

KENYA INSTITUTE OF SPECIAL EDUCATION

Tel: +254 111 055810

Website: www.kise.ac.ke

Email: info@kise.ac.ke,
admissions@kise.ac.ke



Kasarani, Thika Superhighway Exit 8

Off Kasarani-Mwiki Rd

P. O. Box 48413 - 00100

NAIROBI, KENYA

ADVERTISEMENT OF VACANCIES

The Kenya Institute of Special Education (KISE) is a Semi-Autonomous Government Agency under the Ministry of Education, established through Legal Notice No. 17 of February 14th, 1986. KISE has the mandate of; training teachers and other personnel who work in the field of special needs education and disabilities, conducting research in special needs and disability, production, maintenance, and repair of assistive devices and educational resources, documentation and dissemination of information on special needs education and disabilities to the general public, and offering functional assessment for children with special needs and disabilities.

KISE/HR/1/2026: Assistant Director Human Resource Management KISE 4 (3 years contract confirmation to Permanent and Pensionable after performance evaluation) – 1 post

Basic Salary: Kshs.132,916 House Allowance: Kshs.50,000 Commuter: Kshs.16,000

Job specification

1. Coordinate the implementation and review of human resource management policies, legislation, regulations, procedures, and systems to ensure compliance with government and institutional requirements.
2. Oversee workforce planning by analysing staffing levels and making recommendations on establishment, succession planning, and optimal staffing structures.
3. Monitor and evaluate human resource utilization and advise management on staff deployment, redeployment, and workforce optimization.
4. Coordinate career progression initiatives by analysing staff development needs and recommending promotions, career growth, and succession management strategies.
5. Oversee the implementation of Quality Management Systems (QMS), risk management frameworks, and continuous improvement initiatives within the Human Resource Directorate.
6. Provide technical guidance on human resource management matters and coordinate the implementation of approved recommendations, policies, and management decisions.
7. Supervise payroll administration to ensure accurate, timely, and compliant processing of employee remuneration and statutory deductions.
8. Coordinate staff induction, orientation, and onboarding programmes to facilitate effective integration of new employees into the Institute.
9. Coordinate training needs assessments, develop annual training plans, and monitor the implementation of staff capacity-building programmes.
10. Oversee the development, review, and delivery of training materials and in-house learning programmes to enhance staff competencies.
11. Coordinate the implementation of human resource planning and succession management programmes to ensure business continuity and leadership development.
12. Oversee the implementation of employee relations, performance management, discipline, communication, remuneration, staff welfare, and other human resource management programmes.

To create an inclusive society that provides opportunities and services to persons with special needs and disabilities for an improved quality of life

ISO 9001:2015 CERTIFIED.

13. Prepare and present periodic human resource management reports, briefs, and performance updates for management, the Board, and other stakeholders.
14. Identify emerging trends and best practices in human resource management and recommend appropriate interventions to improve institutional effectiveness.
15. Coordinate the design, administration, and analysis of employee satisfaction and engagement surveys and recommend improvement initiatives.
16. Oversee the maintenance, integrity, confidentiality, and regular updating of the Human Resource Information System (HRIS) and employee records.
17. Supervise, mentor, and appraise officers within the Human Resource Directorate to promote high performance and professional development.
18. Perform any other human resource management duties.

For appointment to this grade, candidate must have: –

1. Cumulative service period of twelve (12) years' relevant work experience, three (3) of which must have been at the grade of Principal Human Resource Management Officer or in a comparable position;
2. Bachelors Degree in any of the following disciplines: - Human Resource Management, Business Management/Administration, Public Administration or in Social Sciences Plus Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized Institution;
3. Masters Degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Strategic Planning or equivalent qualification from a recognized Institution;
4. Management Course lasting not less than four (4) weeks from a recognized Institution;
5. Professional qualification and membership of Institute of Human Resource Management (IHRM) and in good standing; and
6. Proficiency in computer applications.

KISE/HR/4/2026: Assistant Therapist III KISE 9 (3 years contract confirmation to Permanent and Pensionable after performance evaluation) – 3 posts

Basic Salary: Kshs. 46,609 House Allowance: Kshs. 10,000 Commuter: Kshs.4,000

Job specification

1. Coordinate the implementation and review of human resource management policies, legislation, regulations, procedures, and systems to ensure compliance with government and institutional requirements.
2. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
3. Carrying out physical disability assessments for categorization, registration and other support;
4. Verifying and maintaining information and records relating to clients/patients;
5. Ensuring availability of education to patients and relatives in Institute; and
6. Carrying out home visits and following up on clients/patients' progress.

For appointment to this grade, candidate must have: –

1. Diploma in any of the following disciplines: Occupational Therapy, Physiotherapy or

- equivalent qualifications
- 2. Two (2) years' experience working in an orthopedic, neurological and surgical setting is an added advantage
- 3. Registered and licensed with the Physiotherapy Council of Kenya
- 4. A member of Physiotherapists Association of Kenya
- 5. Proficiency in computer applications.

KISE/HR/3/2026: Ambulance Driver II KISE 11 (Permanent) – 2 posts

Basic Salary: Ksh. 30,705 House Allowance: Kshs. 6,750 Commuter: Kshs.4,000

Job specification

1. Driving vehicles as authorized
2. Supporting clinical teams during emergency and inter-facility patient transfers.
3. Assisting in loading and offloading patients safely.
4. Supporting life-saving interventions under direction of medical staff.
5. Keeping up to date work tickets for vehicles assigned to
6. Cleaning of the assigned motor vehicle
7. Preparing and submitting regular reports on motor vehicle assigned
8. Maintaining a proper mechanical working condition of the vehicle
9. Ensuring security and safety of passengers and vehicle on and off the road
10. Adhering to or observing of traffic laws
11. Reporting any incidents to police and/or the office immediately they occur
12. Detect common mechanical faults.

For appointment to this grade, candidate must have: –

1. KCSE Mean Grade D+ (PLUS) or its equivalent
2. Valid Driving License Class D1, D2 free from any current endorsements
3. First Aid Certificate Course
4. Valid Basic Life Support (BLS) Certification.
5. Valid Advanced Cardiac Life Support (ACLS) Certification
6. Cumulative service period of three (3) years' work experience at the grade of Driver III or in a com
7. Passed Occupational Trade Test III for Drivers
8. Defensive Driving Certificate from a recognized Institution;
9. Refresher Driving Course lasting not less than one week from a recognized Institution;

KISE/HR/2/2026: Driver III KISE 12 (Permanent) - 3 posts

Basic Salary: Kshs. 26,932 House Allowance: Kshs. 4,500 Commuter: Kshs.3,000

Job specification

1. Driving vehicles as authorized;
2. Keeping up to date work tickets for vehicles assigned to;
3. Cleaning of the assigned motor vehicle;
4. Maintaining a proper mechanical working condition of the vehicle;
5. Ensuring security and safety of passengers and vehicle on and off the road;
6. Adhering to or observing of traffic laws;
7. Reporting any incidents to police and/or the office immediately they occur;
8. Detect common mechanical faults.

For appointment to this grade, candidate must have: –

1. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized Institution;
2. Valid Driving License Class D1, D2 free from any current endorsements;
3. Two years driving experience;
4. Suitability test for drivers;
5. First Aid Certificate Course and
6. Proficiency in computer applications.

Application Process

Interested and qualified persons are asked to visit our portal: <https://recruitment.kise.ac.ke/> for detailed job description, requirements for appointments and instructions on how to apply.

All applications **MUST** be submitted online via <https://recruitment.kise.ac.ke/> so as to reach the Institute **NOT LATER THAN 14TH AUGUST 2026 AT 5:00 P.M.** Hardcopy applications will not be accepted. Only shortlisted and successful candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

KISE is an equal opportunity employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.