



**DEPUTY DIRECTOR, EXAMINATIONS PROCESSING, KASNEB GRADE 3-
HRM/EM/DDEP/2/2026**

(a) Job specifications

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

- (i) Coordinating the delivery of examination scripts to the examination marking centre;
- (ii) Supervising and participating in, all functions related to examination marking;
- (iii) Ensuring accurate data capture of marks and processing of results;
- (iv) Ensuring the timely production and dispatch of examination result notifications;
- (v) Issuing examination result confirmations letters to candidates, employers and other stakeholders;
- (vi) Preparing examination reports on processing of examinations. Addressing any queries that may emanate from the processing of results;
- (vii) Compiling the evaluation reports for markers and checkers;
- (viii) Arranging for the printing of certificates;
- (ix) Preparing prize award lists for various categories of best performing candidates and arranging for dispatch of prizes to the candidates; and
- (x) Risk management on all aspects of examination 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
- (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