



VACANCIES ANNOUNCEMENT

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

1.0 DIRECTOR – CORPORATE SERVICES: KNEC SCALE EC 15 (ONE POST)

The Director will head the Department of General Administration & Human Resource Management and will report to the Chief Executive Officer.

1.1 Requirements for appointment:

- 1.1.1 Masters Degree in Human Resource Management/Development/Planning, Business Administration or Public Administration or equivalent from a recognized institution;
- 1.1.4 Have served as Deputy Director for a minimum period of three (3) years **OR** have 18 years cumulative relevant work experience, three (3) of which should have been at managerial level handling Human Resource Management and Administration matters in a reputable institution. Those below Job group 'Q' in Government or TSC or its equivalent need not apply;
- 1.1.5 Must have evidence of knowledge and proficiency in Computer Applications;
- 1.1.6 Member of professional body in relevant field;
- 1.1.7 Have a demonstrable experience in transformative and strategic leadership;
- 1.1.8 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity; and
- 1.1.9 Candidates who have PhD in relevant field and have attended Strategic Leadership Development Program lasting not less than six (6) weeks will have an added advantage.

1.2 Duties and Responsibilities:

- 1.2.1 Direct the development and implementation of Administration and Human Resource Management Policies and Strategies;
- 1.2.2 Oversee the implementation of Human Resource functions relating to staff Recruitment, placement, career development, promotion, training, job classification, salary administration, staff relations, staff leave and staff welfare;
- 1.2.3 Direct the preparation and consolidation of the Departmental budget;
- 1.2.4 Co-ordinate achievement of Performance Contract Targets for the Department;

- 1.2.5 Oversee repair and maintenance of all Council assets including buildings and houses, motor vehicles, equipment and furniture;
- 1.2.6 Co-ordinate staff matters and provide leadership that harnesses the strengths of all individuals;
- 1.2.7 Coordinate and manage logistical functions of the Council;
- 1.2.8 Co-ordinate and oversee outsourced KNEC activities;
- 1.2.9 Keep records and inventory of all Council assets;
- 1.2.10 Implement Board resolutions.

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 DEPUTY DIRECTOR - RESEARCH: KNEC SCALE EC 14

(ONE POST)

The Deputy Director will report to the Chief Executive Officer.

2.1 Requirements for Appointment:

- 2.1.1 Masters Degree in Education in Measurement and Evaluation or equivalent qualification from a recognized institution;
- 2.1.2 Have served as Principal Research Officer for a minimum period of three (3) years **OR** Have 18 years relevant experience, three (3) of which should have been at managerial level handling research activities in a reputable institution. Those below Job group 'P' in Government or TSC or its equivalent need not apply;
- 2.1.3 Must have evidence of knowledge and proficiency in Advanced Computer Applications;
- 2.1.4 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity; and
- 2.1.5 Candidates who have attended Strategic Leadership Development Programme lasting not less than six (6) weeks will have an added advantage.

2.2 Duties and Responsibilities:

- 2.2.3 Plan, co-ordinate and monitor research activities in assessment and education;
- 2.2.4 Co-ordinate proactive research studies in Educational Assessment;
- 2.2.5 Co-ordinate the preparation of reports and dissemination of findings;
- 2.2.6 Co-ordinate the preparation of monitoring programmes;

- 2.2.7 Prepare Divisional programmes and work plans;
- 2.2.8 Compile budget and procurement plans for the division

2.3 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

3.0 DEPUTY DIRECTOR: KNEC SCALE EC 14	(TWO POSTS)
1. SCHOOL EXAMINATIONS - TEST DEVELOPMENT DEPARTMENT	
2. EXAMINATIONS MANAGEMENT- EXAMINATIONS ADMINISTRATION DEPARTMENT	

The Deputy Director will report to the Director in the respective department.

3.1 Requirements for Appointment:

- 3.1.1 Masters Degree in Education in a relevant field from a recognized institution;
- 3.1.2 Have served as Principal Examinations Administrator/Subject Officer for a minimum period of three (3) years **OR** have 18 years relevant experience, three (3) of which should have been at managerial level handling examination activities in a reputable institution. Those below Job group 'P' in Government or TSC or its equivalent need not apply;
- 3.1.3 Must have evidence of being well grounded in the theory and practice of educational measurement and evaluation as well as curriculum design;
- 3.1.4 Must have evidence of proficiency and knowledge in computer applications;
- 3.1.5 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity; and
- 3.1.6 Candidates who have attended Strategic Leadership Development Programme lasting not less than six (6) weeks will have an added advantage;

3.2 Duties and Responsibilities:

- 3.2.1 Co-ordinate, monitor and evaluate activities in the relevant Division as well as provision of guidance to the Division;
- 3.2.2 Initiate policy reviews and update existing regulations on examinations management;
- 3.2.3 Facilitate, track progress and compile reports on performance in line with the Performance Management System;
- 3.2.4 Devise and implement measures to improve the quality, credibility and integrity of examinations;
- 3.2.5 Identify and recommend areas for automation and application of ICT;
- 3.2.6 Follow up on Management decisions and implementation of recommendations;

- 3.2.7 Develop and implement an action plan for administrative tasks of the Division;
- 3.2.8 Compile budget and Procurement Plan for the Division; and
- 3.2.9 Assess status of security risk in the Division and propose measures to mitigate.

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

4.0 PRINCIPAL CORPORATE COMMUNICATIONS OFFICER: KNEC SCALE EC 13 (ONE POST)

The Principal Corporate Communications Officer will be reporting to the Director – Corporate Services.

4.1 Requirements for Appointment:

- 4.1.1 Masters Degree in either Mass Communication, Public Relations, Communication Studies, Journalism or equivalent qualification from a recognized institution;
- 4.1.2 Have served as Chief Communications Officer for a minimum period of three (3) years **OR** 15 years cumulative relevant work experience, three (3) of which should have been at managerial level handling public communications activities in a reputable institution. Those below Job group 'N' in Government or TSC or its equivalent need not apply;
- 4.1.3 Member of professional body in relevant field;
- 4.1.4 Must have evidence of proficiency and knowledge in Advanced Computer Applications; (MS Office Packages, Desktop and Web-based Publishing, Photo and Video editing);
- 4.1.5 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity; and
- 4.1.6 Candidates who have attended Senior Management Course lasting not less than four weeks will have an added advantage;

4.2 Duties and Responsibilities:

- 4.2.1 Co-ordinate all KNEC's corporate communications activities;
- 4.2.2 Advise the Director in areas of Public Communications, Public Relations, Media Relations and Customer Care;
- 4.2.3 Develop, implement and review the KNEC Corporate Communications Policy and communication strategies;
- 4.2.4 Design, initiate research on corporate relations issues and develop appropriate interventions;
- 4.2.5 Devise and implement measures to ensure proper projection of the identity and public

image of KNEC;

4.2.6 Develop and implement budget and annual work plans for the section; and

4.2.7 Act as press spokesperson and manage KNEC's relationship with the media and customers.

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

5.0 PRINCIPAL ECONOMIST/PLANNER: KNEC SCALE EC 13

(ONE POST)

The Principal Economist/Planner will be reporting to the Director – Corporate Services.

5.1 Requirements for Appointment:

5.1.1 Masters Degree in either Economics, Statistics, Economics and Mathematics, Public Policy and Administration or its equivalent from a recognized institution;

5.1.2 Served in the grade of Senior Economist/Planner for a minimum period of three (3) years or in an equivalent and relevant position **OR** have a cumulative working experience of at least fifteen (15) years in a related field. Those below Job group 'N' in Government or TSC or its equivalent need not apply;

5.1.3 Evidence of proficiency and knowledge in Advanced Computer Applications;

5.1.4 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity; and

5.1.5 Candidates who have attended Senior Management Course lasting not less than four weeks will have an added advantage.

5.2 Duties and Responsibilities:

5.2.1 Plan and coordinate the Council's Economic Planning Activities;

5.2.2 Carry out economic planning analysis; supervise and coordinate the development of the Council's Strategic Plan and policies;

5.2.3 Oversee the implementation of Council projects and monitor Council's budget performance and prepare reports;

5.2.4 Monitor and evaluate the performance of projects and programs;

5.2.5 Co-ordinate performance contracting process, guidelines and procedures;

5.2.6 Facilitate all Departments to have their departmental work plans in place and collect and present statistical data in the form of survey reports and bulletins.

5.3 Core Competencies:

5.3.1 Ability to carry out logistical functions of the Council's activities;

- 5.3.2 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 5.3.3 Being visionary and result oriented thinker;
- 5.3.4 Excellent organizational, interpersonal and communication skills;
- 5.3.5 Capacity to work under pressure to meet strict deadlines;
- 5.3.6 Firm, fair and with transparent management.

6.0 PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER: KNEC SCALE EC 13 (FOUR POSTS)

The Officers will report to the Director, Information Communication Technology.

6.1 Requirements for Appointment:

- 6.1.1 Masters Degree in Computer Science or any other ICT related discipline from a recognized Institution;
- 6.1.2 Bachelors degree in Computer Science, Information Communications Technology, Electronics Engineering or any other ICT related disciplines with a bias in Computer Science from a recognized institution;
- 6.1.3 Served in the grade of Chief ICT Officer for three (3) years or in an equivalent and relevant position **OR** have a cumulative working experience of at least fifteen (15) years in a related field. Those below Job group 'N' in Government or TSC or its equivalent need not apply;
- 6.1.4 A Cisco Certified Network Analysts certificate;
- 6.1.5 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;
- 6.1.6 Senior Management Course lasting not less than four (4) weeks from a recognized Institution will have an added advantage;

6.2 Duties and Responsibilities:

- 6.2.1 Review and evaluate existing/proposed systems and make recommendations on suitable solutions;
- 6.2.2 Coordinate design and development of systems for administration and management of business processes as well as conducting trial runs of the systems to ensure compliance with desired results;
- 6.2.3 Guide, mentor and supervise a team of developers;
- 6.2.4 Manage application access controls and security;
- 6.2.5 Monitor the performance and integration of specified applications at section level;

6.3 Core Competencies:

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

- 6.3.2 Being visionary and result oriented thinker;
- 6.3.3 Excellent organizational, interpersonal and communication skills;
- 6.3.4 Capacity to work under pressure to meet strict deadlines;
- 6.3.5 Firm, fair and with transparent management

7.0 PRINCIPAL SUBJECT OFFICER (LANGUAGES): KNEC SCALE EC 13 (ONE POST)

The Principal Subject Officer will head a section and report to a Head of Division in Test Development Department.

7.1 Duties and Responsibilities

- 7.1.1 Organization, programming and coordination of development of question papers for either School or Post School Examinations depending on their specialization;
- 7.1.2 Provide the supervision link and coordinate specific technical and administrative initiatives in the Department;

7.2 Requirements for Appointment:

- 7.2.1 Bachelors Degree in Education in a relevant discipline from a recognized institution; **OR** Bachelors Degree in a relevant discipline with Post Graduate Diploma in Education;
- 7.2.2 Masters Degree in Education in a relevant field;
- 7.2.3 Must have served as a Senior Subject officer for at least three (3) years **OR** fifteen (15) years cumulative relevant work experience handling test development related activities in a reputable institution. Those below Job group 'N' in Government or TSC or its equivalent need not apply;
- 7.2.4 Must have evidence of proficiency and knowledge in computer applications;
- 7.2.5 Must have evidence of being well grounded in the theory and practice of educational measurement and evaluation as well curriculum development and implementation;
- 7.2.6 Candidates who have attended Senior Management Course lasting not less than four weeks will have an added advantage.

7.3 Core Competencies:

- 7.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 7.3.2 Being visionary and result oriented thinker;
- 7.3.3 Excellent organizational, interpersonal and communication skills;
- 7.3.4 Capacity to work under pressure to meet strict deadlines;
- 7.3.5 Firm, fair and with transparent management

8.0 PRINCIPAL EXAMINATIONS ADMINISTRATOR/OFFICER: KNEC SCALE EC 13 (ONE POST)

The Principal Examinations Administrator will act as Personal Assistant to the Chief Executive Officer on matters related to examinations administration and test development.

8.1 Duties and Responsibilities

- 8.1.1 Manage diaries and organize appointments, meetings and conferences which may include collating meeting documents, briefing papers, reports and presentations;
- 8.1.2 Act as a first point of contact and develop network relationships with internal and external key stakeholders;
- 8.1.3 Coordinate venues and arrange travel itineraries;
- 8.1.4 Coordinate the preparation of KNEC Board papers, Ministerial Briefs, Cabinet Submissions and Legislative Assembly Briefs;
- 8.1.5 Ensure requests for advice or correspondence are provided in a professional and timely manner;
- 8.1.6 Carry out specific projects and background research and present findings.

8.2 Requirements for Appointment:

- 8.2.1 Bachelors Degree in Education specializing in English Literature from a recognized institution; **OR** Bachelors Degree in either Secretarial Studies or Business Management/Administration with Post Graduate Diploma in Education;
- 8.2.2 Masters Degree in a relevant field;
- 8.2.3 Must have served as a senior officer for at least three (3) years **OR** fifteen (15) years cumulative relevant work experience handling personal assistant related activities in a reputable institution. Those below Job group 'N' in Government or TSC or its equivalent need not apply;
- 8.2.4 Must have evidence of proficiency and knowledge in Computer Applications;
- 8.2.5 Candidates who have attended Senior Management Course lasting not less than four weeks will have an added advantage.

8.3 Core Competencies:

- 8.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 8.3.2 Being visionary and result oriented thinker;
- 8.3.3 Excellent organizational, interpersonal and communication skills;
- 8.3.4 Capacity to work under pressure to meet strict deadlines;
- 8.3.5 Firm, fair and with transparent management

9.0 SUBJECT OFFICER II: (BIOLOGY/CHEMISTRY): KNEC SCALE EC 10 (RE-ADVERTISED) (ONE POST)

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

9.1 Requirements for Appointment:

- 9.1.1 Bachelors Degree in Education specializing in Biology and Chemistry;
- 9.1.2 Masters degree in Education in the relevant area from a recognized institution;
- 9.1.3 Not less than ten (10) years of teaching experience in Secondary or Post Secondary Institution teaching Biology/Chemistry or related assignment;

- 9.1.4 Must have undergone SMASSE training;
- 9.1.5 Must have evidence of knowledge and proficiency in Computer Applications;
- 9.1.6 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

9.2 Duties and Responsibilities:

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

9.3 Core Competencies

- 9.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 9.3.2 Being visionary and result oriented thinker;
- 9.3.3 Excellent organizational, interpersonal and communication skills;
- 9.3.4 Capacity to work under pressure to meet strict deadlines;
- 9.3.5 Firm, fair and with transparent management.

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

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

10.1 Requirements for Appointment

- 10.1.1 Bachelors Degree in Education or its equivalent with a major in Mathematics;
- 10.1.2 Masters degree in Education in the relevant area from a recognized institution;
- 10.1.3 Not less than ten (10) years of teaching experience in Secondary or Post Secondary Institution teaching Mathematics or related assignment;
- 10.1.4 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;
- 10.1.5 Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- 10.1.6 Evidence of proficiency and knowledge in Computer Applications.

10.2 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.

10.2 Core Competencies:

- 10.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 10.3.2 Being visionary and result oriented thinker;
- 10.3.3 Excellent organizational, interpersonal and communication skills;

10.3.4 Capacity to work under pressure to meet strict deadlines;

10.3.5 Firm, fair and with transparent management style.

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

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

11.1 Requirements for Appointment

11.1.1 Bachelors Degree in Education or its equivalent with a major in English Language;

11.1.2 Masters degree in Education in the relevant area from a recognized institution

11.1.3 Not less than ten (10) years of teaching experience in Secondary or Post Secondary Institution teaching English Language or related assignment;

11.1.4 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;

11.1.5 Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;

11.1.6 Evidence of proficiency and knowledge in Computer Applications.

11.2 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.

11.2 Core Competencies:

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

11.2.2 Being visionary and result oriented thinker;

11.2.3 Excellent organizational, interpersonal and communication skills;

11.2.4 Capacity to work under pressure to meet strict deadlines;

11.2.5 Firm, fair and with transparent management style.

12.0 SUBJECT OFFICER II: (KISWAHILI): KNEC SCALE EC 10 (READVERTISED) (ONE POST)

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

12.1 Requirements for Appointment:

12.1.1 Bachelors Degree in Education or its equivalent with a major in Kiswahili Language;

12.1.2 Masters degree in Education in the relevant area from a recognized institution;

12.1.3 Not less than ten (10) years of teaching experience in Secondary/Post Secondary School level specializing in teaching Kiswahili Language or related assignment;

12.1.4 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;

- 12.1.5 Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- 12.1.6 Evidence of proficiency and knowledge in Computer Applications.

12.2 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.

12.3 Core Competencies:

- 12.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 12.3.2 Being visionary and result oriented thinker;
- 12.3.3 Excellent organizational, interpersonal and communication skills;
- 12.3.4 Capacity to work under pressure to meet strict deadlines;
- 12.3.4 Firm, fair and with transparent management style.

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

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

13.1 Requirements for Appointment:

- 13.1.1 Bachelors Degree in Education or its equivalent with a major in Physics;
- 13.1.2 Masters degree in Education in the relevant area from a recognized institution;
- 13.1.3 Not less than ten (10) years of teaching experience in secondary/Post Secondary School level specializing in teaching Physics or related assignment;
- 13.1.4 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;
- 13.1.5 Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- 13.1.6 Evidence of proficiency and knowledge in Computer Applications

13.2 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.

13.3 Core Competencies:

- 13.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 13.3.2 Being visionary and result oriented thinker;
- 13.3.3 Excellent organizational, interpersonal and communication skills;
- 13.3.4 Capacity to work under pressure to meet strict deadlines;
- 14.3.5 Firm, fair and with transparent management style.

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

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

14.1 Requirements for Appointment:

- 14.1.1 Bachelors Degree in Education or its equivalent with a major in Geography;
- 14.1.2 Masters degree in Education in the relevant area from a recognized institution;
- 14.1.3 Not less than ten (10) years of teaching experience in Secondary/Post Secondary School level specializing in teaching Geography or related assignment;
- 14.1.4 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;
- 14.1.5 Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- 14.1.6 Evidence of proficiency and knowledge in Computer Applications.

14.2 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.

14.3 Core Competencies:

- 14.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 14.3.2 Being visionary and result oriented thinker;
- 14.3.3 Excellent organizational, interpersonal and communication skills;
- 14.3.4 Capacity to work under pressure to meet strict deadlines;
- 14.3.5 Firm, fair and with transparent management style.

15.0 SUBJECT OFFICER II (HISTORY & GOVERNMENT): KNEC SCALE EC 10 (READVERTISED) (ONE POST)

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

15.1 Requirements for Appointment:

- 15.1.1 Bachelors Degree in Education or its equivalent with a major in History and Government;
- 15.1.2 Masters degree in Education in the relevant area from a recognized institution;
- 15.1.3 Not less than ten (10) years of teaching experience in Secondary/Post Secondary School level specializing in teaching History & Government or related assignment;
- 15.1.4 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;
- 15.1.5 Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- 15.1.6 Evidence of proficiency and knowledge in Computer Applications.

15.2 Duties and Responsibilities:

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

15.3 Core Competencies:

- 15.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 15.3.2 Being visionary and result oriented thinker;
- 15.3.3 Excellent organizational, interpersonal and communication skills;
- 15.3.4 Capacity to work under pressure to meet strict deadlines;
- 15.3.5 Firm, fair and with transparent management style.

16.0 ICT OFFICER II - (SOFTWARE DEVELOPMENT): KNEC SCALE EC 9

(THREE POSTS)

The ICT Officer II (Software Development) will report to the Principal ICT Officer (Software Development).

16.1 Requirements for Appointment:

- 16.1.1 Bachelors Degree in Computer Science/Information Communications Technology/Electronics Engineering, or equivalent qualification;
- 16.1.2 Software Certification, for example, MCSD;
- 16.1.3 Database Certification, Microsoft or Oracle;
- 16.1.4 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;
- 16.1.5 Three (3) years of software development experience.

16.2 Duties and Responsibilities:

- 16.2.1 Conduct feasibility studies and cost-benefit analysis, including the choice of application architecture and framework, leading to the budget and schedule for the project design;
- 16.2.2 Identify technology limitations and deficiencies in existing systems and associated processes, procedures and methods;
- 16.2.3 Participate in software product definition, requirement analysis, including business case or gap analysis specification, requirements analysis;
- 16.2.4 Providing advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costing for recommending software purchases and upgrade;
- 16.2.5 Writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards;
- 16.2.6 Prepare specialized code as required by the product definition to enable application development;
- 16.2.7 Test, debug, diagnose and rectify errors and faults in computers applications within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification;

- 16.2.8 Performing application testing, including defining/supporting acceptance testing and gathering feedback from pre-release testers;
- 16.2.9 Gather feedback from stakeholders to improve application quality and reduce operational risk of the developed application;
- 16.2.10 Participate in software release and post-release activities, including support for product launch and competitive analysis for subsequent product build/release cycles and maintenance;
- 16.2.11 Undertake implementation of applications and post-release activities to develop a base of knowledge to be incorporated in future build and release cycles;
- 16.2.12 Updating and maintaining technical programs, end user documentation and operational procedures;
- 16.2.13 Provide 3rd level application support and problem resolution to minimize the impact of application related service outages;
- 16.2.14 Research, consult, analyze and evaluate application programmes and user needs.

16.3 Core Competencies

- 16.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 16.3.2 Being visionary and result oriented thinker;
- 16.3.3 Excellent organizational, interpersonal and communication skills;
- 16.3.4 Capacity to work under pressure to meet strict deadlines;
- 16.3.5 Firm, fair and with transparent management

17.0 ICT OFFICER II - (DATABASE ADMINISTRATOR): KNEC SCALE EC 9 (ONE POST)

The ICT Officer II will report to the Head of Network Infrastructure and General Support.

17.1 Requirements for Appointment

- 17.1.1 Bachelors Degree in Computer Science/Information Communications Technology/Electronics Engineering, or equivalent qualification;
- 17.1.2 Database Certification, for example, Microsoft's MCSE or Oracle;
- 17.1.3 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;
- 17.1.4 Three (3) years of relevant experience.

17.2 Duties and Responsibilities

- 17.2.1 Designs database structures and associated models to support the information needs of the Council;
- 17.2.2 Administer the database configuration, security, schema and objects, ensuring compliance against agreed standards and guidelines;
- 17.2.3 Assist with database software installations and upgrades to maintain currency with supported environments;

- 17.2.4 Configuration management: understanding how large the database will become over time; ensuring that the database is placed on the right server so that it is available to the stakeholders and ensuring that the correct type of storage is used for the information collected through the database;
- 17.2.5 Security and compliance: understanding the security options for information held on the database;
- 17.2.6 Monitoring and tuning: ensuring that the database is running to optimal levels and understanding the table structure within the database in order to 'tune' the database;
- 17.2.7 Backup and recovery: understanding the options for backing up and recovering data held within the database;
- 17.2.8 Trouble shooting and investigating an issue and work to find the root cause of why there is a problem with the system. They must also be able to implement a solution to address the issues.

17.3 Core Competencies

- 17.3.1 Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
- 17.3.2 Being visionary and result oriented thinker;
- 17.3.3 Excellent organizational, interpersonal and communication skills;
- 17.3.4 Capacity to work under pressure to meet strict deadlines.

18.0 ICT OFFICER II - (INFORMATION SECURITY): KNEC SCALE EC 9 (ONE POST)

The ICT Officer II will be reporting to the Director – Information and Communications Technology.

18.1 Requirements for Appointment:

- 18.1.1 Bachelors Degree in Computer Science/Information Communications Technology/Electronics Engineering, or equivalent qualification;
- 18.1.2 Information Security Certification, for example, CISA, CISSP or CISM;
- 18.1.3 Database Certification, for example, Microsoft or Oracle;
- 18.1.4 Three (3) years of relevant experience; and
- 18.1.5 Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity.

18.2 Duties and Responsibilities:

- 18.2.1 Monitor and report on Information Systems threats and vulnerabilities; performance of network systems; and application security solutions to highlight areas of non-compliance and inform the development of improved practices and processes;
- 18.2.2 Performing Information Systems Audit to establish any breaches to Information security policies; establish Information System vulnerabilities and risks to data and information resources; and make recommendations;
- 18.2.3 Manage the allocation of access privileges of users to ensure appropriate security

settings are applied in accordance with organization policies and application owner-defined parameters;

- 18.2.4 Assist with security breach investigations to guide the refinement of Information Security policies and practices;
- 18.2.5 Reviewing Business Continuity Plan (BCP) and Disaster Recovery procedures and ensuring that they are enforced;
- 18.2.6 Manage the periodic maintenance of security systems and applications to ensure new threats are identified and managed and the security of the organization's assets are maintained;
- 18.2.7 Design and maintain database architecture, data structures, tables, dictionaries and naming conventions to ensure the accuracy and completeness of all data master files
- 18.2.8 Ensure that preventive maintenance of backups is undertaken and that recovery procedures are in place;
- 18.2.9 Implementing and administering database and application systems documentation, guidelines, policies and procedures;
- 18.2.10 Liaising with IT Security vendors, suppliers, service providers and external resources; analyzing, recommending, installing and maintaining software security applications; and monitoring contractual obligations, performance delivery and service level agreements;
- 18.2.11 Preparing and maintaining documentation, policies and instructions, and recording and detailing operational procedures and system logs; and
- 18.2.12 Train and sensitize users on Information Security

18.3 Core Competencies

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

19.0 TERMS OF OFFER

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

20.0 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 25, 2017** to:

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

Note:

- a). Only shortlisted candidates will be contacted and canvassing will result to automatic disqualification.
- b). All shortlisted candidates in Scale EC 14 and below 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.