



THE KENYA NATIONAL EXAMINATIONS COUNCIL

VACANCIES ANNOUNCEMENT

The Kenya National Examinations Council (KNEC) is a state corporation established through an Act of Parliament (CAP 225A, Laws of Kenya) repealed by the Kenya National Examinations Council Act no. 29 of 2012, to conduct School and Post School Examinations within Kenya as it may consider desirable in the public interest and to award certificates and diplomas to successful candidates in such examinations.

The Council is seeking to recruit experienced, results oriented individual with excellent leadership and technical skills, team players, innovative and highly motivated individuals who are able to work in a high pressure environment.

1.0 DEPUTY DIRECTOR - HUMAN RESOURCE MANAGEMENT: KNEC EC SCALE 14 (1 POST)

The Deputy Director will be reporting to the Director in charge of the Department.

1.1 Requirements for Appointment:

- 1.1.1 Masters Degree in Human Resource Management/Development/Business Administration or Public Administration or equivalent qualifications from a recognized institution;;
- 1.1.2 Must have served as Principal Human Resource Management Officer or Principal Administrative Officer for a minimum period of three (3) years or have 15 years relevant experience, three (3) of which should have been at managerial level handling Human Resource Management or Administrative functions in a reputable institution;
- 1.1.3 Evidence of proficiency and knowledge in Computer Applications;
- 1.1.4 Must be a member of IHRM-K;
- 1.1.5 Candidates who have attended Strategic Leadership Development Programme lasting not less than six (6) weeks will have an added advantage; and
- 1.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;

1.2 Duties and Responsibilities:

- 1.2.1 Oversee the development and implementation of Human Resource Management Strategies and Policies;
- 1.2.2 Coordinate the implementation of Human Resource functions relating to staff Recruitment, placement, career development, staff promotion, performance

management, training and development, administration of salary and employee benefits; and ensure good employee relations and staff welfare programs;

- 1.2.3 Provide technical and professional advice to heads of Departments on provisions of the Constitution, labour laws and International Labour Conventions on matters relating to management of employees;
- 1.2.4 Ensure compliance with various statutory and regulatory requirements;
- 1.2.5 Coordinate implementation of Council resolutions on Administrative functions;
- 1.2.6 Ensure preparation and consolidation of the Divisional budget;
- 1.2.7 Co-ordinate achievement of Performance Contract Targets for the Division;
- 1.2.8 Co-ordinate staff matters and provide staff leadership that harness the strengths of all individuals;

2.0 PRINCIPAL EXAMINATIONS ADMINISTRATOR: KNEC EC SCALE 13 (2 POSTS)

The Principal Examinations Administrator will be reporting to a Head of Division in Examinations Administration Department.

2.1 Requirements for Appointment:

- 2.1.1 Bachelors Degree in Education from a recognized institution; **OR** Bachelors Degree with Post Graduate Diploma in Education;
- 2.1.2 Masters Degree in Education or its equivalent from a recognized institution;
- 2.1.3 Must have served as Senior Examinations Officer for at least three (3) years **OR** twelve (12) years cumulative relevant work experience handling examinations or test development related activities in a reputable institution;
- 2.1.4 Must have evidence of being well grounded in the theory and practice of educational measurement and evaluation as well as curriculum design;
- 2.1.5 Evidence of proficiency and knowledge in Computer Applications;
- 2.1.6 Candidates who have attended Senior Management Course lasting not less than four weeks will have an added advantage; and
- 2.1.7 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;

2.2 Duties and Responsibilities:

- 2.2.1 Undertake duties associated with examination administration processes such as, Planning, Organizing, Processing, Coordinating, Field Administration of Examinations, Issue of Results, Certification and Quality Assurance of each of these processes;
- 2.2.2 Prepare programmes and budget for all activities within the Section;
- 2.2.3 Coordinate centring and dispatch of examination materials to Sub-Counties;
- 2.2.4 Propose interventions to address operational challenges in the area of examination administration;
- 2.2.5 Facilitate post mortem of all examination processes;
- 2.2.6 Facilitate preparation of annual budget, procurement plans and implementation of the same;
- 2.2.7 Coordinate timely preparation and presentation of reports upon completion of programmes and activities in the Section;
- 2.2.8 Coordinate the approval of examination distribution centres;
- 2.2.9 Provide the supervision link to the operations level of examinations administration;

3.0 SENIOR ECONOMIST/PLANNER: KNEC EC SCALE 12 (1 POST)

The Senior Economist/Planner will be reporting to the Principal Economist/Planner.

3.1 Requirements for Appointment:

- 3.1.1 Masters Degree in either Economics, Statistics, Economics and Mathematics, Public Policy and Administration or its equivalent from a recognized institution;
- 3.1.2 Served in the grade of Economist/Planner for a minimum period of three (3) years or in an equivalent and relevant position **OR** have a cumulative working experience of at least nine (9) years in a related field;
- 3.1.3 Evidence of proficiency and knowledge in Computer Applications;
- 3.1.4 Candidates who have attended Management Course lasting not less than four weeks will have an added advantage; and
- 3.1.5 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;

3.2 Duties and Responsibilities:

- 3.2.1 Plan and coordinate the Council's Economic Planning Activities;
- 3.2.2 Carry out economic planning analysis; supervise and coordinate the development of the KNEC's Strategic Plan and policies;
- 3.2.3 Oversee the implementation of Council projects and programs and monitor Council's budget performance and prepare reports;
- 3.2.4 Co-ordinate performance contracting processes, guidelines and procedures;
- 3.2.5 Facilitate Departments to have their departmental work plans in place and collect and present statistical data in the form of survey reports and bulletins;
- 3.2.6 Coordinate the preparation of the Council's calendar of year activities;
- 3.2.7 Monitor and evaluate the Council's Quality Management Systems

4.0 CHIEF ADMINISTRATIVE OFFICER: KNEC EC SCALE 12 (1 POST)

The Chief Administrative Officer will be reporting to a Head of General Administration Division.

4.1 Requirements for Appointment:

- 4.1.1 Masters Degree in Public Administration/Business Administration/Management or equivalent qualifications.
- 4.1.2 Must have served in the grade of Senior Administrative Officer for 3 years or at least nine (9) years cumulative relevant work experience in handling general administration duties in a reputable organization;
- 4.1.3 Management course lasting not less than four (4) weeks from a reputable institution;
- 4.1.4 Evidence of proficiency and knowledge in Computer Applications;
- 4.1.5 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

4.2 Duties and Responsibilities:

- 4.2.1 Develop and implement effective administrative policies, procedures and regulations in the following areas: transport, records, library, cleaning, catering, work environment and security management;
- 4.2.2 Mobilize supportive operational resources when need arises and analyze the financial implications of the policies;
- 4.2.3 Coordinate initiatives aimed at achieving strategic objectives of the organization;

- 4.2.4 Prepare and implement the Sectional work plan and budget;
- 4.2.5 Provide general administrative support services and prepare periodic reports for all administrative matters in the section;

5.0 CHIEF ICT OFFICER (INFORMATION SECURITY): KNEC EC SCALE 12 (1 POST)

The Chief ICT Officer will be reporting to the Head of Section in ICT department.

5.1 Requirements for Appointment:

- 5.1.1 Bachelors Degree in Computer Science/Information Communications Technology, or equivalent qualification plus professional ICT qualifications such as MCSD, CISA etc;
- 5.1.2 Masters Degree in Computer Science/Information Communications Technology, or equivalent qualification from a recognized institution;
- 5.1.3 Three (3) years experience as a Senior Information Communications Technology Officer with supervisory and managerial responsibilities or 9 years cumulative work experience in reputable institution;
- 5.1.4 Candidates who have attended a Management course lasting not less than four (4) weeks from a reputable institution will have an added advantage;
- 5.1.5 Hands-on experience in the following software development: SQL, Java, Oracle, visual Studio, Business Intelligence reporting tools such as Crystal, IIS and web/mobile application frameworks;
- 5.1.6 Candidates with a record of successful delivery of large application systems in a team as the team leader preferably in examinations related applications will have an added advantage;

5.2 Duties and Responsibilities:

- 5.2.1 Formulate and implement a prudent ICT risk management strategy;
- 5.2.2 Develop and implement security and integrity of ICT systems in the organization;
- 5.2.3 Liaise with user departments to understand the business processes/problems, review and evaluate existing/proposed systems and make recommendations on suitable solutions;

- 5.2.4 Design and develop systems for administration and management of business processes as well as conducting trial runs of the systems to ensure compliance with desired results;
- 5.2.5 Develop a deployment plan for the systems developed including installation, testing and training;
- 5.2.6 Managing access controls and security;
- 5.2.7 Monitor the performance and integration of specified applications at section level;

6.0 SENIOR RESEARCH OFFICER: KNEC EC SCALE 12 (3 POSTS)

The Senior Research Officer will report and be answerable to the Head of Section in Research Division.

6.1 Requirements for Appointment:

- 6.1.1 Masters Degree in Education (Measurement and Evaluation) or equivalent qualification
- 6.1.2 Must have served as Research Officer I for at least 3 years or 9 years cumulative relevant work experience handling examinations related research in a reputable institution;
- 6.1.3 Senior Management course lasting not less than four (4) weeks from a reputable institution will be an added advantage;
- 6.1.4 Well grounded in the theory and practice of educational research, assessment and psychometrics as well as curriculum development and implementation;
- 6.1.5 Evidence of proficiency and knowledge in Computer Applications;

6.2 Duties and Responsibilities:

- 6.2.1 Management and execution of research processes in examinations;
- 6.2.2 Ensure proper management of examinations award processes;
- 6.2.3 Coordinate monitoring of examinations processes;
- 6.2.4 Analyze statistical data related to examinations and produce reports.

7.0 SENIOR ACCOUNTANT: KNEC EC SCALE 12 (1 POST)

The Senior Accountant will be reporting to a Head of Section in the Finance & Accounting Division.

7.1 Requirements for Appointment:

- 7.1.1 Bachelors Degree in Commerce (Accounting/Finance) or Economics or any other equivalent and relevant qualification from a recognized institution;
- 7.1.2 Masters Degree in Accounting/Finance/Economics or equivalent qualification from a recognized institution;
- 7.1.3 Certified Public Accountant, CPA (K);
- 7.1.4 Must have served in the grade of Accountant I for 3 years or 9 years cumulative relevant work experience in a public or private institution in Finance and Accounting field;
- 7.1.5 Membership to ICPAK;
- 7.1.6 Senior Management course lasting not less than four (4) weeks from a reputable institution will be an added advantage;
- 7.1.7 Evidence of proficiency and knowledge in Computer Applications (Ms office and accounting packages);
- 7.1.8 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

7.2 Duties and Responsibilities

- 7.2.1 Ensure timely production of Financial Statements;
- 7.2.2 Review internal control procedures, ensure compliance and respond to audit queries;
- 7.2.3 Ensure timely and accurate payment of claims and generate periodic reports;
- 7.2.4 Prepare revised estimates and draft annual budget;
- 7.2.5 Implement credit policy of the Council;
- 7.2.6 Prepare monthly and quarterly management accounts; and reconcile all payroll payments;
- 7.2.7 Consolidate the departmental revised and projected budgets into the Council budget;
- 7.2.8 Ensure revenue due to KNEC is collected and accounted for; verify and submit all bank reconciliation statements;

7.2.9 Oversee the maintenance and reconciliation of the general ledger;

8.0 RESEARCH OFFICER II: KNEC EC SCALE 10 (3 POSTS)

The Research Officer II will be reporting to a Head of Section in the Research Division.

8.1 Requirements for Appointment:

- 8.1.1 Bachelors Degree in Education with specialization in Mathematics, Economics, Statistics or its equivalent from a recognized institution;
- 8.1.2 Masters Degree in Education in Measurements and Evaluation or equivalent qualification from a recognized institution;
- 8.1.3 Must have served as Research Assistant I for 3 years or at least six (6) years relevant work experience from a reputable institution;
- 8.1.4 Evidence of proficiency and knowledge in Advanced Computer Applications;

8.2 Duties and Responsibilities:

- 8.2.1 Conduct pro-active research studies in educational assessment;
- 8.2.2 Develop research proposals on research problems related to the organization; plan and implement research projects;
- 8.2.3 Train data collectors; prepare programme and implement data collection exercise and disseminate research findings;
- 8.2.4 Prepare examination award statistics to members of the awards committee and moderation subject panel.

9.0 SUBJECT OFFICER II (BUILDING & CIVIL ENGINEERING): KNEC EC SCALE 10 (1 POST) - READVERTISEMENT

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

9.1 Requirements for Appointment:

- 9.1.1 Bachelors Degree in Technology specializing in Building & Construction Management or Civil Engineering with Post Graduate Diploma in Technical Education; **OR** Bachelors Degree in Civil Engineering with Post Graduate Diploma in Technical Education;
- 9.1.2 Masters degree in the relevant field will be an added advantage;
- 9.1.3 Not less than six (6) years experience teaching Building & Civil Engineering at College level;

9.1.4 Evidence of being well grounded in theory and application of Examination Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;

9.1.5 Evidence of proficiency and knowledge in Computer Applications;

9.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

9.2 Duties and Responsibilities:

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Building & Civil Engineering Examination papers and other related disciplines.

10.0 SUBJECT OFFICER II (SECRETARIAL STUDIES): KNEC EC SCALE 10 (1 POST) - READVERTISEMENT

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

10.1 Requirements for Appointment:

10.1.1 Bachelors Degree in Education specializing in Secretarial Management; **OR** Bachelors Degree with Diploma in Technical Education (Secretarial Management) from KTTC;

10.1.2 Masters degree in Education in the relevant field from a recognized institution;

10.1.3 Atleast 10 years work experience teaching Secretarial Management Studies at College level;

10.1.4 Evidence of being well grounded in theory and application of Examination Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;

10.1.5 Evidence of proficiency and knowledge in Computer Applications;

10.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

10.2 Duties and Responsibilities

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Secretarial Studies Examination papers and other related disciplines.

11.0 ACCOUNTANT III: KNEC EC SCALE 9 (3 POSTS)

The Accountant III will be reporting to a Head of Section in the Finance & Accounting Division.

11.1 Requirements for Appointment:

11.1.1 Bachelors Degree in Commerce (Accounting/Finance)/Business Administration/ Business Management or Economics or any other equivalent and relevant qualification from a recognized institution;

11.1.2 Certified Public Accountant, CPA (K);

11.1.3 Must have served in the grade of Assistant Accountant for 3 years or 3 years cumulative relevant work experience in a public or private institution in Finance and Accounting field;

11.1.4 Membership to ICPAK;

11.1.5 Evidence of proficiency and knowledge in Computer Applications (Ms office and accounting packages);

11.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

11.2 Duties and Responsibilities

11.2.1 Prepare timely journals/vouchers; file and maintain voucher movement registers

11.2.2 Deliver and collect instructions to and from the bank;

11.2.3 Prepare budget and management accounts as instructed;

11.2.4 Reconcile and prepare periodic reports on revenue collected against services rendered;

11.2.5 Ensure timely response to audit/revenue queries;

11.2.6 Generate and ensure accuracy of lead schedules in the Financial Statements;

11.2.7 Maintain investment register and manage project cash flow;

11.2.8 Monitor vote book balances and advice on accounts that need reallocation;

11.2.9 Process all approved payments promptly and accurately and maintain a detailed documentation of all claims and payments;

12.0 ICT OFFICER II (SOFTWARE DEVELOPMENT): KNEC SCALE EC 9 (2 POSTS) - READVERTISEMENT

The ICT Officer will be reporting to a Head of Section in the ICT Department.

12.1 Requirements for Appointment:

12.1.1 Bachelors Degree in Computer Science/Information Communications Technology, or equivalent qualification;

12.1.2 Software Certification, for example MCSD;

12.1.3 Database Certification, Microsoft or Oracle;

12.1.4 Must have served as ICT Officer III or at least 3 years relevant work experience as a software developer.

12.2 Duties and Responsibilities:

12.2.1 Conduct feasibility studies and cost-benefit analysis, including the choice of application architecture and framework, leading to the budget and schedule for the project design;

12.2.2 Identify technology limitations and deficiencies in existing systems and associated processes, procedures and methods;

12.2.3 Participate in software product definition, requirement analysis, including business case or gap analysis specification, requirements analysis;

12.2.4 Providing advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costing for recommending software purchases and upgrade;

12.2.5 Test, debug, diagnose and rectify errors and faults in computers applications within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification;

12.2.6 Gather feedback from stakeholders to improve application quality and reduce operational risk of the developed application;

12.2.7 Participate in software release and post-release activities, including support for product launch and competitive analysis for subsequent product build/release cycles and maintenance;

13.0 PUBLIC COMMUNICATIONS OFFICER II: KNEC SCALE EC 9 (1 POST)

The Public Communications Officer II will be reporting to a Head of Public Communications Section.

13.1 Requirements for Appointment:

- 13.1.1 Bachelors Degree in either of the following disciplines: Journalism, Mass Communication or Public Relations from a recognized institution; **OR** Bachelors Degree and a Post Graduate Diploma in any of the following: Mass Communication, Communication Studies, Public Relations, Journalism or its equivalent from a recognized institution;
- 13.1.2 Must have at least 3 years of public communication experience in a reputable institution;
- 13.1.3 Must have evidence of proficiency and knowledge in Advanced Computer Applications; (MS Office Packages, Desktop and Web-based Publishing, Photo and Video editing);
- 13.1.4 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;

13.2 Duties and Responsibilities:

- 13.2.1 Engage with the public and media on matters of concern to the organization and participate in promotional events;
- 13.2.2 Analyze media coverage and undertake relevant market research;
- 13.2.3 Gather information on policies, programmes and significant events that impact on the organizations' clients;
- 13.2.4 Prepare articles and publications articulating on specific issues and edit organizations' publications;
- 13.2.5 Keep and maintain all public communication print and electronic materials including audio visuals and photographs;
- 13.2.6 Develop, implement and review the Corporate Communications Policy and communication strategies;
- 13.2.7 Design, initiate research on corporate relations issues and develop appropriate interventions;
- 13.2.8 Devise and implement measures to ensure proper projection of the identity and public image of the organization;

14.0 DRIVER III : KNEC EC SCALE 4 (5 POSTS)

The officer will report to the Transport Officer within General Administration Division;

14.1 Requirements for Appointment

- 14.1.1 KCSE minimum mean grade D (plain) or its equivalent;
- 14.1.2 Current driving licence free from current endorsements and valid for all the classes of vehicles, which the candidate is required to drive;
- 14.1.3 Must have passed Occupational Test Grade III for Drivers with at least four (4) years previous satisfactory driving experience after obtaining the driving licence;
- 14.1.4 Accident-free record within the last four (4) years;
- 14.1.5 First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- 14.1.6 Valid Certificate of Good Conduct from Kenya Police Service.

14.2 Duties and Responsibilities

- 14.2.1 Carry out routine checks on the vehicles cooling and oiling systems, electrical system, tyre pressure and brakes
- 14.2.2 Detect and report malfunctioning of vehicle systems and take good care of the fuel card
- 14.2.3 Maintain the work tickets for vehicles assigned and drive the vehicle as authorized;
- 14.2.4 Take initiative for security and safety for the vehicle on and off the road and safety of the passengers and/or goods therein
- 14.2.5 Routine driving duties, detect and report any malfunctions of the vehicle systems;
- 14.2.6 Keep and process motor vehicle documents and maintenance;

15.0 CORE COMPETENCIES REQUIRED FOR THE ABOVE POSITIONS;

- 15.1.1 Ability to portray and uphold positive national image and work in a multi-cultural and Multi-ethnic environment with sensitivity and respect for diversity;
- 15.1.2 Being visionary and result oriented;
- 15.1.3 Excellent organizational, interpersonal and communication skills;
- 15.1.4 Capacity to work under pressure to meet strict deadlines;
- 15.1.5 Firm, fair and transparent management style.

Shortlisted candidates must meet the provisions of Chapter Six of the Kenyan Constitution. In this regard, the candidates should obtain clearance certificates from:

- Kenya Revenue Authority;
- Ethics and Anti-Corruption Commission;
- Criminal Investigation Department;
- Higher Education Loans Board;
- Credit Reference Bureau.

16.0 TERMS OF OFFER

The Council will offer a competitive remuneration package commensurate with seniority and responsibilities of the position.

17.0 APPLICATION PROCEDURE

Interested and suitably qualified candidates should forward their applications enclosing certified copies of their academic and professional certificates, detailed curriculum vitae giving details of telephone contact, e-mail addresses, current remuneration (enclose copy of latest pay slip), names and valid current contacts of three referees **on or before 5th March, 2018** to:

**The Chief Executive Officer
The Kenya National Examinations Council
P. O. Box 73598 - 00200
NAIROBI**

Note:

Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification.

KNEC is an Equal Opportunity Employer and People Living with Disability and female candidates are encouraged to apply.

For more details log into KNEC website www.knec.ac.ke