



**DEPUTY DIRECTOR- EXAMINATIONS ADMINISTRATION, KASNEB GRADE 3 -  
HRM/EM/DDEA/2/2026**

**(a) Job specifications**

Reporting to the Director, Examinations Management the job holder will be responsible for: -

- (i) Coordinating Administration of examinations in consultation with relevant authorities;
- (ii) Ensuring compliance with examination rules and regulations and making recommendation;
- (iii) Coordinating preparation of relevant administrative reports on conduct of examinations;
- (iv) Coordinating training workshops for chief invigilators and coordinators of examinations bi-annually;
- (v) Coordinating the delivery of examination scripts to the examination marking center;
- (vi) Coordinating the collection of biometric data from students; and
- (vii) Coordinating risk management on all aspects of examinations administration and processing.

**(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 practicing 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

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