

**DIRECTOR, ACCREDITATION AND QUALITY ASSURANCE, KASNEB GRADE 2 (1 POST) - HRM/AQA/DAQA/1/2026**

**(a) Job Specification**

Reporting to the Secretary/Chief Executive Officer, the Director, Accreditation and Quality Assurance will be responsible for overseeing the accreditation of training institutions and quality assurance of all examination processes.

Duties and responsibilities at this level will entail: -

- (i) Coordinating accreditation assessment, monitoring and reviews;
- (ii) Coordinating quality assurance of examination processes and activities;
- (iii) Overseeing 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) Reviewing the implementation and improvement of Quality Management System;
- (vi) Coordinate the development and implementation of policies relating to accreditation;
- (vii) Oversee the development of accreditation criteria;
- (viii) Coordinate development of guidelines for syllabi delivery for accredited institutions;
- (ix) Oversee the review accreditation standards and ensure compliance;
- (x) Communicate accreditation assessment findings to applicants;
- (xi) Create public awareness of accredited training institutions; and
- (xii) Coordinate risk management of the accreditation and quality assurance processes.

**(b) Person Specifications**

For appointment to this level an officer must have: -

- (i) Cumulative service period of fifteen (15) years' work experience three (3) of which must have been in the grade of at least Deputy Director or in comparable position;
- (ii) Bachelors degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iii) Master's Degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated outstanding managerial and professional competence as reflected in work performance and results.

**(c) Key Competencies**

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

**Terms of service:** Five (5) years contract, renewable once subject to performance.

**Basic salary range:** KSh. 195,000 x 16,250 – 260,000 x 21,250 – 345,000 = 8 increments.