



## **APPLICATION FOR SUBJECT MATTER EXPERTS**

### **ADDITIONAL INFORMATION ON MINIMUM REQUIREMENTS FOR SUBJECT MATTER EXPERTS AND OTHER DETAILS**

#### **1. EXAMINATIONS OF kasneb UNDER THE REVISED STRUCTURE**

Kasneb will administer the following examinations under the revised structure of qualifications:

**(a) Short (vocational) courses**

- (i) Vocational Certificate in Entrepreneurship (VCE)
- (ii) Vocational Certificate in IT (VCIT) - Graphic Design
- (iii) Vocational Certificate in IT (VCIT) - Cyber Security
- (iv) Vocational Certificate in IT (VCIT) - Blockchain applications

**(b) Certificate examination**

Certificate in Accounting and Management Skills (CAMS)

**(c) Diploma examinations**

- (i) Accounting Technicians Diploma (ATD).
- (ii) Diploma in Information Systems Support (DISS).

**(d) Professional examinations**

- (i) Certified Public Accountants (CPA).
- (ii) Certified Secretaries (CS).
- (iii) Certified Investment and Financial Analysts (CIFA).
- (iv) Certified Credit Professionals (CCP).
- (v) Certified Information Systems Solutions Expert (CISSE).

**(e) Post-qualifications certifications**

- (i) Public financial management
- (ii) Forensic accounting
- (iii) Ethics and integrity

2. **OVERALL OBJECTIVE OF THE ENGAGEMENT**

The overall objective of the engagement is to develop detailed syllabuses content for the various papers under the subject areas identified in this document. In developing the syllabuses content, successful applicants will be expected to make reference to the learning outcomes already developed for each paper.

**Detailed Terms of Reference and other engagement terms will be provided to successful applicants.**

3. **MINIMUM REQUIREMENTS FOR ENGAGEMENT AS A SUBJECT MATTER EXPERT**

Successful applicants will be required to meet the following minimum requirements:

**(a) Academic and professional qualifications**

- (i) A bachelor's degree in the subject area of interest for short courses, certificate and diploma examinations.
- (ii) A master's degree in the subject area of interest for professional examinations and post-qualification programmes.
- (iii) Professional qualification in the subject areas of interest, where applicable.

**(b) Work experience**

At least ten (10) years relevant post-qualification experience in teaching, research and publication, professional practice or other relevant engagement. Teaching experience should ideally be at the university or tertiary institution level. The experience should be directly relevant to the nature of this engagement, with a clear demonstration of expertise obtained to successfully undertake the assignment.

Evidence of any publications including journal articles should be attached to the application where possible.

**(c) Other requirements**

Successful applicants will be required to demonstrate the following, as a minimum.

- (i) Immediate availability to undertake the assignment.
- (ii) That they meet the requirements under Chapter Six of the Constitution of Kenya 2010.
- (iii) Ability to work within strict timelines as shall be specified by Kasneb.
- (iv) Ability to maintain the security, confidentiality and integrity of the engagement. Shortlisted applicants will undergo further vetting.
- (v) Access to relevant reading and reference materials necessary for the engagement.

4. **OTHER RELEVANT INFORMATION**

- (a) One should apply for not more than **three (3) papers** to develop syllabuses content, arranged in order of priority and expertise. The papers selected should ideally be in the same subject cluster, although persons with demonstrated expertise in other subject clusters may also include the same.
- (b) The application should be in **soft (PDF) format**.
- (c) Successful applicants will be required to complete a disclosure form and a code of ethics before commencing the assignment.
- (d) Other guidelines are as per the advertisement.

5. **ENQUIRIES**

Any enquiries should be made through the office of the Secretary/Chief Executive Officer using the email address [ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke).

**kasneb is an equal opportunity employer and does not discriminate against applicants on the basis of their ethnic background, sex, religion, disability, HIV status or marital status while being sensitive to gender, regional and ethnic balance.**

**Kindly note that only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.**

**6: SPECIFIC PAPERS TO BE SELECTED**

Cluster No.	Cluster Name	Specific papers
1.	Financial and management accounting, auditing, taxation and related areas	<p><b>Financial Accounting Sub-Cluster</b>            Foundations of Accounting – CAMS            Introduction to Financial Accounting – ATD            Financial Accounting – ATD            Principles of Accounting – CCP            Financial Statements Analysis for Credit Managers – CCP            Financial Accounting – CPA/CIFA            Financial Statements Analysis – CIFA            Principles of Accounting, Finance and Taxation – CS            Financial Reporting and Analysis            (Incorporating IPSAS) – CPA            Advanced Financial Reporting – CPA</p> <p><b>Auditing Sub-Cluster</b>            Principles of Auditing – ATD            Auditing and Assurance – CPA            Advanced Auditing and Assurance – CPA</p> <p><b>Taxation Sub-Cluster</b>            Elements of Taxation – CAMS            Principles of Taxation – ATD            Public Finance and Taxation for Investment Analysts – CIFA            Public Finance and Taxation – CPA            Advanced Taxation – CPA</p> <p><b>Cost and Management Accounting Sub-Cluster</b>            Fundamentals of Management Accounting – ATD            Management Accounting – CPA            Advanced Management Accounting            - CPA</p>

2.	Public financial management and related areas	<p><b>Advanced Public Financial Management -CPA</b></p> <p><b>Post qualification certification in public sector financial management with modules in:</b>  IPSASS  Public Financial Management  Public Sector Auditing  Public Procurement and Disposal  Cash management  Debt management  Budgeting  Resource mobilization  Strategy and Leadership in the Public Sector</p>
3.	Forensic accounting	<p><b>Post qualification certification in forensic accounting with modules in:</b>  Forensic Accounting  Fraud Schemes  Fraud Prevention and Risk Management  Law Related to Fraud and the Rule of Evidence  Fraud Auditing, Investigations and Reporting  Criminology  Law of Evidence</p>
4.	Finance, Investment and related areas	<p>Fundamentals of Finance – CAMS  Professional Ethics and Governance (for finance professionals) – CIFA  Introduction to Finance and Investments – CIFA  Portfolio Management –CIFA  Equity Investments Analysis –CIFA  Fixed Income Investments Analysis – CIFA  Corporate Finance – CIFA  Alternative Investments Analysis – CIFA  Advanced Portfolio Management – CIFA  Derivatives Analysis – CIFA  Finance for Decision Making – CIFA  Financial Management – CPA  Advanced Financial Management - CPA</p>
5.	Governance and Ethics, Corporate Secretarial Practice, public sector policy and administration and related areas	<p>Public Sector Governance, Policy and Administration – CS  Financial Markets and Specialised Institutions –CS  Corporate Governance and Ethics – CS  Research, Consultancy and Advisory – CS  Governance and Compliance Audit – CS  Boardroom Dynamics – CS</p> <p><b>Post qualification certification in ethics and integrity (new product)</b></p>
6.	Management, communication skills and related areas	<p><b>Management Sub-Cluster</b>  Principles of Management – ATD  Strategic Management and Leadership – CPA/CCP/CS/CIFA  Management Principles and Practice – CS</p>

		Human Resources Management - CS
		<b>Communication skills Sub-cluster</b> Communication Skills and Ethics in Information Systems – DISS Communication Skills and Ethics for Information Systems – CISSE Communication and Customer Relations – CCP Communication Skills – CPA/CS
		<b>Marketing Sub-cluster</b> Principles of Marketing and Communication – CAMS
7.	Entrepreneurship and related areas	Entrepreneurship and Innovation – VCE Principles of Entrepreneurship and Management – CAMS Entrepreneurship and Communication –ATD Entrepreneurship and Innovation - DISS Entrepreneurship and Innovations - CISSE
8.	Law and related areas	Introduction to Law and Ethics – CAMS Introduction to Law and Ethics – ATD Introduction to Law and Ethics – CPA/CCP Regulation of Financial Markets – CIFA Introduction to Law and Governance – CS Company Law – CPA/CS Meetings: Compliance and Administration - CS
9.	Economics and related areas	Principles of Economics – ATD Economics – CPA/CCP Business Environment sub-sector Business Environment -CCP
10.	Data analytics, artificial intelligence and related emerging areas	Business Analytics for Accountants – CPA Financial Modelling and Analytics - CIFA Business Analytics for Credit Managers – CCP
11.	Business mathematics and statistics, Quantitative analysis and related areas	<b>Business Mathematics Sub-Cluster</b> Fundamentals of Business Mathematics – CAMS Business Mathematics and Statistics - ATD
		<b>Quantitative Analysis sub-cluster</b> Quantitative Analysis –CPA/CCP
12.	Information Communication Technology and related areas	<b>General ICT papers</b> Graphics Design – VCIT Information and Cyber Security – VCIT Blockchain applications – VCIT Fundamental ICT Skills - CAMS Information Communication Technology – ATD Introduction to Computing Systems - DISS Information Systems Applications - DISS Information Systems Support and Integration - DISS Records and Archives Management – DISS

		<p>Information Systems Applications - DISS  Computing Systems – CISSE  Information Systems Support and Integration - CISSE  Information Systems Applications - CISSE  Information Systems Strategy, Governance and Ethics – CISSE  Information Communication Technology – CPA/CS</p> <p><b>Data management, analytics and programming</b>  Data analytics  Database Management - DISS  Programming – (with python and other lower level languages and excluding java) – DISS  Data Management  Information Systems – CISSE  Programming and Systems Analysis and Design - CISSE  Big Data management - CISSE  Big Data Analytics - CISSE</p> <p><b>Networking and information (cyber) security</b>  Network Design and Administration - DISS  Data Communication - DISS  Ethical Hacking - DISS  IS Security Controls and Policy - DISS  Networking and Data Communication – CISSE  Networking and Telecommunications - CISSE  Information Systems Security - CISSE</p> <p><b>Web Commerce, Graphics Design and Animations</b>  Graphics Design I - DISS  Graphic Design II - DISS  Animation Skills I - DISS  Animation Skills II – DISS  Web Commerce - CISSE  Graphics and Animations - CISSE</p>
13.	Credit Management and related areas	<p>Credit Management –CCP  Credit Risk Management –CCP  Corporate Credit Analysis – CCP  Collections Management –CCP  Credit Governance and Compliance – CCP  Advanced Credit Risk Management – CCP  Advanced Collections Management - CCP  Debt Recovery Management - CCP</p>
14.	Research and innovation	<p>ICT Project – DISS  Research and Project Management  - CISSE  ICT Project – CISSE  Research Project - CS</p>