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HEAD OF CITAM SCHOOLS OPPORTUNITY WITH CHRIST IS THE ANSWER MINISTRIES

Christ Is The Answer Ministries [CITAM] is an English speaking Pentecostal church committed to a holistic Gospel that impacts society in every sphere of life. Currently, CITAM has 25 assemblies in Kenya and 4 outside Kenya and provides quality education through the CITAM Schools and the Pan Africa Christian (PAC) University. The Ministry runs the CITAM Children's Center, Mission Stations in Northern Kenya and provides value-based media services through Hope FM and Hope TV, CITAM Broadcast Service (CBS) and CITAM Church Online among other social media platforms.

Job Summary

Drive CITAM schools to be premier models of high standards, holistic transformation and financial sustainability by providing leadership and ensuring maintenance of an effective and efficient system of education, establishing systems for effective learning and building a culture of godliness. The position reports to the Director for Administration.

Key Duties and Responsibilities:

- **Strategy** - Facilitate attainment of the vision, mission, and strategic objectives of CITAM through formulation and implementation of a suitable education strategy which ensures effective management of all CITAM schools and promotes quality education and excellence. Set up clear aims and objectives to help the stakeholders better understand upcoming expectations for growth and sustainability both in the short and long term.
- **Governance and leadership** - Provide guidance and direction to CITAM school principals, respective Boards and Committees to ensure effective and efficient delivery of educational programmes in all CITAM schools. Facilitate the development, implementation, review and evaluation of appropriate policies and administrative procedures for schools.
- **Coordination of education processes** - Work with CITAM Senior Management to create and maintain an enabling learning ecosystem supported by adequate learning materials and resources, facilities and equipment. Promote teaching and learning that will propel CITAM schools to excel in national examinations at all levels.
- **Quality controls and assurance** - Develop and implement quality management systems including risk management standards, policies and system for production processes. Ensure CITAM schools maintain mechanisms for compliance with education frameworks, policies and regulations and all the legal and regulatory requirements.
- **Financial Management** - Set financial goals and formulate the right financial management strategies, organizing controls of budgets and reporting systems that will monitor and strengthen prudent financial management. Promote Treasury management by creating and implementing strategies to optimize school fees collection in accordance with CITAM's policies and procedures.

Qualifications

- Be a born-again and mature Christian who conforms with the CITAM Statement of Faith.
- A Bachelor's degree in Education. Masters' degree in Educational Management, Curriculum Development, Strategic planning or Instructional Methods is an added advantage.
- At least eight (8) years relevant work experience, with at least four (4) of these in school management/leadership.
- Demonstrated knowledge of CBC.
- Basic knowledge in guidance and counseling.

To apply for this position, interested and qualified candidates should send an application and their detailed CV to hr@citam.org to be received by close of business on **29th September 2022**.

Only Shortlisted candidates will be contacted.