



ACK LANGUAGE AND ORIENTATION SCHOOL

JOB ADVERT

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.

1. Job title: Marketing Intern

The school is looking to recruit a marketing intern for a period of 3 months (renewable).

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 academic qualification in Marketing or a related field.
- 5.** Must have excellent written and verbal communication skills.
- 6.** Must have exceptional interpersonal skills.
- 7.** Must be result oriented with a clear focus on increasing enrolment.
- 8.** Proven track record in school marketing, admission or any other similar role is an added advantage.

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

- 1.** Digital and Social media management.
- 2.** Develop newsletters, brochures, flyers, and other **communication materials** for students, parents and other stakeholders.

3. Promote a consistent and positive brand image of the school.
4. Student Recruitment and enrolment Marketing
5. Research on current market trends.
6. Content creation
7. Data analysis – Tracking enrolment trends and measure success of campaigns.
8. To do any other duty assigned to you by the Principal in accordance with the ACK Terms of Service.

2. Job Title: Spanish, German, Japanese, Arabic, Portuguese, Korean, Arabic, Italian language instructors

We are seeking to recruit instructors for the above languages.

Key requirements:

- a.** Must be a Kenyan Citizen.
- b.** Must be a Christian.
- c.** Must be below 45 years of age.
- d.** Must have certificate in ECD, Diploma in the specified language or a Degree in Education
- e.** Must be registered by Teachers Service Commission (TSC).
- f.** Evidence of fluency in spoken and written said international language.
- g.** Must be in a position to teach the said international language and English.
- h.** At least 3 years teaching experience in a recognised institution.

Responsibilities:

- Develop and implement comprehensive lesson plans.
- Contribute to the development and adaptation of curriculum materials, ensuring alignment with learning objectives and standards.
- Maintain accurate records of student progress.
- Research and develop new teaching materials, practices and methods.
- Setting assessments and overseeing examinations.
- Facilitate interactive classroom activities and discussions.

3. Job Title: Maasai language instructors

We are seeking to recruit instructors for the above language.

Key requirements:

- a.** Must be a Kenyan Citizen.
- b.** Must be a Christian.
- c.** Must be below 45 years of age.
- d.** Must have certificate in ECD, Diploma in the specified language or a Degree in Education.
- e.** Must be registered by Teachers Service Commission (TSC).
- f.** Evidence of fluency in spoken and written said vernacular language.
- g.** At least 3 years teaching experience in a recognised institution.

APPLICATION INSTRUCTIONS:

Qualified and Interested Candidates are required to submit their applications on or before **7th September 2025**. 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
Email: info@acklanguageschool.com

Note:

1. Applications will not be accepted after close of business on **7th September 2025**.
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.