

Who we Are

Our Vision: “Christ-centred leaders in Africa educated to transform God's people and world.”

Our Mission: To educate Christ centered leaders for the transformation of God's people and world through innovative programmes, research, and community engagement.

CORE VALUES

1. *Excellence* (academically) with *Relevance* --a solutions approach to learning.
2. *Faith with Integrity* --a discipleship and missional approach to theology and spirituality.
3. *Leadership with Servant hood and Stewardship* --leadership that combines deep personal humility and humanity with an unwavering commitment to do the will of God at all costs.
4. *Innovation with Community* -- not ministry or marketplace “soloists” but team oriented leaders who seek creative and biblical solutions for the common good in their respective areas and callings.

For all positions NEGST requires;

- Signing and agreement with our Statement of faith.
- Signing and agreement with our Conflict of Interest Policy
- Customer focus
- Results orientation
- IT proficiency in MS Office Suite and or other applicable software
- Upon Acceptance of contract of appointment, adherence to our Code of Conduct.

NEGST accords equal opportunity to all eligible applicants and does not engage in unlawful discrimination. NEGST appoints staff on merit by open competition.

Please submit your job application, in the format below:

GUIDANCE NOTES FOR COMPLETING THE JOB APPLICATION FORM.

Please complete the application form in black ink or electronically as we will photocopy the form.

If completing the form electronically, enter text by clicking in the top left hand corner of the appropriate box. We are happy to receive applications electronically to the e-mail address given in the advert. In so doing there will be a presumption that the information you have provided is true and complete. If you are invited to attend a workshop or interview you will be asked to sign the declaration page of your application on your arrival.

Education and Professional Qualifications -NEGST is primarily interested in your professional and academic qualifications whose coursework you have fulfilled/certification has been received, as well as whether you have basic numeracy and literacy skills in English, and proficiency in MS-Office applications or other specific software/ IT competencies required for the job.

Please provide copies of certificates for all listed qualifications.

Career History - Please address the job description requirements, Ideal candidate specification and competence requirements. List major responsibilities and achievements

Application Form

Job Title/
Position
sought/
applied for.

Where did you see the advert for this job?

**Personal
Details**

Full name (with family or last
name in capitals)

Title (e.g. Mr, Mrs, Miss Ms, Dr)

Permanent address including
Postcode

Mailing address, if
different

Telephone
Number

Facsimile
Number

E-mail

Daytime telephone
number

Nationality & Residency

Please answer all of the following questions

Yes No

I am free to work in Kenya

I can provide proof of nationality/residency

Only those applicants who answer “Yes” to these questions will be considered for short listing. You will be asked to provide proof if you are short listed.

Educational and Professional Qualifications

Please list all post-secondary school qualifications gained, giving subject; class, level or grade of award; and/or other professional qualifications.

Qualification

**Issuing
body/institute**

Date of award

Qualification	Issuing body/institute	Date of award

Please list any professional associations and/or learned societies of which you are a member. If your name appears on a professional register, please state which.

--

IT Proficiency - **Please indicate your level of proficiency against each of the following: 1 = Proficient 2 = moderate 3 = basic**

Skills/Training/Pack age (MS Office Suite, Access, Publisher)	Proficiency level (Basic, Moderate, proficient)	Certification ..if any (Indicate issuing body/institute) We recognise some IT skills may be self- taught or gained through experience... please indicate

Languages -**Please indicate your level of fluency against each of the following: 1 = fluent 2 = moderate 3 = basic**

Language	Read	Write	Speak	Understand

Career History

Please describe your career to date, starting with your most recent employment first and work in reverse order.

Current employment 1. Employer's name and address 2. Your position / Job title 3. Dates employed 4. Brief outline of responsibilities, reporting relationships, skills and achievements	1.
	2.
	3. From: _____ To: _____
	4.
Previous employment 1. Employer's name and address 2. Your position / Job title 3. Dates employed 4. Brief outline of responsibilities, reporting relationships, skills and achievements 5. Reason for leaving	1.
	2.
	3. From: _____ To: _____
	4.
	5.
Previous employment 1. Employer's name and address 2. Your position / Job title 3. Dates employed 4. Brief outline of responsibilities, reporting relationships, skills and achievements	1.
	2.
	3. From: _____ To: _____
	4.

5. Reason for leaving	5..
Previous employment	
1. Employer's name and address	1.
2. Your position / Job title	2.
3. Dates employed	3. From: To:
4. Brief outline of responsibilities, reporting relationships, skills and achievements	4. .
5. Reason for leaving	5.
Previous employment	
1. Employer's name and address	1.
2. Your position / Job title	2.
3. Dates employed	3. From: To:
4. Brief outline of responsibilities, reporting relationships, skills and achievements	4.
5. Reason for leaving	5.
Time unaccounted for: Please state any periods unaccounted for e.g. career breaks, unemployment etc	

Competencies

Please indicate how you meet the competence requirements for this post.

Note: Please limit your answer to a maximum of 1 page.

PLEASE ENSURE THAT YOU HAVE COMPLETED THE DECLARATION ON THIS PAGE

DECLARATION

When you are satisfied you have completed all the questions fully, please sign below to affirm that the information you have provided is to the best of your knowledge true and complete. If you provide any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

Your completed application should be returned to:

**The Vice Chancellor
NEGST
P.O. Box 24686-00502
Karen, Nairobi.**

Email: job.application@negst.edu

Statement of Faith

Our constitution includes the statement of faith of the Association of Evangelicals in Africa, which reads as follows:

The Holy Scriptures of the Old and the New Testament (a total of 66 Books) are the Word of God. It is divinely inspired, infallible, inerrant, entirely trustworthy and serves as a supreme authority in all matters of faith and conduct (2 Tim. 3:16-17).

God is One. The one God is eternally self-existent in three Persons: Father, Son and Holy Spirit (Deut. 6:4-5; Mt. 28:19)

Jesus Christ is Saviour and Lord. As God, He was manifest in the flesh. We believe in His virgin birth; His sinless life; His divine miracles; His vicarious and atoning death, His bodily resurrection; His ascension; His mediatorial work; and His future personal return in Power and Glory (Lk. 1:32-33; Jn. 1:1-4; 1 Tim. 2:5-6; 6:13-16).

Holy Spirit is God. As the third Person in the Godhead, He indwells every believer upon conversion and enables the believer to live a holy life; to witness in power; and to work for the Lord Jesus Christ (Act. 5:3-4; Mt. 28:19; Acts. 1:8).

Man was made in the image of God and sinless. By choice Man fell out of favour into sin. In God's mercy, SALVATION comes to every lost and sinful person freely and simply by faith in Jesus Christ who shed His blood for sin, and through regeneration by the Holy Spirit (Gen. 1:26-28; 3:1-21; Jn.1:11-13, 1Cor. 12:13).

All believers in Jesus Christ are **one body**, the Church, of which He is the Head (1 Cor. 12:13; Eph. 2:14-22).

Satan is a fallen angel whose intent is to supplant God and frustrate His purpose, and whose ultimate end is consignment to eternal punishment (Lk. 10:17-18; Rev. 20:10).

Bodily Resurrection of all the dead will take place some day. Believers in Christ will rise unto everlasting blessedness while unbelievers will rise unto judgment and everlasting punishment (Rev. 20:11-15; 2 Cor. 5: 9-10).

Signed: