



ACK LANGUAGE AND ORIENTATION SCHOOL

JOB ADVERTS

SUMMARY:

The ACK Language and Orientation School Nairobi, is a Provincial institution of the Anglican Church of Kenya. It is the oldest and most authentic language school in East and Central Africa established by the Church Missionary Society (CMS) of England in 1909 as a missionary outreach centre.

In 1965, it was structured into a school status to offer curriculum of various languages, with enriched Cross-Cultural Training and Orientation.

The school is seeking to recruit for the following positions:

1. Job Title: Administrative Secretary

We are seeking to employ an energetic and capable administrative secretary to assist in office administration.

Key requirements

1. Must be a Kenyan Citizen
2. Must be a Christian
3. Must be below 45 years of age
4. Must possess an Advanced College Diploma. A Bachelors' degree in Business Administration or related field will be an added advantage.
5. Formal qualification in office administration, secretarial work, or related training.
6. Must have over 3 years of experience as an Administrative Secretary.

7. Must be proficient in managing documents, spreadsheets, and databases.
8. Must have the ability to liaise internally and externally on administrative matters.
9. Must have exceptional skills in filing, record keeping, and organization.
10. Must have a working knowledge of printers, copiers and scanners.
11. Must be proficient in appointment scheduling and call forwarding systems.
12. Must have excellent written and verbal communication skills.
13. Must have exceptional interpersonal skills.

The successful candidate will be expected to support the school in the following areas:

1. Assist in Human Resource activities.
2. Manage and supervise all administration activities
3. Assist in procurement and logistics management
4. Provide administrative support to the Principal.
5. Assist with other duties as assigned.

2. Job Title: Head of Department (Language & Orientation)

Key requirements

1. Must be A Kenyan Citizen.
2. Must be a Christian
3. Must be below 45 years old.
4. Must be registered by the Teachers Service Commission.
5. Must possess a Bachelor of Education Degree from a recognized University. A Master's Degree will be an added advantage.
6. Must have at least two teaching subjects preferably English or Kiswahili and an International Language.
7. Must have excellent communication skills.
8. Must possess a certificate of Good Conduct.
9. Must have over 3 years working experience in a similar position.

The successful candidate will be expected to support the school in the Following roles:

1. Teaching (instructing) Languages enlisted, encouraging and counselling students while offering them the necessary orientation.
2. Teaching a minimum of 5 hours a day.
3. Keeping records of schemes of work, lesson plans and registers of class attendance.
4. Issuing, invigilating and marking placement tests.
5. Setting of end of term assessments, grading, recording of marks and commenting.
6. Participating in staff meetings, school activities, organising educational trips and any other school function that you may be called upon.
7. Any other duty that may be assigned by the principal.

3. Job Title: Language Instructors

We are seeking to recruit instructors for the following languages:

1. French
2. German
3. Japanese
4. Chinese
5. Arabic
6. Italian
7. Portugues
8. Korean

APPLICATION INSTRUCTIONS:

Qualified and Interested Candidates are required to submit their applications on or before 28th June, 2024.

Hard copies of Application Documents, including Resumes and copies of certificates with a cover letter should be sent to:

The Principal
ACK Language and Orientation School,
Opposite NSSF Building, Bishop's Road
P.O Box 47429-00100 GPO Nairobi
info@acklanguageschool.com
[**www.acklanguageschool.com**](http://www.acklanguageschool.com)

Soft Copy Application Documents should be sent via email through [**info@acklanguageschool.com**](mailto:info@acklanguageschool.com) with the Subject **Language School Recruitment-2024**.

Note:

1. Applications will not be accepted after close of business on 28th June, 2024 at 4 pm.
2. Only Short-listed candidates will be contacted.
3. During the Interview Day, short-listed candidates will be required to submit a letter of recommendation from their Parish Vicar with an endorsement by the Diocesan Bishop.