



DEPUTY DIRECTOR- TEST DEVELOPMENT, KASNEB GRADE 3- HRM/CTD/DDTD/2/2026

(a) Job specifications

Reporting to the Director, Curriculum and Test Development, the job holder will be responsible for: -

- (i) Coordinating the moderation of examinations that are aligned with the syllabuses and other standards;
- (ii) Coordinating the recruitment of examination setters in liaison with the Human Resource Division;
- (iii) Coordinating the training of setters on examination standards;
- (iv) Coordinating the preparation of pilot papers after the major review of syllabuses;
- (v) Coordinating analysis of performance in examinations and preparing feedback reports; and
- (vi) Ensuring the security and integrity of examinations and coordinating overall risk management.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Examinations or in a comparable position;
- (ii) Bachelor's degree in Commerce, Economics, Business Administration, Finance, Education, Law or any other relevant qualification from a recognised institution;
- (iii) Master's degree in Commerce, Business Administration, Finance, Accounting, Economics, Education, Law or any other relevant qualification from a recognised institution;
- (iv) Membership to any of the following professional bodies: Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Certified Secretaries (ICS), Institute of Certified Investment and Financial Analysts (ICIFA), Law Society of Kenya (LSK) or a relevant professional body and in good standing;
- (v) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate/license where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

(c) Key Competencies and Skills

The following additional core competencies and skills will be required for the position:

- (i) Good interpersonal and communication skills;
- (ii) Report writing skills;
- (iii) Strong situational analysis capability;
- (iv) Attention to detail and critical thinking;
- (v) Innovative skills;
- (vi) Analytical skills; and
- (vii) Digital literacy skills.

1. DEPUTY DIRECTOR - CURRICULUM DESIGN AND DEVELOPMENT, KASNEB GRADE 3 - HRM/CTD/DDCDD/2/2026

(a) Job specifications

Reporting to the Director, Curriculum and Test Development, the job holder will be responsible for: -

- (i) Coordinating the content development and review processes;
- (ii) Coordinating research on examination matters to guide curriculum development and review;
- (iii) Coordinating the recruitment of subject matter experts to undertake the curriculum development process in liaison with the HR Division;
- (iv) Coordinating the training and orientation of subject matter experts;
- (v) Planning engagements with stakeholders to obtain relevant views and feedback to guide the curriculum development;
- (vi) Coordinating implementation of workplans for the launch and post-implementation programmes of the curriculum;
- (vii) Coordinating the development of transition protocols and other supporting policies; and
- (viii) Ensuring risk management during curriculum development and review.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Examinations or in a comparable position;
- (ii) Bachelor's degree in Commerce, Economics, Business Administration, Finance, Education, Law or any other relevant qualification from a recognised institution;
- (iii) Master's degree in Commerce, Business Administration, Finance, Accounting, Economics, Education, Law or any other relevant qualification from a recognised institution;
- (iv) Membership to any of the following professional bodies: Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Certified Secretaries (ICS), Institute of Certified Investment and Financial Analysts (ICIFA), Law

Society of Kenya (LSK) or a relevant professional body and in good standing;

- (v) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate/license where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

(c) Key Competencies and Skills

The following additional core competencies and skills will be required for the position:

- (i) Good interpersonal and communication skills;
- (ii) Report writing skills;
- (iii) Strong situational analysis capability;
- (iv) Attention to detail and critical thinking;
- (v) Innovative skills;
- (vi) Analytical skills; and
- (vii) Digital literacy skills.

Terms of service: Permanent and Pensionable.

Basic Salary range for Deputy Director:

KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000