Ref No. 157/RS/VII/86 **Date: Tuesday, 6 October 2026**

CAREER OPPORTUNITIES - EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS (READVERTISEMENT)

The Kenya Accountants and Secretaries National Examinations Board (KASNEB) is a State Corporation under the National Treasury established pursuant to Section 14 of the Accountants Act, Cap. 531 of the Laws of Kenya. The establishment, mandate and functions of KASNEB are further recognised under the Certified Public Secretaries of Kenya Act, Cap. 534 and the Investment and Financial Analysts Act, Cap. 542 of the Laws of Kenya.

The mandate of KASNEB is to develop syllabuses and conduct certificate, diploma, professional and post-professional examinations. It also offers certification to candidates in accountancy, finance, forensic fraud investigations, credit, governance and management, information technology and related disciplines. The mandate includes promotion of its qualifications nationally and internationally as well as the accreditation of relevant training institutions in liaison with the Ministry in charge of Education.

In furtherance of the above mandate, the Board of KASNEB hereby invites applications from suitably qualified Kenyans to fill the following vacant positions:

S.NO	DESIGNATION	KASNEB GRADE	DIRECTORATE	DIVISION	NO. OF POSTS	JOB REF. NO.
1.	Senior Information Communication Technology Officer (Microsoft Navision)	6	Corporate Services	Information Communication Technology	1	HRM/CS/SICT/1/2026
2.	Senior Information Communication Technology Officer (Portals)	6	Corporate Services	Information Communication Technology	1	HRM/CS/SICT/2/2026

Please note that:

(i) Canvassing in any form shall lead to automatic disqualification.

(ii) Shortlisted candidates shall be required to present the originals of their National Identity Card, academic and professional certificates and testimonials at the time of the interview.

(iii) The job descriptions and specifications are available on the **KASNEB website** www.kasneb.or.ke.

(iv) **It is a criminal offence to present forged or falsified certificates or documents.**

(v) Successful candidates (those appointed to the advertised positions) shall be required to submit the following documents prior to the issuance of the offer of appointment, in compliance with Chapter Six of the Constitution of Kenya, 2010:

- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- Clearance from the Ethics and Anti-Corruption Commission (EACC).
- Tax Compliance Certificate from Kenya Revenue Authority (KRA).
- Clearance Certificate from the Higher Education Loans Board (HELB).
- Clearance Certificate from an approved Credit Reference Bureau (CRB).

(vi) Applicants who had previously applied for the above positions are eligible to reapply, provided they meet the minimum requirements.

(vii) Applicants are strongly advised to carefully read and understand the requirements, including on documentation, before submitting their applications.

Application Procedure

Interested and qualified candidates should submit their applications through the link https://www.kasneb.or.ke/career-opportunities attaching copies of: curriculum vitae, academic transcripts, academic and professional certificates, National Identity Card and testimonials. Provide in your detailed curriculum vitae the names and contact addresses of three (3) referees. The applications should reach the undersigned not later than **Wednesday, 21 October 2026**. The application letter must clearly indicate the "**REFERENCE NUMBER"** of the position applied for and be addressed to:

Secretary/Chief Executive Officer
KASNEB
P O Box 41362-00100
NAIROBI, KENYA

KASNEB is an equal opportunity employer committed to inclusivity and diversity. Individuals from marginalized and minority communities, women, youth and persons with disability are strongly encouraged to apply. Applicants who are persons with disability are required to submit a copy of a valid NCPWD Membership Card, where applicable.

6 OCTOBER 2026

SUMMARY OF JOB SPECIFICATIONS, PERSON SPECIFICATIONS, KEY COMPETENCIES AND SKILLS

1. **SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (MICROSOFT NAVISION) - KASNEB GRADE 6 (1 POST) - HRM/CS/SICT/1/2026**

(a) **Job Specification**

Reporting to the Assistant Director, Information Communication Technology, the Senior Information Communication Technology (ICT) Officer will be responsible for:

(i) Administering, maintaining and supporting the Microsoft Dynamics 365 Business Central System (ERP), SharePoint, CRM system, and other internal ICT systems;

(ii) Developing, customizing and extending ERP functional modules using C/AL and AL to meet user needs;

(iii) Designing and implementing new ERP objects — tables, pages, codeunits, queries and reports — within the approved custom object range, and maintaining existing customizations through upgrades;

(iv) Documenting, diagnosing and troubleshooting errors and any other issues on each functional module of the ERP;

(v) Designing, building and maintaining integrations between Business Central and other internal and external systems through APIs and web services;

(vi) Exposing and transferring specific ERP functions and data to the NAV-integrated portals, in liaison with the Portals Developer;

(vii) Supporting third party integrations at the ERP layer where required;

(viii) Planning and executing ERP updates, patches, upgrades and version migrations (including Dynamics NAV to Business Central), while safeguarding data integrity;

(ix) Ensuring business continuity through regular ERP backups and recovery testing;

(x) Preparing and maintaining technical documentation for ERP configurations, customizations and procedures;

(xi) Integration of MS 365 Business Central with other systems;

(xii) Custom reports design and Microsoft Power BI dashboards;

(xiii) Ensuring Business continuity by performing regular updates, patches, and backups;

(xiv) Monitoring systems for potential vulnerabilities and responding to security incidents as needed;

(xv) Preparing and maintaining documentation for ICT processes, source codes, systems configurations, and procedures;

(xvi) Providing end user support and training users on effective and efficient use of ICT facilities;

(b) **Person Specifications**

For appointment to this grade, an officer must have: -

(i) Cumulative service period of six (6) years relevant work experience three (3) of which should have been in the grade of Information Communication Technology Officer I or in a comparable position. Such experience to include expertise in Microsoft Dynamics NAV development, customization and upgrade.
(ii) Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information Technology, Electrical/Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution;
(iii) Certification related to Microsoft Dynamics NAV / Business Central;
(iv) Proficiency in Dynamics NAV / Business Central object model and development environment (C/SIDE, and/or Visual Studio Code with AL), and of the underlying Microsoft SQL Server database;
(v) Certificate in Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent) or relevant certification from an accredited examination body.

(c) **Key Competencies**

(i) Adaptability;
(ii) Teamwork;
(iii) Attention to Detail; and
(iv) Analytical skills.

Terms of service: Permanent and pensionable.
Basic salary range: KSh.70,000 x 6120 - 100,600 x 7,300 - 129,800 = 9 increments
Other allowances and benefits: As applicable to the job grade.

2. **SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (PORTALS) - KASNEB GRADE 6 (1 POST) - HRM/CS/SICT/1/2026**

(a) **Job Specification**

Reporting to the Assistant Director, Information Communication Technology, the Senior Information Communication Technology (ICT) Officer will be responsible for:

(i) Administering and maintaining the Microsoft Dynamics 365 Business Central System (ERP) related portals, SharePoint, CRM system and other internal ICT systems;

(ii) Providing ongoing maintenance and support for the existing Microsoft Dynamics NAV-integrated portals;

(iii) Ensuring that the portals operate at optimum levels with high availability and no downtimes;

(iv) Performing customizations and additional capabilities on existing portals, and developing additional portals as applicable;

(v) Developing and customizing existing and new portal modules/APIs and functionality based on user needs;

(vi) Consuming and integrating the ERP functions and data exposed by the Dynamics NAV / Business Central system, in liaison with the Dynamics NAV/Business Central Developer;

(vii) Supporting third party integrations at the portal layer such as payment gateways, SMS, e-mail and identity/authentication services among others;

(viii) Documenting, diagnosing and troubleshooting errors and any other issues on each functional module of the portals;

(ix) Implementing and maintaining portal security, including secure authentication, session management and protection of user data, and remediating identified vulnerabilities;

(x) Ensuring business continuity for the portals through regular updates, patches and backups;

(xi) Preparing and maintaining technical documentation for portal architecture, configurations and procedures;

(xii) Ensuring Business continuity by performing regular updates, patches, and backups.

(xiii) Monitoring systems for potential vulnerabilities and respond to security incidents as needed;

(xiv) Preparing and maintaining documentation for ICT processes, source codes, systems configurations, and procedures;

(xv) Providing end user support and training users on effective and efficient use of ICT facilities.

(b) **Person Specifications**

For appointment to this grade, an officer must have: -

(i) Cumulative service period of six (6) years relevant work experience three (3) of which should have been in the grade of Information Communication Technology Officer I or in a comparable position. Such experience to include expertise in development, maintenance and upgrade of Microsoft Dynamics NAV portals.

(ii) Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information Technology, Electrical/Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution;

(iii) Certification related to Microsoft Dynamics NAV / Business Central;

(iv) Proficiency in the web technologies used to build and integrate the portals — for example ASP.NET / C#, web services and REST APIs, HTML, CSS and JavaScript — and working knowledge of the underlying Microsoft SQL Server database;

(v) Certificate in Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent) or relevant certification from an accredited examination body.

(c) **Key Competencies**

(i) Adaptability;
(ii) Teamwork;
(iii) Attention to Detail; and
(iv) Analytical skills.

Terms of service: Permanent and pensionable.
Basic salary range: KSh.70,000 x 6120 - 100,600 x 7,300 - 129,800 = 9 increments
Other allowances and benefits: As applicable to the job grade.

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