

DIRECTOR, EXAMINATIONS MANAGEMENT, KASNEB GRADE 2 (1 POST) - HRM/EM/DEM/1/2026

(a) Job Specification

Reporting to the Secretary/Chief Executive Officer, the Director, Examinations Management will be responsible for overseeing the administration of examinations, processing of results and certification of candidates in a secure, efficient and effective manner.

Duties and responsibilities at this level will entail: -

- (i) Coordinating administration of examinations in consultation with relevant authorities;
- (ii) Ensuring compliance with examination rules and regulations and making recommendations;
- (iii) Overseeing the preparation of relevant administrative reports on conduct of examinations;
- (iv) Planning and implementing training workshops for chief invigilators and coordinators of examinations bi-annually;
- (v) Ensuring the delivery of examination scripts to the examination marking centre;
- (vi) Coordinating the collection of biometric data from students;
- (vii) Overseeing printing and issuance of examinations certificates;
- (viii) Coordinating the issuance of confirmation and exemption letters; and
- (ix) Coordinating risk management on all aspects of examinations administration and processing.

(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 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 – 345,000 = 8 increments.