



THE KENYA NATIONAL EXAMINATIONS COUNCIL

EXTERNAL VACANCY ANNOUNCEMENT

The Kenya National Examinations Council (KNEC) is a State corporation established through an Act of Parliament (Cap 225A, Laws of Kenya), which was repealed by the Kenya National Examinations Council Act No. 29 of 2012, to conduct school and post-school examinations within Kenya as it may consider desirable in the public interest and to award certificates or diplomas to successful candidates in such examinations. The Council invites competent, self-motivated, and qualified professionals for the following vacant positions:

1.0 EXAMINATIONS OFFICER: APPLIED SCIENCES, BUSINESS & TECHNICAL EDUCATION – KNEC GRADE 7 (6 POSTS)

This is the entry and training grade for graduates. An officer at this level will work under the guidance and supervision of a senior officer.

a) Key Responsibilities

The duties and responsibilities will entail:

- (i) Participating in curriculum development activities;
- (ii) Participating in the alignment of syllabuses and curriculum designs to examinations and assessments;
- (iii) Developing Tables of Specifications for all test papers and assessment tools;
- (iv) Training setters and moderators;
- (v) Setting and moderating test items/papers and assessment tools;
- (vi) Proofreading and approving test items/papers;
- (vii) Participating in pre-testing of test items;
- (viii) Participating in awards and grading;
- (ix) Preparing feedback reports;
- (x) Implementing the recommendations of Chief Examiners and Awards Panels for continual improvement;
- (xi) Ensuring security and confidentiality of all examination and assessment materials;
- (xii) Adhering to the requirements of the Quality Management Systems for continual improvement;

b) Qualifications and Experience

For appointment to this grade, an applicant must have:

- (i) A Bachelor's Degree in Education from a recognised institution OR a Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognised institution OR a Higher Diploma in a relevant discipline and a Diploma in Technical Education from a recognised institution and at least four (4) years cumulative teaching experience in Applied Sciences, Business & Technical Education;
- (ii) Demonstrated competence and merit in work performance;
- (iii) Proficiency in computer applications;
- (iv) Fulfil the requirements of Chapter Six of the Constitution.

c) Key Competencies, skills, and attitudes

- (i) Integrity;
- (ii) Time management;
- (iii) Communication and reporting skills;
- (iv) Keen to details;
- (v) Team player;
- (vi) Interpersonal skills

d) Terms of Offer

The Council will offer a competitive remuneration package commensurate with the responsibilities of the position on a one (1) year contract.

e) Application Procedure

Interested and qualified candidates should fill and submit the Application for Employment Form KNEC 2A – ***(External applicants)*** and Application for Employment Form KNEC 2B – ***(Internal applicants)***, an application letter, accompanied by certified copies of academic and professional certificates, comprehensive curriculum vitae giving details of daytime telephone contact, e-mail address, current remuneration (enclose copy of your latest pay slip), names and current contacts of three referees, on or before **28th January 2025** to the address below:

**The Chief Executive Officer
Kenya National Examinations Council
New Mitihani House, South C
P.O Box 73598-00200
NAIROBI**

f) Notes

1. The Council will only contact the shortlisted candidates and canvassing will result in automatic disqualification;
2. Successful applicants offered employment will be required to submit clearance under Chapter Six (6) of the Constitution of Kenya;
3. Appointment to the position will be on a one (1) year contract;
4. KNEC is an equal opportunity employer and People Living with Disability and female candidates are encouraged to apply.