



DEPUTY DIRECTOR - ACCREDITATION, KASNEB GRADE 3 - HRM/AQA/DDAC/2/2026

(a) Job specifications

Reporting to the Director, Accreditation and Quality Assurance, the job holder will be responsible for: -

- (i) Coordinating accreditation assessment, monitoring and reviews;
- (ii) Coordinating quality assurance of examination processes and activities;
- (iii) Coordinating analysis of examinations results and preparation of performance reports and recommendations to guide future improvements;
- (iv) Reviewing controls in place to safeguard the security and integrity of examinations;
- (v) Coordinating review, implementation and improvement of Quality Management System;
- (vi) Coordinating collaborations and partnerships with foreign examination bodies;
- (vii) Initiating, developing and implementing policies relating to accreditation;
- (viii) Developing accreditation criteria;
- (ix) Developing guidelines for syllabi delivery for accredited institutions;
- (x) Reviewing accreditation standards and ensure compliance;
- (xi) Communicating accreditation assessment findings to applicants; and
- (xii) Creating public awareness of accredited training institutions.

(b) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Examinations or in a comparable position;
- (ii) Bachelor's degree in Commerce, Economics, Business Administration, Finance, Education, Law or any other relevant qualification from a recognised institution;
- (iii) Master's degree in Commerce, Business Administration, Finance, Accounting, Economics, Education, Law or any other relevant qualification from a recognised institution;
- (iv) Membership to any of the following professional bodies: Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Certified Secretaries (ICS), Institute of Certified Investment and Financial

- Analysts (ICIFA), Law Society of Kenya (LSK) or a relevant professional body and in good standing;
- (v) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
 - (vi) A valid practising certificate/license where applicable;
 - (vii) Proficiency in computer applications; and
 - (viii) Shown merit and ability as reflected in work performance and results.

(c) **Key Competencies and Skills**

- (i) Good interpersonal and communication skills;
- (ii) Report writing skills;
- (iii) Strong situational analysis capability;
- (iv) Attention to detail and critical thinking;
- (v) Innovative skills;
- (vi) Analytical skills; and
- (vii) Digital literacy skills.

Terms of service: Permanent and Pensionable.

Basic Salary range for Deputy Director:

KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000