

Job Purpose:

Reporting to AGC Tenwek Hospital CEO, the Principal of School of Chaplaincy will provide guidance and inspiring Christian leadership to all who work or study at the school.

The Tenwek Hospital College School of Chaplaincy was established in 1991 and is fully accredited by Technical and Vocational Education and Training Authority (TVETA). The Chaplaincy curriculum is examined by TVET Curriculum Development Assessment and Certification Council (TVET CDAAC). The School envisions developing other areas of specialty training in chaplaincy alongside other study levels to propel chaplaincy as an area of professional growth.

Duties and Responsibility:**Leadership & Strategy**

- Lead the strategic planning processes within the framework set by the School of Chaplaincy Management Committee, under the authority of AGC Tenwek Hospital.
- Foster and maintain a clear vision for the future of the School of Chaplaincy that maintains a commitment to worldwide mission and the provision of continuous improvements.
- Effectively implement the strategic and operational plans agreed with the Management Committee, ensuring they are underpinned by the School's core values.
- Ensure that the vision, mission and strategic direction of the School is clear, understood and embraced by staff, students, key stakeholders, and the wider supporting community.
- Regularly evaluate and review the School's Strategic plan ensuring quality improvements are realized, new areas/innovations considered, and feedback is given to the Management Committee as appropriate at regular intervals.

Quality Standards & Processes

- Oversee the maintenance of high teaching standards and innovative methods of learning through appropriate personal involvement in teaching and effective leadership of the academic staff.
- Ensure the processes that determine the quality of curriculum development, teaching, learning and assessment are rigorous and provide a robust basis for improvement whilst meeting the requirements of accrediting agencies.
- Encourage academic staff to demonstrate the highest levels of teaching and spiritual mentoring for their students, developing appropriate modes of teaching and learning to suit the range of students whilst nurturing both educational excellence and spiritual development.
- Ensure staff are properly qualified, making provision for their training, development motivation, and support whilst empowering them to take responsibility for their work.
- Encourage all staff to play active role in the School's promotion and student recruitment.

Performance & Financial Management

- Ensure that all staff set appropriate goals, their respective performances are monitored, and progress reports are relayed accordingly.
- Promote the concept of faithful Christian stewardship and be accountable to the Management Committee and Tenwek Hospital Finance Department for the funds received by the School.

- Review and report to the Management Committee in conjunction with the School Accountant, on the School's financial state through timely and appropriate financial reports, including preparation of annual budget.
- Ensure that School assets are maintained in good condition, disposed where necessary and replaced when appropriate.

Communication & Marketing

- Communicate effectively with all stakeholders to build effective partnerships.
- Develop and implement robust and sustainable marketing approaches and channels to attract students to the various programs in the school.
- Ensure that the School complies with the required statutory and regulatory responsibilities, including appropriate oversight of student records.
- Coordinate graduation exercises.

Required Qualifications, Skills and Competencies

- Minimum of a master's degree in theology or related fields such as Education, Chaplaincy, Counselling, Leadership, Management, or Divinity.
- Possess a valid Trainer license with TVETA.
- Trained in Competency-Based Education and Training (CBET) and Competency-Based Assessment (CBA).
- Registered with TVET CDACC as an Assessor or Verifier.
- Trained in Pedagogy such as Teacher Training, PGDE etc.
- Experience in school administration, financial management and chaplaincy in an active ministry setting are an added advantage.
- Have experience of not less than 5 years of teaching in a college/institution.

HOW TO APPLY:

Interested candidates who meet the above criteria should send their applications to ceo@tenwekhosp.org on or before **25 July 2025** enclosing:

- Resume, Cover Letter & Statement of Faith*

****What is a statement of faith?***

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.