



THE KENYA NATIONAL EXAMINATIONS COUNCIL

EXTERNAL VACANCIES 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Council (KNEC) is a State corporation established through an Act of Parliament (CAP 225A, Laws of Kenya), which was repealed by the Kenya National Examinations Council Act No. 29 of 2012, to conduct school and post-school examinations within Kenya as it may consider desirable in the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. DEPUTY DIRECTOR, PLANNING AND STRATEGY, KNEC GRADE 3 (1 POST)

The Deputy Director Planning and Strategy provides managerial leadership on corporate strategy, corporate planning services, policy coordination, risk analysis and data management and performance management in the Council.

(a) Job Description

The duties and responsibilities of the officer will entail:

- (i) Coordinating the development of the Council's strategic plan and monitoring its implementation;
- (ii) Conducting effective monitoring and evaluation within the Council to ensure the achievement of its mandate;
- (iii) Spearheading the development and review of policies within the Council and evaluating their effectiveness;
- (iv) Coordinating impact assessment of the Council's strategic decisions and coordinating report preparation;
- (v) Coordinating strategic collaborations and partnerships with stakeholders on plans and strategies;
- (vi) Coordinating the preparation and implementation of the Council's performance contract;
- (vii) Conducting inquiries, studies, and research on matters relating to strategy within the education sector;
- (viii) Coordinating the development of the Council's annual work plans and resource needs and prioritizing its activities;

- (ix) Coordinating policy advocacy initiatives and development of plans within the education sector;
- (x) Providing technical advice during the preparation of education sector plans;
- (xi) Coordinating linkage between sector plans and Council strategy;

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least twelve (12) years of cumulative relevant work experience, five (5) of which should have been served at management level;
- (ii) Master's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Project Management, or its equivalent from a recognized institution;
- (iii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management, or other relevant and equivalent qualifications from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications;
- (vi) Demonstrated merit in work performance;
- (vii) Membership to a professional body;
- (viii) Fulfillment of the requirements of Chapter Six of the Constitution of Kenya.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Planning, problem-solving, and analytical skills;
- (iii) Communication and reporting skills;
- (iv) Managerial skills and ability to lead teams;
- (v) Mentoring, coaching, and leadership skills;
- (vi) Attention to detail;
- (vii) Interpersonal and negotiation skills.

2. DEPUTY DIRECTOR, INTERNAL AUDIT, KNEC GRADE 3 (1 POST)

The job is responsible for developing and implementing audit strategies at the Council to assist the Council to accomplish its objectives.

(a) Job Description

The duties and responsibilities of the officer will entail:

- (i) Coordinating the review of the Internal Audit policy documents to conform with the prevailing professional standards and regulations;
- (ii) Coordinating audit activities as per the professional guidelines and audit policies;
- (iii) Spearheading the development of new initiatives aimed at improving internal audit operational efficiencies and managing the risk-based annual audit work plans to cover all activities of the Council;
- (iv) Coordinating the review of audit programs and testing the relevant internal controls for compliance with the international auditing standards;
- (v) Examining and evaluating the adequacy, effectiveness, and reliability of the Council's financial and operating systems;
- (vi) Coordinating and conducting audits (where necessary) and holding all entry and exit audit meetings/sessions of each audit assignment with the auditees;
- (vii) Evaluating the risk management processes and giving reasonable assurance to the management and the Council that all key business risks are being mitigated at acceptable levels;
- (viii) Preparing audit findings, recommendations, and management comments and presenting them to the management and audit committee and Council quarterly;
- (ix) Designing a follow-up mechanism on all audits done to ensure that the agreed audit recommendations are implemented within the given timeframe;

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least twelve (12) years of cumulative relevant work experience, five (5) of which should have been served at management level;
- (ii) Master's Degree in any of the following: Auditing, Business Administration majoring in Finance or Accounting, or its equivalent from a recognized institution;
- (iii) Bachelor's degree in commerce, Business Administration, Business Management (Accounting Option), or equivalent qualification from a recognized institution;
- (iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership of the Institute of Internal Auditors (IIA) and the Institute of Certified Public Accountants of Kenya (ICPAK);
- (vi) Certified Information Systems Auditor (CISA);
- (vii) Demonstrated merit in work performance;
- (viii) Proficiency in computer applications;
- (ix) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;

- (ii) Strategic thinking;
- (iii) Analytical skills;
- (iv) Communication and reporting skills;
- (v) Managerial skills and ability to lead teams;
- (vi) Mentoring, coaching, and leadership skills;
- (vii) Interpersonal and negotiation skills;

3. ASSISTANT DIRECTOR, PLANNING AND STRATEGY, KNEC GRADE 4 (1 POST)

The job is responsible for supervision of corporate strategy, corporate planning services, policy coordination, risk analysis and data management and performance management in the Council.

(a) Job Description

The duties and responsibilities of the officer will entail:

- (i) Developing, reviewing, and monitoring the implementation of the strategic plan;
- (ii) Coordinating performance management within the Council and making advisory reports;
- (iii) Supervising the monitoring and evaluation of Council activities, projects, and programs and making advisory reports;
- (iv) Constructing forecasts and analytical models;
- (v) Monitoring, evaluating, and reporting on the implementation of programs and projects;
- (vi) Developing strategies and advising on business continuity;
- (vii) Liaising with the Finance and Accounts Department on preparation and execution of the Council budget;
- (viii) Reviewing alignment of processes, resource planning, and departmental goals with the Council's overall strategy;
- (ix) Monitoring and analyzing industry trends and market changes.

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least ten (10) years of cumulative relevant work experience, four (4) of which should be at management level;
- (ii) Master's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Project Management, or its equivalent from a recognized institution;

- (iii) Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, Public Policy/Administration, Strategic Management, or other relevant and equivalent qualifications from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications;
- (vi) Demonstrated merit in work performance;
- (vii) Membership to a professional body;
- (viii) Fulfillment of the requirements of Chapter Six of the Constitution of Kenya.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Planning, problem-solving, and analytical skills;
- (iii) Strong communication and reporting skills;
- (iv) Strong managerial skills and ability to lead teams;
- (v) Mentoring, coaching, and leadership skills;
- (vi) Attention to detail;
- (vii) Interpersonal and negotiation skills.

4. ASSISTANT DIRECTOR, TD – SCHOOL ASSESSMENTS – LANGUAGES KNEC GRADE 4 (1 POST)

The job is responsible for Supervision of implementation of activities and programs for management and field administration of examination.

(a) Job Description

The duties and responsibilities will entail:

- (i) Participating in curriculum development activities;
- (ii) Participating in the alignment of syllabuses and curriculum designs to assessments;
- (iii) Developing Tables of Specifications for all test papers and assessment tools;
- (iv) Training setters and moderators;
- (v) Participating in pre-testing of test items;
- (vi) Advising on the preparation of examination timetables and assessment schedules;
- (vii) Participating in awards and grading;
- (viii) Ensuring security and confidentiality of all examination/assessment materials;
- (ix) Keeping abreast with trends in psychometrics;
- (x) Implementing Quality Management Systems for continual improvement;
- (xi) Processing, verifying, and submitting payment claims for contracted professionals for approval.

(b) Person Specifications

For appointment to this grade, an officer must have:

- (i) At least ten (10) years of cumulative relevant work experience, four (4) of which should have been served at a supervisory level;
- (ii) Bachelor's Degree in Education with specialization in Languages from a recognized institution **OR** Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution;
- (iii) Master's Degree in relevant discipline from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated competence and merit in work performance;
- (vi) Proficiency in computer applications;
- (vii) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Time management;
- (iii) Strong communication and reporting skills;
- (iv) Attention to detail;
- (v) Team player;
- (vi) Interpersonal skills.

5. ASSISTANT DIRECTOR, TD – SCHOOL ASSESSMENTS – MATHEMATICS AND SCIENCE KNEC GRADE 4 (1 POST)

The job is responsible for Supervision of implementation of activities and programs for management and field administration of examination.

(a) Job Description

The duties and responsibilities will entail:

- (vii) Coordinating curriculum development activities;
- (viii) Participating in the alignment of syllabuses and curriculum designs to assessments;
- (ix) Developing Tables of Specifications for all test papers and assessment tools;
- (x) Training setters and moderators;
- (xi) Participating in pre-testing of test items;
- (xii) Advising on the preparation of examination timetables and assessment schedules;

- (xiii) Participating in awards and grading;
- (xiv) Ensuring security and confidentiality of all examination/assessment materials;
- (xv) Keeping abreast with trends in psychometrics;
- (xvi) Implementing Quality Management Systems for continual improvement;
- (xvii) Processing, verifying, and submitting payment claims for contracted professionals for approval.

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least ten (10) years of cumulative relevant work experience handling mathematics and science, four (4) of which should have been served at a supervisory level;
- (ii) Bachelor's Degree in Education with specialization in Mathematics and Sciences from a recognized institution **OR** Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution;
- (iii) Master's Degree in relevant discipline from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated competence and merit in work performance;
- (vi) Proficiency in computer applications;
- (vii) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Time management;
- (iii) Strong communication and reporting skills;
- (iv) Attention to detail;
- (v) Team player;
- (vi) Interpersonal skills.

6. PRINCIPAL EXAMINATIONS OFFICER, KNEC GRADE 5 (5 POSTS)

The job is responsible for supervisory and technical input in the management and administration of examination. An Officer at this level may be deployed in any of the following technical areas: Test Development – School Assessments or Teacher Assessments.

(a) Job Description

The duties and responsibilities will entail:

- (i) Participating in curriculum development activities;
- (ii) Ensuring alignment of syllabuses and curriculum designs to examinations and assessments;
- (iii) Developing Tables of Specifications for all test papers and assessment tools;
- (iv) Participate in training of setters and moderators;
- (v) Providing input in the preparation of timetables ;
- (vi) Providing input in the preparation of divisional work plans, procurement plans, and budgets;
- (vii) Participating in awards and grading;
- (viii) Implementing the recommendations of Chief Examiners and Awards Panels for continual improvement;
- (ix) Ensuring security and confidentiality of assessment materials;
- (x) Keeping abreast with trends in psychometrics;
- (xi) Adhering to the requirements of the Quality Management Systems for continual improvement;

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least eight (8) years of cumulative relevant work experience, three (3) of which should have been served at the supervisory level;
- (ii) Bachelor's Degree in Education from a recognized institution **OR** Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution **OR** a Higher Diploma in a relevant discipline and a Diploma in Technical Education from a recognized institution;
- (iii) Master's Degree in a relevant discipline;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated competence and merit in work performance;
- (vi) Proficiency in computer applications;
- (vii) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Innovativeness;
- (iii) Time management;
- (iv) Communication and reporting skills;
- (v) Attention to detail;
- (vi) Team player;
- (vii) Interpersonal skills.

7. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, KNEC GRADE 5 (1 POST)

The job holder is responsible for providing effective supervision and coordination to the operational levels of the Division and undertaking the implementation of HRM functions and initiatives.

(a) Job Description

The duties and responsibilities of the officer will entail:

- (i) Providing input in the development of human resource management strategies, policies, and procedures;
- (ii) Processing the payroll and employee benefits administration;
- (iii) Managing employee discipline and industrial relations;
- (iv) Conducting job analysis and advising on the review of Human Resources Policies;
- (v) Providing professional advice on human resources matters at the Council;
- (vi) Coordinating monitoring and evaluation of the effectiveness of training and development programs;
- (vii) Monitoring compliance with human resource-related statutory obligations;
- (viii) Maintaining and updating staff skills inventory;
- (ix) Analyzing and advising on staffing levels, succession planning, and emerging trends in human resource management;
- (x) Coordinating in staff recruitment, selection, and separation processes;
- (xi) Preparing and implementing staff induction and onboarding programs.

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least eight (8) years of cumulative relevant work experience, three (3) of which should have been served at the supervisory level;
- (ii) Master's Degree in Human Resource Management, Business Administration with a Human Resource Management specialization, or equivalent qualification from a recognized institution;
- (iii) Bachelor's Degree in Human Resource Management or equivalent qualification from a recognized institution; OR Bachelor's Degree in Social Sciences/Business Administration/Commerce with a Diploma (KNEC) in Human Resource Management or equivalent qualification from a recognized institution;
- (iv) Higher Diploma in Human Resource Management from a recognized institution;
- (v) Management course lasting not less than four (4) weeks from a recognized institution;

- (vi) Membership to the Institute of Human Resource Management;
- (vii) Demonstrated merit in work performance in payroll administration and employee discipline will be an added advantage;
- (viii) Proficiency in computer applications;
- (ix) Fulfillment of the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Analytical skills;
- (iii) Communication and reporting skills;
- (iv) Interpersonal and negotiation skills
- (v) Team player.

8. EXAMINATIONS ADMINISTRATOR, KNEC GRADE 7 (6 POSTS)

The job is responsible for technical and supervisory input in guiding the Examinations Assistants.

(a) Job Description

The duties and responsibilities will entail:

- (i) Receive, sort and file registration of candidates' documents from the sub-county directors of education and heads of institutions;
- (ii) Verify and amend registration data;
- (iii) Check, pack, and dispatch nominal rolls;
- (iv) Pack and dispatch assessment materials;
- (v) Pack and dispatch assessment results printouts,
- (vi) Implement strategic plan targets and appraise the junior staff;
- (vii) Pack and dispatch supervision and invigilation documents;
- (viii) Prepare schedules for recruitment and training of assessors;
- (ix) Advise on the list of examiners' details for promotion and retirement;
- (x) Compile records of assessment of Practical, Aural, and Orals from examiners;

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in education from a recognized institution; OR

- (ii) Bachelor's Degree in a relevant discipline plus a Post Graduate Diploma in Education from a recognized institution;
- (iii) Demonstrated competence and merit in work performance;
- (iv) Proficiency in computer applications;
- (v) Fulfill 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) Attention to detail;
- (v) Team player;
- (vi) Interpersonal skills.

9. RESEARCH AND QUALITY ASSURANCE OFFICER, KNEC GRADE 7 (3 POSTS)

The job holder is responsible for performing defined research tasks, liaise with field officers during field activities, monitoring, and evaluating the impact of assessment/ research programmes.

(a) Job Description

The duties and responsibilities will entail:

- (i) Identifying problems/areas for possible research;
- (ii) Drafting proposals for research studies and quality assurance of assessment process;
- (iii) Inducting personnel to be involved in the various activities of research studies;
- (iv) Development of instruments for data collection;
- (v) Validation of instruments and compiling validation reports;
- (vi) Participating in data collection, entry, and analysis;
- (vii) Report writing and dissemination of findings and recommendations to stakeholders;
- (viii) Carrying out quality checks of Council processes, procedures and products.

(b) Qualification and Experience

For appointment to this grade, an applicant must have:

- (i) Bachelor's degree in any of the following disciplines: Education, Economics, Mathematics, Statistics, Planning, Project Management, or its equivalent qualification from a recognized institution;

- (ii) Proficiency in computer applications;
- (iii) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Planning skills;
- (iii) Analytical skills;
- (iv) Communication and reporting skills;
- (v) Interpersonal skills;
- (vi) Team player.

10. SUPPLY CHAIN MANAGEMENT ASSISTANT, KNEC GRADE 9 (3 POSTS)

The job holder is responsible for sustaining a system of operational accountability for the Stores Management and effective delivery of services to user departments.

(a) Job Description

The duties and responsibilities will entail:

- (i) Maintaining stock records;
- (ii) Monitoring the movement of different supplies as per established stores management systems and procedures;
- (iii) Shelving, arranging, stacking and labeling of stocks;
- (iv) Ensuring cleanliness in the stores with special attention to the floor;
- (v) Keeping shelves tidy and ensuring that stocks are kept in their right places;
- (vi) Issuing and receiving of stores.

(b) Qualification and Experience

For appointment to this grade, an applicant must have:

- (i) Diploma in Supplies Management/Logistics and Procurement Management or equivalent qualification from a recognized institution;
- (ii) Member of Kenya Institute of Supplies Management in good standing;
- (iii) Demonstrated merit in work performance;
- (iv) Proficiency in computer applications;
- (v) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Planning skills;
- (ii) Communication and reporting skills;
- (iii) Interpersonal skills;
- (iv) Team player;
- (v) Integrity.

11. HUMAN RESOURCE MANAGEMENT ASSISTANT, KNEC GRADE 9 (2 POSTS)

The job holder is responsible Professional HR support in the Human Resource Management Division and provides critical assistance in execution of human resource management functions.

(a) Job Description

The duties and responsibilities will entail the following:

- (i) Drafting routine HR documents/letters/memos as instructed;
- (ii) Tracing and accessing HR documents;
- (iii) Recording and maintaining movement register for staff personal files;
- (iv) Receiving and recording all the employment application forms;
- (v) Capturing the biodata for the job applicants;
- (vi) Preparing the payroll and updating the staff complement records;
- (vii) Maintaining and updating HRM information;
- (viii) Preparing HR statistical reports; supporting the HR functions in the department.

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) Diploma in Human Resource Management or equivalent qualification from a recognized institution;
- (ii) Demonstrated merit in work performance;
- (iii) Proficiency in computer applications;
- (iv) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Planning skills;
- (iii) Communication and reporting skills;
- (iv) Interpersonal skills;
- (v) Team player.

12. EXAMINATIONS ASSISTANT, KNEC GRADE 9 (10 POSTS)

The job is responsible for supervisory and technical input in carrying out tasks in the management and administration examination.

(a) Job Description

I. Examination Management

- (i) Receiving, sorting, and filing registration of learners/candidates' documents from the sub-county directors of education and heads of institutions;
- (ii) Verifying and amending registration data;
- (iii) Sorting green bags;
- (iv) Preparing materials required for the centering of the assessment;
- (v) Compiling documentary evidence for resolving queries;
- (vi) Checking, packing, and dispatching of nominal rolls;
- (vii) Packing and dispatching assessment materials;

II. Field Administration

- (i) Sorting and filing examiners' claim forms;
- (ii) Packing marking stationery and other related documents;
- (iii) Packing supervision circulars and other documents for the administration of assessments;
- (iv) Preparing files and documents for briefing and sensitization;
- (v) Receiving, filing, and verifying supervision personnel data and all related documents from Sub County Directors of Education.

(b) Qualification and Experience

For appointment to this grade, an applicant must have:

- (i) Diploma in Education, Information Communication Technology, Records Management, or equivalent qualification from a recognized institution;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D+;
- (iii) Proficiency in computer applications;
- (iv) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Communication and reporting skills;
- (iii) Interpersonal skills;

(iv) Team player

13. ASSISTANT OFFICE ADMINISTRATOR, KNEC GRADE 9 (2 POSTS)

The job is critical in building rapport with office visitors, safeguarding office facilities, and organizing office business for effective collaboration and performance. The job holder is responsible for providing a work environment that is conducive to office visitors and giving professional Secretarial support to the assigned office.

(a) Job Description

- (i) Providing a work environment that is conducive to office clients;
- (ii) Facilitating work of the officer one is assigned to;
- (iii) Typing routine letters, memos and reports from drafts and manuscripts; (iv) Processing data; preparing and writing responses to simple routine correspondence;
- (iv) Operating office equipment;
- (v) Ensuring the security of office equipment, documents and records;
- (vi) Attending to clients;
- (vii) Filing documents; receiving, recording and dispatching mail,
- (viii) Handling telephone calls, diary and appointments;
- (ix) Handling routine office duties;
- (x) Cross-referencing correspondence;
- (xi) Reporting on any need for office repairs;
- (xii) Requisition for office stationery;
- (xiii) Managing office imprest;
- (xiv) Arranging for meetings and handling confidential documents.

(b) Qualification and Experience

For appointment to this grade, an officer must have:

- (i) At least four (4) years cumulative relevant work experience;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council or equivalent qualifications from a recognized Institution;
- (iii) The following qualifications from the Kenya National Examinations Council:
 - I. Typewriting (minimum 50 w.p.m)/Computerised Document Processing
 - II. Shorthand (80 w.p.m)
 - III. Business English II/Communications
 - IV. Secretarial Duties
 - V. Commerce
 - VI. Office Management /Office Administration and Management
 - VII. Proficiency in computer application skills.

- (iv) Demonstrated merit in work performance;
- (v) Proficiency in computer application;
- (vi) Fulfil the requirements of Chapter Six of the Constitution.

(c) Key Competencies, skills and attitudes

- (i) Integrity;
- (ii) Communication and reporting skills;
- (iii) Interpersonal skills;
- (iv) Team player.

14. DRIVER, KNEC GRADE 11 (2 POSTS)

The job is critical in the implementation of transport services. The job holder is responsible for handling vehicles as assigned.

(a) Job Description

The duties and responsibilities of the officer will entail:

- (i) Carrying out routine checks on vehicle's fueling, cooling, oil, electrical, and brake systems and tyre pressure;
- (ii) Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- (iii) Driving the vehicle as authorized;
- (iv) Ensuring security and safety of the vehicle on and off the road, passengers, and goods therein;
- (v) Maintaining daily work tickets;
- (vi) Ensuring routine service and maintenance of the vehicle;
- (vii) Timely reporting of accidents and follow up of police abstract;
- (viii) Taking vehicles inspection and keeping up-to-date insurance documents;
- (ix) Ensuring that all documents are valid and well displayed;
- (x) Preparing periodic vehicle performance reports as required.

(b) Qualification and Experience

For appointment to this grade, an applicant must have:

- (i) KCSE D+ or its equivalent;
- (ii) At least four (4) years cumulative relevant work experience;
- (iii) Valid Class BCE or FG (for Motorcycle Riders) Driving License free from any endorsement;
- (iv) Suitability Test for Drivers Grade III;

- (v) Refresher Course for drivers lasting not less than one (1) week within every three (3) years;
- (vi) First Aid Certificate lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- (vii) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- (viii) Valid Certificate of good conduct from Directorate of Criminal Investigation;
- (ix) Occupational Trade Test Grade II for drivers;
- (x) Certificate in Fleet Management from a recognized institution;
- (xi) Demonstrated merit in work performance;
- (xii) Basic knowledge of computer applications;
- (xiii) Fulfill the requirements of Chapter Six of the Constitution.

(c) Key Competencies, Skills, and Attitudes

- (i) Integrity;
- (ii) Planning and Analytical skills;
- (iii) Communication skills;
- (iv) Interpersonal skills.

TERMS OF OFFER

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

APPLICATION PROCEDURE

Interested and suitably qualified candidates should fill and submit the Application for Employment Form KNEC 2A – ***(for External applicants)*** and Application for Employment Form KNEC 2B – ***(for Internal applicants)***, an application letter, accompanied by certified copies of academic and professional certificates, detailed curriculum vitae giving details of daytime telephone contact, e-mail address, current remuneration (enclose copy of your latest pay slip), names and valid current contacts of three referees, on or before **5th November, 2024** to the address below:

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

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. KNEC Grade 3 positions are on 5-year contract terms of service and renewal is subject to performance;**

KNEC is an equal opportunity employer and People Living with Disability, and female candidates are encouraged to apply.