



FRIENDS CHURCH IN KENYA

The Religious Society Of Friends (Quakers)

HEAD OFFICE: KAIMOSI MISSION OFF CHIAVAKALI - KAPSABET ROAD

P.O. BOX 131-50309, TIRIKI

Email: info@friendschurchkenya.org | Website: www.friendschurchkenya.org

REG NO. 13113

In fulfilling its mandate, the Friends Church in Kenya (FCK) is pleased to advertise for the following vacant Position.

1. The POSITION OF FCK NATIONAL EDUCATION SECRETARY - ONE (1) POST - ADVERT
No. FCK/09/2024

JOB DESCRIPTION:

Job Title NATIONAL EDUCATION SECRETARY

THE OVERALL FUNCTION

The position holder reports to the Presiding Clerk and is responsible in providing advice on education matters. The incumbent will implement the FCK's Vision, Mission and Objectives whilst upholding the Quaker Statement of Faith & Practice as well as its values.

DUTIES AND RESPONSIBILITIES

- Shall be the link between the church and the Ministry of Education and the Teachers Service Commission
- Co-ordinate the FCK sponsored schools in terms of maintaining good academic standards.
- Prepare the Church Education Policy in collaboration with stakeholders
- Ensure quality standards of teaching and learning
- Conduct induction of newly appointed/posted heads of schools in collaboration with the Mission Commission.
- Strengthen chaplaincy services in all learning Institutions.
- Monitor the implementation of the Church Education Policy.
- Attend special events held to recognize church sponsored schools.
- Work closely with the Principals and Head Teachers Associations.
- Work with the FCK Education Commission and submit regular reports to the FCK Central Board
- Any other duties as may be assigned by the Presiding Clerk from time to time.

JOB SPECIFICATION AND OTHER INFORMATION RELATED TO THE JOB

(a) Academic and professional qualifications for appointment to this grade, the candidate must have:-

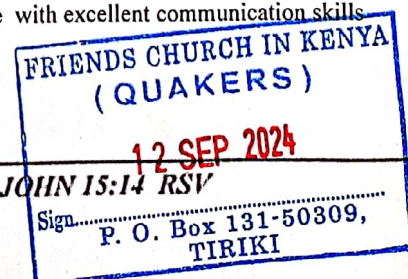
- A degree in education or its equivalent from a recognized University with a minimum of 10 years' experience in Administrative work.
- An "O" Level Certificate with a minimum of C+ or its equivalent
- Computer Certificate
- A Diploma in Theology will be an added advantage

(b) Relevant Job Experience

- Be conversant with operations of the Quaker Church setting for a period of not less than 10 years
- Provide evidence that they have been performers in their previous assignments.

(b) Applicants must possess Levels of knowledge and skills in the following areas;

- One with high Christian Morals, ability and integrity with reference to 1st Timothy 3:1-7.
- High Christian morals, ability, integrity, and dedication.
- Committed and mature Christian at least 45 years old and above with excellent communication skills



"You are my friend if you do what I command you" JOHN 15:14 RSV

PIN. 051910561F



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- Sensitivity to work with Church leaders of the various FCK organs

ADDITIONAL INSTRUCTIONS

(a) Minimum Qualifications and Requirements

To qualify for consideration, a candidate must meet the minimum qualifications and requirements set out in the job description and also submit the following:

- A hand written application letter,
- Detailed Curriculum Vitae (CV)
- Copies of academic and professional certificates and testimonials.
- Recommendation letter from the Presiding Clerk of your current Yearly Meeting and from another Yearly Meeting and from another.
- Copies of full Church membership certificate, National Identity Card and Marriage Certificate where applicable
- Certificate of good conduct.

The CV must, among other relevant issues, disclose the following:

1. Personal Testimony and experience highlights
2. Address and day time contact
3. Age
4. Marital status
5. Work experience
6. Statement on areas of interest and competencies relevant to the job
7. Names and addresses of two referees.

Terms of Service: One three year contract renewable once

Remuneration

A competitive salary package is offered for the position, based on the Friends Church in Kenya and terms conditions of service.

Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful candidates will be notified.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic, full Church membership certificate, professional certificates and transcripts during interviews.
- (v) It is a criminal offence to present fake certificates/documents.
- (vi) Applications should reach the Friends Church in Kenya in a sealed envelope quoting the advert number on the top right-hand corner of the envelope.
- (vii) Applications of interested and qualified candidates should be addressed to the undersigned and delivered to FCK Head Office: Kaimosi Mission off Chavakali – Kapsabet Road, P.O. Box 131-50309, TIRIKI on or before Friday 27/9/2024, latest 5.00 pm (East African Time).

The Presiding Clerk,
Friends Church in Kenya
Head Office: Kaimosi Mission off Chavakali – Kapsabet Road,
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