



Ref No. 157/RS/VII/1

28 FEBRUARY 2023

**SUBJECT: CAREER OPPORTUNITIES – EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

Kasneb is a state corporation under the National Treasury and Planning whose establishment and operations are governed by the Accountants Act, No. 15 of 2008, the Certified Public Secretaries of Kenya Act, Cap 534 of 1988 and the Investment and Financial Analysts Act, No. 13 of 2015.

The mandate of kasneb is to develop syllabuses and conduct vocational, certificate, diploma, professional and post-professional examinations. It also offers certification to candidates in accountancy, finance, credit, governance and management, information technology and related disciplines. The mandate includes promotion of its qualifications nationally and internationally as well as the accreditation of relevant training institutions in liaison with the Ministry in charge of Education.

In furtherance of the above mandate, the Board of kasneb hereby invites applications from suitably qualified Kenyans to fill the following vacant positions:

S.NO	DESIGNATION	GRADE KASNEB	DIRECTORATE	DIVISION	NO. OF POSTS	JOB REF. NO.	GROSS PAY (KSH)
1.	Director, Test Development	2	Test Development	N/A	1	HRM/DTD/2/2023	<b>Minimum 460,600</b> <b>Maximum 610,600</b>
2.	Director, Curriculum Research and Development	2	Curriculum Research and Development	N/A	1	HRM/DCRD/2/2023	
3.	Director, Examination Administration and Processing	2	Examination Administration and Processing	N/A	1	HRM/DEAP/2/2023	
4.	Principal Legal Officer	4	Corporation Secretary and Legal Services	Legal Services	1	HRM/PLO/2/2023	<b>Minimum 187,220</b>

5.	Principal Examination Officer	4	Examination Administration and Processing	Examination Administration	1	HRM/PEO/2/2023	<b>Maximum 271,500</b>
6.	Senior Examination Officer	5	Curriculum Research and Development	Curriculum Development	1	HRM/SEOC/2/2023	<b>Minimum 137,300</b> <b>Maximum 207,700</b>
7.	Senior Examination Officer	5	Test Development	Corporate Secretarial Examinations	1	HRM/SEOC/2/2023	
8.	Senior Examination Officer	5	Test Development	Investment and Financial Analysis Examinations	1	HRM/SEOI/2/2023	
9.	Senior Examination Officer	5	Test Development	Other Business Related Examinations - Credit Management	1	HRM/SEOO/2/2023	

Please note:

- (i) Only shortlisted and successful candidates will be contacted.
- (ii) Canvassing in any form will lead to automatic disqualification.
- (iii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during the interviews.
- (iv) The Job descriptions and specifications are available on the **kasneb website** ([www.kasneb.or.ke](http://www.kasneb.or.ke)).
- (v) Successful candidates (that is, those who have been appointed to the advertised positions) will be required to provide the following documents before the award of offer in compliance to Chapter 6 of the Constitution of Kenya, 2010:
  - Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
  - Clearance from the Ethics and Anti-Corruption Commission (EACC).
  - Tax Compliance Certificate from Kenya Revenue Authority (KRA).
  - Clearance Certificate from the Higher Education Loans Board (HELB).
  - Clearance Certificate from an approved Credit Reference Bureau (CRB).

### **Application Procedure**

Interested and qualified candidates should submit their applications through the link <http://bit.ly/3XWMr5l> and attach the application letter, detailed curriculum vitae, certified copies of transcripts, academic and professional certificates, national Identity card, testimonials, names and addresses of three referees by **Wednesday, 15 March 2023**. The application letter should indicate the “**JOB TITLE AND REFERENCE NUMBER**” of the position applied for and be addressed to:

The Secretary/Chief Executive Officer  
Kasneb  
P.O. Box 41362 – 00100  
**NAIROBI, KENYA**

**Kasneb is an equal opportunity employer. Persons with disabilities are encouraged to apply and are required to submit a copy of a valid NCPWD Membership Card.**

**28 February 2023**

## **SUMMARY OF JOB SPECIFICATIONS. PERSONAL SPECIFICATIONS. KEY COMPETENCIES AND SKILLS**

### **A. TEST DEVELOPMENT DIRECTORATE**

#### **1. DIRECTOR, TEST DEVELOPMENT, GRADE KASNEB 2 (1 post) - HRM/DTD/2/2023**

##### **(a) Job specifications**

Reporting to the Chief Executive Officer, the holder of the above position will be responsible for:

- (i) Coordinating recruitment of examination setters in liason with the Human Resource Division
- (ii) Facilitating the training of setters on examination standards.
- (iii) Coordinating the development of Tables of Specifications for all test papers.
- (iv) Developing and moderating examinations that are aligned with the syllabuses and other standards.
- (v) Preparing pilot papers after the major review of syllabuses.
- (vi) Coordinating analysis of performance in examinations and prepare feedback reports.
- (vii) Supervising and mentoring all officers in the Directorate.
- (viii) Appraising the performance of all staff in the Directorate.
- (ix) Implementing quality management systems for continual improvement.
- (x) Analyzing recommendations of examiners for continual improvement of examination papers.
- (xi) Ensuring the security and integrity of examinations and overall Risk Management.
- (xii) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

##### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i) Master's degree in Business Administration, Accounting, Finance, Education, Law or any other related course relevant to the examinations of kasneb, or equivalent qualification from a recognized institution;
- ii) Bachelor's degree in Commerce, Accounting, Economics, Business Administration, Finance, Education, Law or any other related course relevant to the examinations of kasneb, or equivalent qualification from a recognized institution;
- iii) Membership to any of the following recognized professional bodies: ICPAK, ICS, ICIFA, LSK or any other equivalent or relevant recognized professional body relevant to the examinations of kasneb.

- iv) At least twelve (12) years' relevant work experience, five (5) of which must have been in a senior management role;
- v) Leadership course lasting not less than four (4) weeks;
- vi) Proficiency in computer applications;
- vii) Shown merit and ability as reflected in work performance and results;
- viii) Fulfilled the requirements of Chapter Six of the Constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

**B. CURRICULUM RESEARCH AND DEVELOPMENT DIRECTORATE**

**2. DIRECTOR, CURRICULUM RESEARCH AND DEVELOPMENT, GRADE KASNEB 2 (1 post) - HRM/DCRD/2/2023**

**(a) Job specifications**

Reporting to the Chief Executive Officer, the holder of the above position will be responsible for:

- i) Overseeing research on examination matters to guide curriculum development and review
- ii) Coordinating the recruitment of subject matter experts to undertake the curriculum development process in liaison with the HR Division.
- iii) Facilitating the training and orientation of subject matter experts.
- iv) Coordinating engagements with stakeholders to obtain relevant views and feedback to guide the curriculum development.
- v) Coordinating the content development and review processes.
- vi) Overseeing implementation of work plans for the launch and post implementation programmes of the curriculum.
- vii) Developing transition protocols and other supporting policies.
- viii) Ensuring risk management during curriculum development and review process.

- ix) Supervising and mentoring all officers in the Directorate.
- x) Appraising the performance of all staff in the Directorate.
- xi) Implementing quality management systems for continual improvement.
- xii) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i) Master's degree in Business Administration, Accounting, Finance, Education, Law or any other related course relevant to the examinations of kasneb, or equivalent qualification from a recognized institution;
- ii) Bachelor's degree in Commerce, Accounting, Economics, Business Administration, Finance, Education, Law or any other related course relevant to the examinations of kasneb, or equivalent qualification from a recognized institution;
- iii) Membership to any of the following recognized professional bodies: ICPAK, ICS, ICIFA, LSK or any other equivalent or relevant recognized professional body relevant to the examinations of kasneb.
- iv) At least twelve (12) years' relevant work experience, five (5) of which must have been in a senior management role;
- v) Leadership course lasting not less four (4) weeks;
- vi) Proficiency in computer applications;
- vii) Shown merit and ability as reflected in work performance and results;
- viii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

## **C. EXAMINATION ADMINISTRATION AND PROCESSING DIRECTORATE**

### **3. DIRECTOR, EXAMINATION ADMINISTRATION AND PROCESSING, GRADE KASNEB 2 (1 post) - HRM/DEAP/2/2023**

#### **(a) Job specifications**

Reporting to the Chief Executive Officer, the holder of the above position will be responsible for:

- i) Coordinating administration of examinations in consultation with relevant authorities.
- ii) Ensuring compliance with examination rules and regulations and making recommendation.
- iii) Coordinating preparation of relevant administrative reports on conduct of examinations.
- iv) Coordinating training workshops for chief invigilators and coordinators of examinations bi-annually.
- v) Coordinating the delivery of examination scripts to the examination-marking center.
- vi) Coordinating the collection of biometric data from students.
- vii) Coordinating risk management on all aspects of examinations administration and processing
- xiii) Developing transition protocols and other supporting policies.
- xiv) Supervising and mentoring all officers in the Directorate.
- xv) Appraising the performance of all staff in the Directorate.
- xvi) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

#### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- i) Master's degree in Business Administration, Accounting, Finance, Education, Law or any other related course relevant to the examinations of kasneb, or equivalent qualification from a recognized institution;
- ii) Bachelor's degree in Commerce, Accounting, Economics, Business Administration, Finance, Education, Law or any other related course relevant to the examinations of kasneb, or equivalent qualification from a recognized institution;
- iii) Membership to any of the following recognized professional bodies: ICPAK, ICS, ICIFA, LSK or any other equivalent or relevant recognized professional body relevant to the examinations of kasneb.
- iv) At least twelve (12) years' relevant work experience, five (5) of which must have been in a senior management role;

- v) Leadership course lasting not less than four (4) weeks;
- vi) Proficiency in computer applications;
- vii) Shown merit and ability as reflected in work performance and results;
- viii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

**D. CORPORATION SECRETARY AND LEGAL SERVICES DIRECTORATE**

**4. PRINCIPAL LEGAL OFFICER, GRADE KASNEB 4 (1 POST) – HRM/PLO/2/2023**

**(a) Job specifications**

Reporting to the Corporation Secretary and Director Legal Services, the job holder will be responsible for:

- (i) Advising the Board on all legal matters that may arise in its operations;
- (ii) Drawing and vetting of Contracts, agreements and other legal documents;
- (iii) Following up on cases filed against the Board and preparation of legal reports and opinions;
- (iv) Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- (v) Negotiating for contracts;
- (vi) Coordinating service providers in legal matters involving the Board;
- (vii) Initiating legal action on behalf of the Board;
- (viii) Undertaking legal research;
- (ix) Advising the Board on the legislation that affect the Board and changes made thereof.
- (x) Providing of day to day legal and regulatory support to the functional areas covering general compliance queries.
- (xi) Monitoring compliance with legal, regulatory and statutory requirements;



- (xii) Liaising with external lawyers on all cases filed against the Board to ensure instructions, witnesses and statements are procured on time;
- (xiii) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

**Duties and Responsibilities entail assisting the Corporation Secretary in:**

- (i) Providing secretarial services to the Board and its Committees.
- (ii) Providing guidance to the Board on their duties and responsibilities and on matters of Governance;
- (iii) Facilitating Board induction and development and implementation of the Capacity building programmes;
- (iv) Preparing and managing Board Work-Plans;
- (v) Facilitating Annual Board Evaluation;
- (vi) Facilitating Governance Audits;
- (vii) Initiating the Development and implementation of the Board Charters, Terms of Reference and the Code of Conduct and Ethics;
- (viii) Preparing and Circulating Board and Committee Papers;
- (ix) Maintaining and updating the Register of Conflict of Interest.
- (x) Keeping safe custody and accounting for the Corporation's seal, securities, agreements, minutes, titles and other legal instruments.
- (xi) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Master's Degree in Law, Business related field or equivalent qualifications from a recognized institution;
- (ii) Bachelors of Laws degree from a recognized institution;
- (iii) Postgraduate Diploma in Law from the Kenya School of Law;
- (iv) Admitted as an advocate of the High Court Kenya;
- (v) Hold a valid practicing certificate;
- (vi) A minimum of eight (8) years and at least three (3) years experience in supervisory role in the Public or Private Sector;
- (vii) Member of the Law Society of Kenya;
- (viii) Certified Secretary Kenya
- (ix) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

- (x) Proficiency in computer applications;
- (xi) Show merit and ability as reflected in work performance and results; and
- (xii) Fulfil the requirements of Chapter Six of the Constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

- (i) Proficiency in IT;
- (ii) Analytical skills;
- (iii) Strong communication and reporting skills;
- (iv) Mentoring, coaching and leadership skills;
- (v) Interpersonal and negotiation skills;
- (vi) Team player

**E. EXAMINATIONS ADMINISTRATION AND PROCESSING DIRECTORATE**

**1. PRINCIPAL EXAMINATION OFFICER, GRADE KASNEB 4 (1 post)**

**(a) Job specifications**

Reporting to the Deputy Director, Examinations Administration Division, the holder of the above position will be responsible for:

- (i) Coordinating the identification of examination centres and allocating students to centres.
- (ii) Coordinating the dispatch of stationery to various examination centres.
- (iii) Preparing examination timetables.
- (iv) Administration of examinations in consultation with relevant authorities.
- (v) Handling deferments and withdrawals.
- (vi) Ensuring compliance with examination rules and regulations and making recommendations.
- (vii) Preparing relevant administrative reports on conduct of examinations.
- (viii) Monitoring and assessing examination centres for continuous improvement purposes.
- (ix) Conducting training workshops for invigilators and coordinators of examinations bi-annually.
- (x) Ensuring the delivery of examination scripts to the examination marking centre.
- (xi) Coordinating the collection of biometric data from students.
- (xii) Coordinating Disciplinary processes on examination irregularities.
- (xiii) Preparing advertisements for print media of examination activities.
- (xiv) Process, verify and submit for approval payment claim vouchers for contracted professionals.
- (xv) Undertaking risk management on all aspects of examinations administration.
- (xvi) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Master's degree in Business Administration, Finance, Education, Law, ICT or any other course related to kasneb examinations or equivalent qualification from a recognized institution.
- (ii) Bachelor's degree in Commerce, Economics, Business Administration, Finance, Education, Law, ICT or in a related field relevant to kasneb examinations, or equivalent qualification from a recognized institution.
- (iii) Membership to any of the following recognized professional bodies: - ICPAK, ICS, ICIFA, LSK or any other equivalent or related recognized professional body relevant to the examinations of KASNEB.
- (iv) Supervisory course lasting not less than two (2) weeks.
- (v) At least eight (8) years' relevant work experience, three (3) of which must have been in a supervisory role.
- (vi) Proficiency in computer applications.
- (vii) Shown merit and ability as reflected in work performance and results.
- (viii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

**F. CURRICULUM DEVELOPMENT AND RESEARCH DIRECTORATE**

**1. SENIOR EXAMINATION OFFICER, GRADE KASNEB 5 (1 post)**

**(a) Job Specifications**

Reporting to the Principal Examination Officer, Curriculum Development Division, the holder of the above position will be responsible for:

- (i) Undertaking the identification of subject matter experts for curriculum development.
- (ii) Participating in training and orientation of subject matter experts.
- (iii) Participating in the development of curriculums.
- (iv) Organising stakeholders forums on validation of curriculum.

- (v) Monitoring the printing of the curriculums for purposes of quality assurance.
- (vi) Developing and reviewing policies to support the implementation of curriculums.
- (vii) Participating in the regular review of the curriculums.
- (viii) Ensuring availability of the curriculums to relevant stakeholders.
- (ix) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Commerce, Accounting, Economics, Business Administration, Finance, Education, Law, ICT or in a related field relevant to the examinations of KASNEB from a recognized institution.
- (ii) Membership to any of the following recognized professional bodies: -ICPAK, ICS, ICIFA, LSK or any other equivalent or related recognized professional body relevant to the examinations of Kenya Accountants and Secretaries National Examinations Board (kasneb).
- (iii) Supervisory course lasting not less than two (2) weeks
- (iv) A minimum of four (4) years in relevant work experience;
- (v) Proficiency in computer applications;
- (vi) Shown merit and ability as reflected in work performance and results; and
- (vii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

**G. TEST DEVELOPMENT DIRECTORATE**

**1. SENIOR EXAMINATION OFFICER, GRADE KASNEB 5 (1 post) – HRM/SEOC/2/2023  
- CORPORATE SECRETARIAL EXAMINATIONS**

**(a) Job Specifications**

Reporting to the Principal Examination Officer, Corporate Secretarial Examinations Division, the holder of the above position will be responsible for:

- (i) Participating in identification and recruitment of examination setters and moderators in the corporate secretarial and related areas.
- (ii) Facilitating training of setters on examination standards.
- (iii) Moderating examinations that are aligned with the syllabuses and other standards.
- (iv) Creating databanks of question papers.
- (v) Facilitating typing, proofreading and printing of examinations, and for uploading of computer-based examinations on the testing platform.
- (vi) Preparing pilot papers after the major review of syllabuses.
- (vii) Analysing performance in examinations and preparing feedback reports.
- (viii) Ensuring the security and integrity of examinations and overall risk management.
- (ix) Evaluating setters and moderators on a regular basis and preparing reports.
- (x) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Law, Corporate Governance, Commerce, Accounting, Economics, Business Administration, Finance, Education, Law, ICT or in a related field relevant to the examinations of KASNEB from a recognized institution.
- (ii) Possession of the Certified Secretaries qualification will be a distinct advantage.
- (iii) Membership to any of the following recognized professional bodies: ICS, ICPAK, ICIFA, LSK or any other equivalent or related recognized professional body relevant to the examinations of Kenya Accountants and Secretaries National Examinations Board (kasneb).
- (iv) Supervisory course lasting not less than two (2) weeks.
- (v) A minimum of four (4) years in relevant work experience;
- (vi) Proficiency in computer applications;
- (vii) Shown merit and ability as reflected in work performance and results; and
- (viii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

## **2. SENIOR EXAMINATION OFFICER, GRADE KASNEB 5 (1 post) – HRM/SEOI/2/2023 INVESTMENT AND FINANCIAL ANALYSIS EXAMINATIONS**

### **(a) Job Specifications**

Reporting to the Principal Examination Officer, Investment and Financial Analysis Division, the holder of the above position will be responsible for:

- (i) Participating in identification and recruitment of examination setters and moderators in the investment, financial analysis and related areas.
- (ii) Facilitating training of setters on examination standards.
- (iii) Moderating examinations that are aligned with the syllabuses and other standards.
- (iv) Creating databanks of question papers.
- (v) Facilitating typing, proofreading and printing of examinations, and for uploading of computer-based examinations on the testing platform.
- (vi) Preparing pilot papers after the major review of syllabuses.
- (vii) Analysing performance in examinations and preparing feedback reports.
- (viii) Ensuring the security and integrity of examinations and overall risk management.
- (ix) Evaluating setters and moderators on a regular basis and preparing reports.
- (x) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Finance, Commerce, Accounting, Economics, Business Administration or in a related field relevant to the examinations of KASNEB from a recognized institution;
- (ii) Possession of the Certified Investment and Financial Analysts (CIFA) qualification is a distinct advantage.
- (iii) Membership to any of the following recognized professional bodies: ICIFA, ICPAK, ICS or any other equivalent or related recognized professional body relevant to the examinations of Kenya Accountants and Secretaries National Examinations Board (kasneb);
- (iv) Supervisory course lasting not less than two (2) weeks;
- (v) A minimum of four (4) years in relevant work experience;
- (vi) Proficiency in computer applications;
- (vii) Shown merit and ability as reflected in work performance and results; and
- (viii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

### **(c) Key Competencies and Skills**

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

### **3. SENIOR EXAMINATION OFFICER, GRADE KASNEB 5 (1 post) – HRM/SEOO/2/2023 - OTHER BUSINESS RELATED EXAMINATIONS - CREDIT MANAGEMENT**

#### **(a) Job Specifications**

Reporting to the Principal Examination Officer, Other Business - Related Examinations Division, the holders of the above positions will be responsible for:

- (i) Participating in identification and recruitment of examination setters and moderators in credit management and other related examinations.
- (ii) Facilitating training of setters on examination standards.
- (iii) Moderating examinations that are aligned with the syllabuses and other standards.
- (iv) Creating databanks of question papers.
- (v) Facilitating typing, proofreading and printing of examinations, and for uploading of computer-based examinations on the testing platform.
- (vi) Preparing pilot papers after the major review of syllabuses.
- (vii) Analysing performance in examinations and preparing feedback reports.
- (viii) Ensuring the security and integrity of examinations and overall risk management.
- (ix) Evaluating setters and moderators on a regular basis and preparing reports.
- (x) Undertaking any other duties as will be assigned by the Secretary/Chief Executive Officer from time to time.

#### **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Credit Management, Commerce, Accounting, Economics, Business Administration, Finance or in a related field relevant to the examinations of KASNEB from a recognized institution.
- (ii) Possession of the Certified Credit Professional qualification will be a distinct advantage.
- (iii) Membership to any of the following recognized professional bodies: ICM-K, ICPAK, ICS, ICIFA or any other equivalent or related recognized professional body relevant to the examinations of Kenya Accountants and Secretaries National Examinations Board (kasneb).
- (iv) Supervisory course lasting not less than two (2) weeks.
- (v) A minimum of four (4) years in relevant work experience.

- (vi) Proficiency in computer applications.
- (vii) Shown merit and ability as reflected in work performance and results; and
- (viii) Fulfilled the requirements of Chapter Six of the constitution. This will be subject to submission upon offer of job for the successful candidate.

**(c) Key Competencies and Skills**

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

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