



KENYA INSTITUTE OF CURRICULUM DEVELOPMENT

VACANCIES

The Kenya Institute of Curriculum Development wishes to recruit qualified Professionals for various vacant positions as outlined below.

1. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE KICD 3, ONE (1) POST

The **Deputy Director, Supply Chain Management** will report to the Director/CEO

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i Facilitating purchase and warehouse of goods and services;
- ii Planning, organizing and coordinating supply chain management function;
- iii Overseeing the development and review of procurement policies and strategies;
- iv Ensuring proper interpretation and implementation of existing policies, regulations and procedures;
- v Spearheading the preparation and implementation of the procurement manual and procedures;
- vi Coordinating internal auditing and evaluation of supply chain management processes and procedures;
- vii Coordinating periodic valuation of the Institute's assets;
- viii Initiating the process of disposal of unserviceable, obsolete and surplus stores and equipment;
- ix Monitoring supplier's performance to assess ability to meet quality and delivery requirements;
- x Ensuring periodic market research and surveys are conducted;

- xi Leading negotiation efforts in major contracts;
- xii Overseeing implementation and effective use of e-procurement system;
- xiii Coordinating preparation and consolidating procurement budgets and plans;
- xiv Ensuring compliance with all regulatory requirements and ethical standards relating to procurement of goods, services and works;
- xv Spearheading preparation and consolidating procurement budgets and plans;
- xvi Overseeing safe custody of procured goods;
- xvii Initiating periodic stock taking and stock audit;
- xviii Secretary to procurement, disposal and tender committees; and managing and developing staff.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Served in the grade of Assistant Director, Supply Chain Management Officer, KICD Job Grade 4 for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Logistics and Supply Chain Management; Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (v) Management Course lasting not less than four (4) weeks from a recognized institution.
- (vi) At least five (5) years' experience in management;

- (vii) Computer literacy;
- (viii) Full membership to a professional body;
- (ix) Demonstrated outstanding professional competence in supply chain management.
- (x) Fulfil requirements of Chapter Six of the Constitution.

2. ASSISTANT DIRECTOR, INTERNAL AUDIT, GRADE KICD 4, ONE (1) POST

The **Assistant Director, Internal Audit** will report to the Director/CEO

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i Coordinating implementation of sound internal audit policies and strategies;
- ii Coordinating the implementation of risk assessment framework;
- iii Interpreting regulations of the Institute;
- iv Allocating and coordinating audit assignments;
- v Coordinating implementation of audit plans, setting targets and budgets;
- vi Implementing fraud investigation strategy and ensure that the operational plan and procedures are implemented;
- vii Interpreting financial policies for sound auditing principles, practices and control;
- viii Developing audit programmes;
- ix Coordinating post audit reviews; and
- x Preparing and submitting periodic audit reports.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Served in the grade of Principal Internal Auditor, KICD Job Grade 5 or in a comparable and relevant position in for a minimum period of three (3) years;

- (ii) Bachelor's degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Business Administration (Finance); Business Administration (Accounting); Master of Science in Finance or equivalent qualification from a recognized institution;
- (iv) Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- (v) Be a Certified Information System Auditor (C.I.S.A);
- (vi) Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- (vii) Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) At least three years' experience in a supervisory role;
- (x) Computer literacy;
- (xi) Shown merit and ability as reflected in work performance and results.
- (xii) Fulfil the requirements of Chapter Six of the Constitution.

**1. ASSISTANT DIRECTOR, CORPORATE COMMUNICATIONS,
GRADE KICD 4, ONE (1) POST**

The **Assistant Director, Corporate Communications** will report to the Senior Deputy Director Corporate Services

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i Advising the Institute on appropriate corporate communications policies and strategies;
- ii Initiating and developing corporate social responsibility programmes;
- iii Monitor and update the corporation's policy debate within government;
- iv Maintaining positive corporate image;
- v Coordinating organization of protocol functions and other events;
- vi Overseeing communication with the public to ensure customer satisfaction;
- vii Preparing communication strategies and plans aligned to Institutes goals and objectives;
- viii Preparing communication work plan and budget;
- ix Analyzing any communication relating to the Institute and advising appropriately; and
- x Establishing and implementing internal communications system.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Served as a Principal Corporate Communications Officer, KICD Job Grade 5 or in a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Journalism; Mass Communications; Public Relations or Marketing; Communication and Media or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Journalism; Mass Communications; Public Relations or Marketing; Communication studies; Communications and Media; Journalism and Media Studies or equivalent qualification from a recognized institution;
- (iv) Membership to the Public Relations Society of Kenya (PRSK) or its equivalent;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution.

- (vi) Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) At least three (3) years' work experience at a supervisory level;
- (viii) Computer literacy;
- (ix) Fulfill the requirement of chapter six of the constitution.

**2. PRINCIPAL, INTERNAL AUDIT, GRADE
KICD 5, ONE (1) POST**

The Principal, Internal Audit Officer will report to the Deputy Director Internal Audit

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i** Undertaking special audit investigations;
- ii** Preparing audit operational plans; leading audit teams in implementing audit work plans;
- iii** Implementing audit fieldwork strategy;
- iv** Carrying out risk assessment and develop management guidelines;
- v** Carrying out audit follow-ups on implementation of recommendations;
- vi** Preparing audit reports; and
- vii** Interpretation of financial control and management resolution of the Institute.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Served in the grade of Senior Internal Auditor, KICD Job Grade 6 or in a comparable and relevant position in for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business

- Administration (Accounting option) or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution;
 - (iv) Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
 - (v) Be a Certified Information System Auditor (C.I.S.A);
 - (vi) Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
 - (vii) Leadership Course lasting not less than four (4) weeks from a recognized institution.
 - (viii) Management Course lasting not less than four (4) weeks from a recognized institution.
 - (ix) Computer literacy;
 - (x) Have shown merit and ability as reflected in work performance and results.
 - (xi) Fulfil the requirements of Chapter Six of the Constitution.

**3. PR
INCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, GRADE KICD
5, ONE (1) POST**

The **Principal Supply Chain Management Officer** will report to the Director/CEO

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i Sourcing for suppliers through request for quotations; implementing provision of the procurement manual;
- ii Coordinating market surveys and research;
- iii Managing pre-qualification of suppliers, inventory and stock control;

- iv Ensuring safe custody of stores; monitoring and evaluating movement of stores;
- v Supervising disposal of obsolete items;
- vi Establishing appropriate reorder level;
- vii Supervising warehouses and distribution management; and Complying with Procurement Regulation.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Served in the grade of Senior Supply Chain Management Officer, KICD Job Grade 6 for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Logistics and Supply Chain Management; Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (v) Management Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Full membership to a professional body; and
- (vii) Computer literacy;
- (viii) Shown merit and ability as reflected in work performance and results.
- (ix) Fulfil the requirements of Chapter Six of the Constitution.

4. CURRICULUM DEVELOPMENT OFFICER, WOOD

TECHNOLOGY KICD GRADE 6, ONE (1) POST (RE-ADVERTISEMENT)

The Curriculum Development Officer, (**Wood Technology**) will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel;
- vi. Development of relevant and quality curriculum and curriculum support materials;
- vii. Development of teacher training materials and orientation of teachers in **Wood Technology** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's degree in Education **Wood Technology** or its equivalent from a recognized institution
- ii. Relevant working experience of at least **Five (5)** years
- iii. Demonstrated professional competence in curriculum development in **Wood Technology** or related areas;
- iv. Proficient in computer use and application;
- v. Initiative, be a team player and highly motivated;
- vi. Fulfill the requirement of chapter six of the constitution.

5. CURRICULUM DEVELOPMENT OFFICER HAIRDRESSING AND BEAUTY (CTS) KICD GRADE 6, ONE (1) POST (RE-ADVERTISEMENT)

The Curriculum Development officer, **Hairdressing and Beauty** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel
- vi. Development of relevant and quality curriculum and curriculum support materials
- vii. Coordinate development of teacher training materials and orientation of teachers in **Hairdressing and Beauty** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's degree in Education – **Home Economics** or its equivalent from a recognized institution;
- ii. Relevant working experience of at least **Five (5)** years;
- iii. Demonstrated professional competence in curriculum development in **Home Economics** or related areas;
- iv. Proficient in computer use and application;
- v. Initiative, be a team player and highly motivated;
- vi. Fulfill the requirement of chapter six of the constitution.

6. CURRICULUM DEVELOPMENT OFFICER - HINDU

RELIGIOUS EDUCATION KICD GRADE 6, ONE (1) POST (RE-ADVERTISEMENT)

The Curriculum Development Officer **Hindu Religious Education** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel;
- vi. Development of relevant and quality curriculum and curriculum support materials;
- vii. Coordinate development of teacher training materials and orientation of teachers in **Hindu Religious Education** and
- viii. Development and review of documents for evaluation and vetting of curriculum support materials.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i. Bachelor's degree in Education **Hindu Religious Education** or its equivalent from a recognized institution
- ii. Relevant working experience of at least **Five (5)** years
- iii. Demonstrated professional competence in curriculum development in **Hindu Religious Education** or related areas;
- iv. Proficient in computer use and application;
- v. Initiative, be a team player and highly motivated;
- vi. Fulfill the requirements of chapter six of the constitution.

7. CURRICULUM DEVELOPMENT OFFICER – SPECIAL NEEDS EDUCATION (SNE) KICD GRADE 6, ONE (1) POST – DEAF BLINDNESS, ONE (1) POST (RE-ADVERTISEMENT)

The Curriculum Development Officer – **Special Needs Education** will report to the Senior Deputy Director Curriculum Development:

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail the following:

- i. Development of instruments for data collection and mapping out research areas;
- ii. Undertaking data collection and analysis;
- iii. Preparation of education needs assessment reports;
- iv. Analysis of National Examinations;
- v. Conducting activities of subject and Course Panel;
- vi. Development of relevant and quality curriculum and curriculum support materials;
- vii. Coordinate development of teacher training materials and orientation of teachers for learners with both hearing impairment and visual impairment
- viii. Development and review of documents for evaluation and vetting of curriculum support materials.

(b) Requirement for Appointment

For appointment to this grade an applicant must have:

- i Bachelor's degree in Education **Special Needs Education-Deaf Blindness option** or its equivalent from a recognized institution
- ii Relevant working experience of at least **Five (5)** years
- iii Demonstrated professional competence in curriculum development in **Special Needs Education (Deaf Blindness)** or related areas;
- iv Proficient in computer use and application;
- v Initiative, be a team player and highly motivated;
- vi Fulfill the requirements of chapter six of the constitution.

8.

SUPPLY CHAIN MANAGEMENT OFFICER, GRADE KICD 7, ONE (1) POST

The **Supply Chain Management Officer** will report to the Director /CEO

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i** Preparing, advertising and distributing procurement documents;
- ii** Maintaining up-to-date contract register;
- iii** Sourcing for suppliers through request for quotations;
- iv** Ensuring timely delivery of goods, services and works;
- v** Conducting market research and surveys;
- vi** Ensuring safe custody of stores;
- vii** Recommending stores requisitions for issuing;
- viii** Monitoring the movement of stores;
- ix** Coordinating identification of unserviceable, obsolete and surplus stores and equipment for disposal;
- x** Participating in tender opening and evaluation; and
- xi** Complying with procurement regulation.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution;
- (ii) Full membership to a professional body;
- (iii) Computer literacy; and
- (iv) Fulfil the requirements of Chapter Six of the Constitution.

9. CORPORATE COMMUNICATIONS OFFICER, GRADE KICD 7, ONE (1) POST

The **Corporate Communications Officer** will report to the Senior Deputy Director Corporate Services

(a) Duties and Responsibilities

Duties and responsibilities will entail: -

- i** Preparing publication materials;
- ii** Maintaining media database;
- iii** Maintain mailing list of all stakeholders;
- iv** Manage linkages with other stakeholders;
- v** Updating KICD website; and
- vi** Organize protocol and Media events

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Bachelor's degree in any of the following disciplines: -Journalism; Mass Communications; Public Relations or Marketing;
- (ii) Communication and Media or equivalent qualification from a recognized institution;
- (iii) Membership to the Public Relations Society of Kenya (PRSK) or its equivalent; and
- (iv) Computer literacy;
- (v) Fulfil the requirements of Chapter Six of the Constitution.

**10. ASSISTANT RECORDS
MANAGEMENT OFFICER/SENIOR, GRADE
KICD 8, ONE (1) POST**

The Assistant Records Management officer will report to the Senior Deputy Director Corporate Services

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i** Ensuring security of files and documents;

- ii Renewing file covers;
- iii Ensuring proper handling of documents;
- iv Checking and taking appropriate action on pending correspondence and bring-ups;
- v Maintaining related registers;
- vi Preparing disposal schedules;
- vii Up-dating and maintaining up-to-date file movement records;
- viii Maintaining databases for control and retrieval of records; and
- ix Disposing dead files in accordance with relevant Government regulations.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have: -

- (i) Diploma in any of the following disciplines: - Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution; and
- (ii) Computer literacy;
- (iii) Fulfil the requirements of Chapter Six of the Constitution.

Interested applicants should forward their application letter, academic and professional certificates, testimonials, up-to-date curriculum vitae and ID card to the address below to be received not later than 18th May, 2021. All applicants should give full details of their address including mobile telephone numbers as well as names and addresses of two referees. Details of these positions can be obtained from KICD Website: www.kicd.ac.ke.

***The Director/Chief Executive,
Kenya Institute of Curriculum Development,
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NAIROBI***

NB: Only shortlisted candidates will be contacted and any canvassing will lead to automatic disqualification. We encourage people with disability and the marginalized to apply.