

DIRECTOR, RESEARCH AND BUSINESS DEVELOPMENT, KASNEB GRADE 2 (1 POST) - HRM/RBD/DRBD/1/2026

(a) Job Specification

Reporting to the Secretary/Chief Executive Officer, the Director, Research and Business Development will be responsible for overseeing research and business development for the Examinations Board.

Duties and responsibilities at this level will entail: -

- (i) Coordinating the operations and administrative activities of the Examinations Board's Research programs;
- (ii) Overseeing the promotion of KASNEB and its qualifications nationally, regionally and internationally;
- (iii) Ensuring sound management of the Examinations Board's research programs;
- (iv) Developing new research programs and ensuring that KASNEB complies with legal and regulatory requirements;
- (v) Leading in identification of potential partnerships, negotiate agreements, build collaborative relationships and stakeholder engagement activities of KASNEB;
- (vi) Ensuring implementation and fulfilment of the research standards of the Examinations Board;
- (vii) Developing new strategies, partnerships, consultancy and business development programs;
- (viii) Ensuring implementation and fulfilment of the strategy, partnerships, consultancy and business development policies;
- (ix) Liaising with related professional bodies, agencies and departments in executing research, activities; and
- (x) Enforcing Patent and Copyright registration.

(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) Evidence of publication in refereed journals;
- (viii) Proficiency in computer applications; and
- (ix) 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.