

DIRECTOR, CURRICULUM AND TEST DEVELOPMENT, KASNEB GRADE 2 (1 POST)
- HRM/CTD/DCTD/1/2026

(a) Job Specification

Reporting to the Secretary/Chief Executive Officer, the Director, Curriculum and Test Development will be responsible for overseeing research on design and development of curriculum, and test development.

Duties and responsibilities at this level will entail: -

- (i) Planning and coordinating research on examination matters to guide curriculum development and review;
- (ii) Planning and coordinating the recruitment of subject matter experts to undertake the curriculum development process in liaison with the HR Division;
- (iii) Coordinating training and orientation of subject matter experts;
- (iv) Planning engagements with stakeholders to obtain relevant views and feedback to guide the curriculum development;
- (v) Overseeing curriculum content development and review processes;
- (vi) Development of workplans for the launch and post-implementation programmes of the curriculum;
- (vii) Development of transition protocols and other supporting policies;
- (viii) Coordinating recruitment of examination setters in liaison with the Human Resource Division;
- (ix) Planning training of setters on examination standards;
- (x) Coordinating moderation of examinations that are aligned with the syllabuses and other standards;
- (xi) Overseeing preparation of pilot papers after the major review of syllabuses;
- (xii) Analysis of performance in examinations and prepare feedback reports;
- (xiii) Ensuring the security and integrity of examinations and coordinating overall risk management; and
- (xiv) Ensuring risk management during curriculum and test development.

(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 at least in the grade of Deputy Director or in a 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 = 8 increments.