutes' cloud infrastructure for security breaches and investigate violations when they occur.
- viii. Design, implement, and maintain the institutes' Information Security Policy.
- ix. Oversee the development and direct implementation of the information security policy and best practices for the institute in relation to applications running on the cloud infrastructure.
- x. Supervise the development and implementation of ICT eLearning strategies, policies and procedures in with the organizational strategic objective.
- xi. Supervise development and implementation of the eLearning departmental annual budget, procurement plan and work plans.
- xii. Supervise the management and administration of the outsourced cloud services.
- xiii. Implement controls for the deployment and application of eLearning personnel and equipment/resources.
- xiv. Supervise the development and management of eLearning cloud application contracts and service level agreements.
- xv. Develop and implement cloud infrastructure training and staff awareness programs.
- xvi. Supervise operation of the information management systems, data analytics systems, networks, database and data security systems that run on the cloud infrastructure.
- xvii. Develop the eLearning systems disaster recovery plan.

- xviii. Undertaking any other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Requirement for Appointment

- i. Bachelor of Science Degree in Computer Science, Information Technology, Computer Technology, Electrical & Electronics Engineering or related field from a recognized Institution.
- ii. Hold the necessary and updated professional training and certification in the following areas
 - o Databases: Oracle Certified Associate (OCA) for Database Administration will be an added advantage.
 - o Cloud Architecture: Certification in Cloud Administration will be an added advantage.
 - o Storage Solutions: Certification in Storage Systems Administration will be an added advantage.
- iii. The candidate should have served for a minimum period of three (3) years in the grade of Senior Information, Communications Technology (ICT) Officer or six (6) years in Information, Communications Technology (ICT) or a comparable relevant position in the Public Sector or Private Sector.
- iv. Shown merit and ability as reflected in work performance and results

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 not later than 6th March, 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.