



## 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. School Headteacher (1 position)

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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:**

The Headteacher will provide strong academic and administrative leadership for the community school in Dandora. They will be responsible for ensuring the effective delivery of the curriculum, maintaining high academic standards, fostering a positive school culture, and managing school resources efficiently. The Headteacher will also play a crucial role in building strong relationships with the community and other stakeholders.

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

**Academic Leadership:** Provide visionary leadership in all academic matters, overseeing lesson planning, curriculum implementation (according to KICD guidelines), and maintaining rigorous academic standards to ensure timely and comprehensive syllabus coverage across all grades.

**Curriculum Governance:** Govern the delivery of the curriculum throughout the school, ensuring alignment with KICD curriculum designs and effective pedagogical practices.

**Subject Observation:** Conduct regular and constructive subject observations of teaching staff, providing feedback and support for continuous improvement in instructional delivery.

**Staff Governance and Supervision:** Effectively govern and manage all teaching and non-teaching staff, providing clear guidance, fostering professional development opportunities, and ensuring accountability.

**Timetable Governance and Design:** Govern the design and allocation of the entire school block timetable, ensuring efficient use of time, resources, and teaching staff.

**Student Discipline:** Establish and maintain effective student discipline policies and procedures, ensuring a safe, respectful, and conducive learning environment for all students and staff.

**Resource Management:** Oversee the prudent allocation, and maintenance of all school resources, including

learning materials, equipment, and facilities.

**Stakeholder Engagement:** Cultivate and maintain strong, positive relationships with parents, the local community, relevant government agencies, and other stakeholders to garner support for school programs and initiatives.

**Compliance:** Ensure the school operates in full compliance with all Ministry of Education and Teachers Service Commission (TSC) regulations and guidelines.

**Professional Development:** Promote and support the ongoing professional development of all staff members.

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

**Efficient Examination Administration:** Guaranteeing timely learner registration and exam enrollment, alongside meticulous periodic checks, ensures smooth logistical processes and full student participation in assessments.

**Staff Appraisal and Evaluation:** Systematic appraisal and evaluation of staff performance against established criteria, offering constructive feedback to foster growth and identify areas for professional development and improvement.

### 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 Bachelor's Degree in Education or a Bachelor's Degree in a relevant field with a Post-Graduate Diploma in Education (PGDE).
- Demonstrated experience in a senior teaching role. Extensive experience in teaching could also be considered.
- Proven ability to provide strong academic and administrative leadership.
- Excellent communication, interpersonal, and organizational skills.
- A thorough understanding of the Kenyan education system and the KICD curriculum.
- 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](mailto: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.*