



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. Primary School Teachers, Grade 1-6 Teachers (7 positions).

Subjects: Maths, English, Kiswahili, Environmental activities, Christian Religious Education, Movement Activities, Creative arts and Sports, Computer, Agriculture and nutrition, Science and Technology, Social Studies.

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:

Primary School Teachers will be responsible for delivering engaging and effective instruction to pupils in Grades 1 through 6, adhering to the Kenyan curriculum as outlined by the Kenya Institute of Curriculum Development (KICD). They will foster a positive and stimulating learning environment that encourages academic growth, social-emotional development, and the acquisition of essential life skills.

2. Key Responsibilities:

Curriculum Implementation: Develop and meticulously maintain curriculum designs, schemes of work, and comprehensive lesson plans in alignment with the KICD curriculum. Ensure timely and effective coverage of the syllabus in preparation for school-based and national assessments.

Instructional Delivery: Deliver dynamic and student-centered lessons, employing diverse teaching methodologies and resources to cater to varied learning styles. For teachers handling Grades 4-6, a teaching load of 35 lessons per week is expected. For teachers handling Grades 1-3, a teaching load of 30 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 detailed and effective lesson plans that clearly outline learning objectives, teaching activities, assessment strategies, and resource utilization.

Classroom Management: Establish and maintain a disciplined, safe, and inclusive classroom environment

conducive to effective learning. Implement positive behavior management strategies to promote respect, responsibility, and cooperation among students.

Student Assessment and Progress Monitoring: Regularly assess student learning through formative and summative assessments, providing constructive feedback to students and parents. Maintain accurate records of student progress and achievement.

Guidance and Counseling: Provide pastoral care and support to students, fostering their social, emotional, and moral development. Instill positive norms and values that promote harmonious coexistence within the school community.

Timetable Management: Design and manage their individual class/grade block timetable to ensure optimal utilization of learning time and resources.

Professional Development: Actively participate in school-based professional development activities, workshops, and seminars to remain current with best practices in pedagogy, curriculum reforms, and educational technologies.

Collaboration and Communication: Collaborate effectively with colleagues, the Headteacher, parents, and the wider school community to support student learning and school improvement initiatives.

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 to guide instructional delivery and ensure curriculum coverage.

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 C1 Certificate (or its equivalent) from a recognized teacher training institution or a Diploma in Primary Education.
- Demonstrated passion for teaching and a commitment to student success.
- 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.*