



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. School Manager (1 position)

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:

The School Manager will be responsible for the efficient and effective management of the school's administrative, financial, and operational functions. Working closely with the Headteacher, the School Manager will ensure the smooth day-to-day running of the school and compliance with all relevant regulations.

2. Key Responsibilities:

School Governance Support: Provide essential support to the governance of the school, working closely with the Headteacher and any governing body.

Financial Management: Oversee all aspects of the school's financial operations, including budgeting, expenditure tracking, revenue collection, and the maintenance of accurate financial records and accounts.

Board Secretarial Services: Provide comprehensive secretarial services to the school board, including planning for board meetings, preparing agendas, taking minutes, and managing official correspondence.

Liaison with Regulatory Bodies: Serve as the primary point of contact and liaison with school regulators, including the Ministry of Education and the Teachers Service Commission, ensuring compliance with all reporting requirements and regulations.

Administrative Operations: Manage the school's administrative functions, including student admissions, record-keeping, staff records, and general office management.

Human Resources Support: Assist with human resource functions, including recruitment support, staff onboarding, and maintaining employee records.

Facilities Management: Oversee the maintenance and upkeep of school facilities and infrastructure, ensuring a safe and functional learning environment.

Procurement: Manage the procurement of school supplies, equipment, and services in a cost-effective and transparent manner.

Tax Compliance: Ensure the school adheres to all tax regulations and requirements.

3. Academic Qualifications and Requirements:

- Must possess a strong background in Business Management, Accounting, Finance, or a related field (Bachelor's degree preferred).
- Demonstrated experience in a management or administrative role, preferably within an educational institution.
- Proven ability to manage budgets, financial records, and administrative processes.
- Excellent organizational, communication, and interpersonal skills.
- Strong understanding of regulatory compliance requirements.
- Must be tax compliant and possess a valid KRA PIN.
- Must be able to access the school in Dandora with ease.
- Must possess a Certificate of Good Conduct.

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.*