



## Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development projects.

Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

In line with its unwavering commitment to supporting education in Kenya and recognizing the vital role of quality education in community empowerment, KGN is embarking on an exciting initiative to establish a community school in Dandora Phase II, Njiru Sub-County, Nairobi County. This school aims to provide accessible and high-quality education to children in the area, thereby contributing to their holistic development and brighter futures.

To achieve this vision, KGN is seeking dedicated and qualified professionals to fill the positions of:

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### 1. ECDE Teachers, Pre-Primary 1 & Pre-Primary 2 (2 positions).

**Subjects:** Environmental activities, Maths, English, Kiswahili, Life skills, Social studies.

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**Location:** Dandora Phase II, Njiru Sub-County, Nairobi County

**Employee Terms:** Fixed Term contract

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration **on or before 15<sup>th</sup> April 2025 to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)**.

**Please submit the following documents along with your application:**

- Curriculum Vitae (CV)
- Copies of Academic Certificates
- Copy of National Identification Card (ID)
- Tax Compliance Certificate
- Certificate of Good Conduct
- Testimonials if any

## **Position Summary, Key Responsibilities and Academic Qualifications and Requirements:**

### **1. Position Summary:**

ECDE Teachers for Pre-Primary 1 (PP1) and Pre-Primary 2 (PP2) will be responsible for creating a nurturing, stimulating, and developmentally appropriate learning environment for young children aged approximately 4-6 years. They will implement the approved Kenyan Early Childhood Development Education (ECDE) curriculum, focusing on play-based learning, social-emotional growth, language development, early literacy and numeracy skills, and the holistic well-being of each child.

### **2. Key Responsibilities:**

**Curriculum Implementation:** Develop and meticulously maintain curriculum plans, age-appropriate schemes of work, and engaging daily lesson plans aligned with the Kenyan ECDE curriculum guidelines. Ensure a balanced approach to all learning areas, fostering cognitive, physical, social, emotional, and creative development.

**Instructional Delivery:** Deliver interactive and child-centered lessons through play, songs, stories, art, movement, and other hands-on activities. Create a stimulating and resource-rich classroom environment that encourages exploration, discovery, and active learning.

**Individualized Attention:** Observe and assess each child's individual needs, strengths, and developmental progress, providing differentiated support and adapting teaching strategies to meet diverse learning styles and paces.

**Classroom Management:** Establish and maintain a positive, safe, and inclusive classroom environment that promotes cooperation, respect, self-regulation, and a love of learning. Implement age-appropriate behavior management techniques.

**Timetable Management:** Design and manage a daily timetable that balances structured activities, child-initiated play, rest periods, and routines to optimize learning and well-being.

**Professional Development:** Actively participate in school-based professional development activities, workshops, and seminars focused on early childhood education best practices, curriculum updates, and child development.

**Scheme of Work:** Develop and utilize comprehensive schemes of work that outline learning objectives, activities,

resources, and assessment for each term, ensuring curriculum coverage.

**Cultural awareness and community engagement:** Understanding the diverse cultural backgrounds of the young learners and their families. Actively engage parents and the local community in the children's learning journey through open communication, involvement in school events, and culturally relevant activities.

**Remedial actions:** Identify children with developmental delays or learning difficulties and implement targeted, age-appropriate support strategies and interventions in collaboration with parents and relevant school personnel.

**Co-curricular activities:** Organize and supervise age-appropriate co-curricular activities, such as creative arts, music and movement, and outdoor play, that enhance children's physical, social, and emotional development.

**Hygiene and Safety:** Ensure a clean, safe, and healthy learning environment for all children, promoting good hygiene practices and adhering to safety protocols.

**Record Keeping:** Maintain accurate records of children's progress, attendance, and any relevant observations or incidents. Communicate effectively with parents regarding their child's development.

**Collaboration:** Work collaboratively with other ECDE teachers, the Headteacher, and other school staff to ensure a cohesive and supportive learning environment for all young learners.

**Parent Engagement:** Establish and maintain positive and effective communication with parents, involving them in their child's education and fostering a strong home-school partnership.

### 3. Academic Qualifications and Requirements:

- Must be a registered teacher with the Teachers Service Commission (TSC) and possess a valid TSC number.
- Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) OR Kenya Certificate of Education (KCE) Division IV from the Kenya National Examinations Council (KNEC) or its recognized equivalent AND one of the following professional qualifications in Early Childhood Development and Education:
  - i. Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
  - ii. Proficiency Certificate in Early Childhood Development and Education offered by KNEC.
  - iii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent.
- Candidates holding a Kenya Certificate of Secondary Education (KCSE) with a minimum grade C (Plain) from KNEC or its recognized equivalent will also be considered if they possess one of the professional qualifications listed above.
- Possession of a Certificate in Computer Applications will be an added advantage.
- Demonstrated passion for working with young children and a deep understanding of child development principles.
- Proven ability to create a stimulating and nurturing learning environment.
- Excellent communication, interpersonal, and classroom management skills.

- Must be able to access the school in Dandora with ease.

### **KGN Expectations of the Successful Candidates**

Kenya Good Neighbors is seeking individuals who are not only qualified and experienced but also deeply committed to our mission of improving lives through community development. Successful candidates will be expected to:

- Demonstrate a genuine passion for education and a strong commitment to the well-being and academic success of children.
- Exhibit patience, empathy, and a positive attitude when interacting with students, parents, and colleagues.
- Be proactive, self-motivated, and able to work independently as well as collaboratively within a team.
- Demonstrate strong ethical principles and professional conduct.
- Be willing to go the extra mile to ensure the success of the school and the students it serves.
- Embrace the values of Kenya Good Neighbors and contribute positively to the school's culture and ethos.
- Be adaptable and willing to learn and grow within a dynamic and evolving educational environment.
- Possess excellent communication and interpersonal skills to effectively engage with all stakeholders.

We encourage enthusiastic and dedicated professionals who meet the above requirements to apply and join us in establishing a thriving community school in Dandora.

## ***Terms of Reference***

Kenya Good Neighbors does not request, permit or accept any compensation, bribe, gift or otherwise before, during and after the recruitment process from any interested candidates for any Job opportunities advertised. If any person requests, permits or accepts any form of compensation from any candidate kindly report to *administration@goodneighbors.ke*.

All application information provided shall be only genuine and factual. Any forged documentation and erroneous information submitted and stated during the recruitment process are strictly not allowed and will result in disqualification from the recruitment process and blacklisting of the respective candidate[s] from any other job vacancy application for all eternity. If there's any fraud, corruption and forgery detected, the employment will result in immediate termination and shall be required to compensate the organization.

In case of any relation, be it as a family member or relative, with any Kenya Good Neighbors staff(s), Board of Director(s), partners and stakeholders, kindly disclose this fact in advance before recruitment. Rest assured this will not impact or affect the recruitment process in any way.

However, in the event that the fact is discovered after successful employment, the employment will be terminated with immediate effect and necessary compensation to be made to the organization.

Kindly take note that the successfully hired candidate will be required to submit their Certificate of Good Conduct before contracting. Failure to which will lead to failure to contract.

*(\*) Please note that agreement above mentioned clause will be requested before the interview.*