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THE KENYA NATIONAL EXAMINATIONS COUNCIL WISHES TO RECRUIT SELF MOTIVATED AND QUALIFIED PROFESSIONALS FOR VARIOUS VACANT POSITIONS. DESCRIPTIONS OF THESE VACANCIES AND THEIR REQUIREMENTS ARE OUTLINED HERE BELOW:

1.0 SUBJECT OFFICER II (MATHEMATICS): KNEC SCALE EC 10 (ONE POST)

The successful candidate for this position will report to a Head of Section in Test Development Department.

1.1 Duties and Responsibilities:

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

1.2 Qualifications and Experience Required:

- 1.2.1 Bachelors Degree in Education or its equivalent with a major in Mathematics;
- 1.2.2 Cumulative teaching experience of not more than six (6) years in Secondary or Post Secondary Institution teaching Mathematics;
- 1.2.3 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;
- 1.2.4 Evidence of proficiency and knowledge in Computer Applications.

2.0 SUBJECT OFFICER II: (ENGLISH) KNEC SCALE EC 10 (ONE POST)

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

2.1 Duties and Responsibilities

The Officer will be responsible for the planning, organizing, programming and coordinating the development of English Language Examination papers and other related disciplines.

2.2 Qualifications and Experience Required:

- 2.2.1 Bachelors Degree in Education or its equivalent with a major in English Language;
- 2.2.2 Cumulative teaching experience of not more than six (6) years in Secondary or Post Secondary Institution teaching English Language;
- 2.2.3 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;
- 2.2.4 Evidence of proficiency and knowledge in Computer Applications.

3.0 SUBJECT OFFICER II: (KISWAHILI): 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 Duties and Responsibilities:

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

3.2 Requirements for Appointment:

- 3.2.1 Bachelors Degree in Education or its equivalent with a major in Kiswahili Language;
- 3.2.2 Cumulative teaching experience of not more than six (6) years at Secondary/Post Secondary School level specializing in teaching Kiswahili Languages;
- 3.2.3 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;
- 3.2.4 Evidence of proficiency and knowledge in Computer Applications.

4.0 SUBJECT OFFICER II: (CHEMISTRY): 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 Duties and Responsibilities:

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

4.2 Requirements for Appointment:

- 4.2.1 Bachelors Degree in Education or its equivalent with a major in Chemistry;
- 4.2.2 Cumulative teaching experience of not more than six (6) years at Secondary/Post Secondary School level specializing in teaching Chemistry;
- 4.2.3 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;
- 4.2.4 Evidence of proficiency and knowledge in Computer Applications.

5.0 SUBJECT OFFICER II: (BIOLOGY): 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 Duties and Responsibilities:

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

5.2 Requirements for Appointment:

- 5.2.1 Bachelors Degree in Education or its equivalent with a major in Biology;
- 5.2.2 Cumulative teaching experience of not more than six (6) years at Secondary/Post Secondary School level specializing in teaching Biology;
- 5.2.3 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;
- 5.2.4 Evidence of proficiency and knowledge in Computer Applications.

6.0 SUBJECT OFFICER II: (PHYSICS): KNEC SCALE EC 10 (ONE POST)

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

6.1 Duties and Responsibilities:

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

6.2 Requirements for Appointment:

- 6.2.1 Bachelors Degree in Education or its equivalent with a major in Physics;
- 6.2.2 Cumulative teaching experience of not more than six (6) years at Secondary/Post Secondary School level specializing in teaching Physics;
- 6.2.3 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;
- 6.2.4 Evidence of proficiency and knowledge in Computer Applications.

7.0 SUBJECT OFFICER II: (GEOGRAPHY): KNEC SCALE EC 10 (ONE POST)

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

7.1 Duties and Responsibilities:

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

7.2 Requirements for Appointment:

- 7.2.1 Bachelors Degree in Education or its equivalent with a major in Geography;
- 7.2.2 Cumulative teaching experience of not more than six (6) years at Secondary/Post Secondary School level specializing in teaching Geography;
- 7.2.3 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;
- 7.2.4 Evidence of proficiency and knowledge in Computer Applications.

8.0 SUBJECT OFFICER II (HISTORY): KNEC SCALE EC 10 (ONE POST)

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

8.1 Duties and Responsibilities:

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

8.2 Requirements for Appointment:

- 8.2.1 Bachelors Degree in Education or its equivalent with a major in History;
- 8.2.2 Cumulative teaching experience of not more than six (6) years at Secondary/Post Secondary School level specializing in teaching History;
- 8.2.3 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;
- 8.2.4 Evidence of proficiency and knowledge in Computer Applications.

9.0 TERMS OF OFFER

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

10.0 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 day time telephone contact, e-mail addresses, current remuneration (enclose copy of your latest pay slip), names and valid current contacts of two referees **on or before April 14, 2017** to:

The Head of Human Resources Division
The Kenya National Examinations Council
P O Box 73598 - 00200
NAIROBI.

Note:

1. Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification.
2. All shortlisted candidates will be subjected to a **Technical Test** to be administered by the Council.

KNEC is an Equal Opportunity Employer and people with Disability are encouraged to apply.