



THE KENYA NATIONAL EXAMINATIONS COUNCIL

VACANT POSITIONS

The Kenya National Examinations Council (KNEC) is a state corporation established through an Act of Parliament (CAP 225A, Laws of Kenya) repealed by the Kenya National Examinations Council Act no. 29 of 2012, to conduct School and Post School Examinations within Kenya as it may consider desirable in the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 and diplomas to successful candidates in such examinations.

The Council is seeking to recruit experienced, results oriented individual with excellent leadership and technical skills, who is a strategic thinker, team player, dedicated, hardworking, innovative, highly motivated and able to work in a high pressure environment.

1.0 SUBJECT OFFICER II (LEGAL STUDIES): KNEC SCALE EC 10 (1 POST)

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

1.1 Requirements for Appointment:

- 1.1.1 Bachelor of Laws Degree with Post Graduate Diploma in Education;
- 1.1.2 Master of Law from a recognized institution;
- 1.1.3 Not less than ten (10) years experience teaching Legal Studies at College level;
- 1.1.4 Evidence of being well grounded in theory and application of Examinations Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;
- 1.1.5 Evidence of proficiency and knowledge in Computer Applications;
- 1.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

1.2 Duties and Responsibilities:

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Legal Studies Examination papers and other related disciplines.

1.3 Core Competencies:

- 1.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and Multi-ethnic environment with sensitivity and respect for diversity;
- 1.3.2 Being visionary and result oriented thinker;

- 1.3.3 Excellent organizational, interpersonal and communication skills;
- 1.3.4 Capacity to work under pressure to meet strict deadlines;
- 1.3.5 Firm, fair and with transparent management style.

2.0 SUBJECT OFFICER II (BUILDING & CIVIL ENGINEERING): KNEC SCALE EC 10 (2 POSTS)

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

2.1 Requirements for Appointment:

- 2.1.1 Bachelors Degree in Technology specializing in Building & Construction Management or Civil Engineering with Post Graduate Diploma in Technical Education; **OR** Bachelors Degree in Civil Engineering with Post Graduate Diploma in Technical Education;
- 2.1.2 Masters degree in the relevant field from a recognized institution;
- 2.1.3 Not less than ten (10) years experience teaching Building & Civil Engineering at College level;
- 2.1.4 Evidence of being well grounded in theory and application of Examination Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;
- 2.1.5 Evidence of proficiency and knowledge in Computer Applications;
- 2.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

2.2 Duties and Responsibilities

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Building & Civil Engineering Examination papers and other related disciplines.

2.2 Core Competencies:

- 2.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and Multi-ethnic environment with sensitivity and respect for diversity;
- 2.3.2 Being visionary and result oriented thinker;

- 2.3.3 Excellent organizational, interpersonal and communication skills;
- 2.3.4 Capacity to work under pressure to meet strict deadlines;
- 2.3.5 Firm, fair and with transparent management style.

3.0 SUBJECT OFFICER II: (ELECTRICAL & ELECTRONICS ENGINEERING): KNEC SCALE EC 10 (ONE POST)

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

3.1 Requirements for Appointment:

- 3.1.1 Bachelors Degree in Education (Technology) with Higher Diploma in Electrical & Electronics Engineering; **OR** Bachelors Degree in Electrical & Electronics Engineering with Post Graduate Diploma in Technical Education; **OR**
- 3.1.2 Masters degree in the relevant field from a recognized institution;
- 3.1.3 Not less than ten (10) years experience teaching Electrical & Electronics Engineering at College level;
- 3.1.4 Evidence of being well grounded in theory and application of Examination Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;
- 3.1.5 Evidence of proficiency and knowledge in Computer Applications;
- 3.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

3.2 Duties and Responsibilities

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Electrical & Electronics Engineering Examination papers and other related disciplines.

3.3 Core Competencies:

- 3.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and Multi-ethnic environment with sensitivity and respect for diversity;
- 3.3.2 Being visionary and result oriented thinker;
- 3.3.3 Excellent organizational, interpersonal and communication skills;
- 3.3.4 Capacity to work under pressure to meet strict deadlines;

3.3.5 Firm, fair and with transparent management style.

4.0 SUBJECT OFFICER II (SECRETARIAL STUDIES): KNEC SCALE EC 10 (ONE POST)

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

4.1 Requirements for Appointment:

4.1.1 Bachelors Degree in Education specializing in Secretarial Management; **OR** Bachelors Degree with Diploma in Technical Education (Secretarial Management) from KTTC;

4.1.2 Masters degree in Education in the relevant field from a recognized institution;

4.1.3 Not less than ten (10) years experience teaching Secretarial Management Studies at College level;

4.1.4 Evidence of being well grounded in theory and application of Examination Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;

4.1.5 Evidence of proficiency and knowledge in Computer Applications;

4.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

4.2 Duties and Responsibilities

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Secretarial Studies Examination papers and other related disciplines.

4.3 Core Competencies:

4.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and Multi-ethnic environment with sensitivity and respect for diversity;

4.3.2 Being visionary and result oriented thinker;

4.3.3 Excellent organizational, interpersonal and communication skills;

4.3.4 Capacity to work under pressure to meet strict deadlines;

4.3.5 Firm, fair and with transparent management style.

**5.0 SUBJECT OFFICER II (FINANCE/BUSINESS STUDIES): KNEC SCALE
EC 10 (ONE POST)**

The Subject Officer II will be reporting to a Head of Section in the Test Development Department.

5.1 Requirements for Appointment:

5.1.1 Bachelors Degree in Education specializing in Finance or Business Studies; **OR** Bachelors Degree in Business Management (Accounting/Finance) with Post Graduate Diploma in Education;

5.1.2 Masters degree in the relevant field from a recognized institution;

5.1.3 Not less than ten (10) years experience teaching Finance/Business Studies in Secondary or Post Secondary Institution;

5.1.4 Evidence of being well grounded in theory and application of Examination Administration, Psychometrics, Curriculum Design and Educational Assessment, Research, Setting, Marking and Moderation of examinations;

5.1.5 Evidence of proficiency and knowledge in Computer Applications;

5.2 Duties and Responsibilities

The Officer will be responsible for the planning, organizing, programming and coordination of the development of Finance/Business Studies Examination papers and other related disciplines.

5.3 Core Competencies:

5.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and Multi-ethnic environment with sensitivity and respect for diversity;

5.3.2 Being visionary and result oriented thinker;

5.3.3 Excellent organizational, interpersonal and communication skills;

5.3.4 Capacity to work under pressure to meet strict deadlines;

5.3.5 Firm, fair and with transparent management style.

6.0 Shortlisted candidates must meet the provisions of Chapter Six of the Kenyan Constitution. In this regard, the candidates should obtain clearance certificates from:

6.1.1 Kenya Revenue Authority;

6.1.2 Ethics and Anti-Corruption Commission;

6.1.3 Criminal Investigation Department;

6.1.4 Higher Education Loans Board;

6.1.5 A Credit Reference Bureau.

7.1 TERMS OF OFFER

The Council will offer a competitive remuneration package commensurate with seniority and responsibilities of the position.

9.0 APPLICATION PROCEDURE

Interested and suitably qualified candidates should forward their applications enclosing certified copies of their academic and professional certificates, detailed curriculum vitae giving details of telephone contact, e-mail addresses, current remuneration (enclose copy of latest pay slip), names and valid current contacts of three referees **on or before November 28, 2017** to:

**The Chief Executive Officer
The Kenya National Examinations Council
P. O. Box 73598 - 00200
NAIROBI**

Note:

Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification.

***KNEC is an Equal Opportunity Employer;
Female applicants and people living with Disability are encouraged to apply.***

For more details log into KNEC website www.knec.ac.ke