



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:

1. Junior Secondary School (JSS) Grade 7-9 Teachers (5 positions).

Subjects: Maths, English, Kiswahili, Integrated Sciences, Social studies, Pre-technical, Creative arts and Sports, Agriculture and Nutrition, Computer, Christian Religious Education.

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 15th April 2025 to 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:

Junior Secondary School Teachers will be responsible for delivering high-quality instruction in their subject specializations within the JSS curriculum (Grades 7-9), ensuring a smooth transition and strong academic foundation for students. They will foster critical thinking, problem-solving skills, and a love for learning in their respective disciplines.

2. Key Responsibilities:

Curriculum Implementation: Develop and meticulously maintain curriculum designs, schemes of work, and detailed lesson plans in alignment with the KICD curriculum for Junior Secondary School. Ensure comprehensive coverage of both compulsory and optional subjects.

Instructional Delivery: Deliver engaging and differentiated lessons, employing effective pedagogical approaches relevant to their subject areas. A teaching load of 27 lessons per week is expected.

Subject Combination: Must possess the ability and willingness to teach a minimum of two subjects within the JSS curriculum. **Please specify your subject combinations in your application.**

Lesson Planning and Execution: Prepare, organize, structure, and execute well-planned lessons that cater to the specific learning objectives and content of the JSS curriculum.

Student Assessment: Conduct regular assessments, including tests, assignments, and projects, to evaluate student understanding and provide timely and constructive feedback to promote learning.

Extracurricular Involvement: Actively participate in the organization and supervision of extracurricular activities that complement the curriculum and contribute to the holistic development of students.

Timetable Management: Design and manage their individual class/grade block timetable effectively.

Professional Growth: Engage in continuous professional development through in-service training programs, workshops, and online resources to enhance their teaching skills and knowledge of the JSS curriculum.

Collaboration: Work collaboratively with other JSS teachers, the Headteacher, and other stakeholders to ensure a cohesive and supportive learning environment for students.

Compliance: Adhere to all Ministry of Education and Teachers Service Commission (TSC) guidelines and regulations.

Scheme of Work: Develop and utilize comprehensive schemes of work for all assigned subjects.

Cultural awareness and community engagement: Understanding diverse backgrounds and actively involving the local community in learning for a relevant, inclusive, and supportive educational experience.

Remedial actions: Targeted support and strategies to address identified learning gaps, helping students catch up and improve specific skills or knowledge.

Co-curricular activities: Educational activities outside the regular curriculum that complement learning, fostering holistic development, skills, and community engagement.

3. Academic Qualifications and Requirements:

- Must be a registered teacher with the Teachers Service Commission (TSC) and possess a valid TSC number.
- Must hold a minimum of a Diploma in Secondary Education or a Bachelor's Degree in Education (or a Bachelor's Degree in a relevant subject with a Post-Graduate Diploma in Education - PGDE).
- Demonstrated expertise and passion for their subject specialization(s).
- 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.*