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 **Date: 29 August 2023**

**CAREER OPPORTUNITIES**

Kasneb is a state corporation under the National Treasury and Planning and established under Section 14 of the Accountants Act, No. 15 of 2008 which repealed and replaced the Accountants Act, Cap 531 of 1977. The establishment and operations of kasneb are also recognized under the Certified Public Secretaries of Kenya Act, Cap 534 of 1988 and the Investment and Financial Analysts Act, No. 13 of 2015.

The mandate of kasneb is to develop syllabuses and conduct vocational, certificate, diploma, professional and post-professional examinations. It also offers certification to candidates in accountancy, finance, 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 serving Officers to fill the following vacant positions:

| **S.NO** | **DESIGNATION** | **GRADE KASNEB** | **DIRECTORATE** | **NO. OF POSTS** | **JOB REF. NO.** |
| --- | --- | --- | --- | --- | --- |
|  | Senior Security Assistant | 7 | Corporate Services | 1 | HRM/CS/2/2023  |
|  | Senior Driver  | 8 | Corporate Services | 1 | HRM/CS/3/2023 |

Please note:

1. Only shortlisted and successful candidates will be contacted.
2. Canvassing in any form will lead to automatic disqualification.
3. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during the interviews.
4. The Job descriptions and specifications are available on the **kasneb website (**[**www.kasneb.or.ke**](http://www.kasneb.or.ke)**)**.
5. Successful candidates (that is, those who have been appointed to the advertised positions) will be required to provide the following documents before the award of offer in compliance to Chapter 6 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).

**Application Procedure**

Please submit your application through the link <https://forms.gle/j2WtiDwRMMbWRVJ99>.and attach your application letter, curriculum vitae, certified copies of transcripts, academic and professional certificates, national Identity card, testimonials, names and addresses of three referees by **Wednesday, 13 September 2023** The application letter should indicate the **“JOB TITLE AND** **REFERENCE NUMBER”** of the position applied for.

**Please note that all candidates will be expected to fill in the online application form. Physical applications will not be considered.**

**Secretary/Chief Executive Officer**

**Kasneb is an equal opportunity employer. Persons with disabilities are encouraged to apply and are required to submit a copy of a valid NCPWD Membership Card.**

**SUMMARY OF JOB SPECIFICATIONS, PERSONAL SPECIFICATIONS, KEY COMPETENCIES AND SKILLS**

 **CORPORATE SERVICES DIRECTORATE**

1. **SENIOR SECURITY ASSISTANT, GRADE KASNEB 7 - HRM/CS/2/2023**
	1. **Job specifications**

Reporting to the Deputy Director, Administration and Property Management, the holder of the above position will be responsible for:

1. Coordination of security activities in kasneb
2. Ensuring examinations security both within and outside kasneb
3. Implementation of security measures to safeguard kasneb assets against theft, pilferage, damage and terrorism.
4. Gathering of information and intelligence analysis to inform on security situation and preparedness across Kasneb operations.
5. Liaising with the supervisor on all security matters and surveillance within kasneb.
6. Supervising the deployment of outsourced security guards and ensuring quality of services are rendered to kasneb.
7. Liaising with law enforcement agencies on security matters
8. Regularly monitoring security situation, highlighting and escalating any potential security hazard or recurring incidences.
9. Establish and maintain an operational emergency communication system and other security devices.
10. Drafting of security reports.
11. Carrying out physical inspection of kasneb premises in relation to safety and security.
12. Security surveillance and preparation of reports on incidents and accidents within Kasneb
13. Ensuring risk management in the area of operation.
14. Ensuring the implementation of the ISO Quality Management System in the area of operation
15. Supporting the assessment of security conditions at kasneb Towers including collecting, interpreting and analysing routine security information.
	1. **Person Specifications**

For appointment to this grade, a candidate must have:

1. Diploma in Security Management from a recognised institution.
2. Minimum of five (5) years in the disciplined forces with at least three (3) years in intelligence services.
3. Certificate in security surveillance, intelligence and investigations
4. Proficiency in computer applications;
5. Fulfilled the requirements of Chapter Six of the constitution.
	1. **Key Competencies and Skills**
6. Integrity
7. Planning and problem-solving skills
8. Communication and reporting skills
9. Attention to detail
10. Team Player
11. Interpersonal and negotiation skills
12. Investigative Skills

**Note: Minimum consolidated salary: KSh.101,500 Maximum consolidated salary KSh 152,300.**

1. **SENIOR DRIVER, GRADE KASNEB 8 (1 post) - HRM/CS/3/2023**
	1. **Job specifications**

Reporting to the Deputy Director, Administration and Property Management or a delegated appointed officer, the holder of the above position will be responsible for the following

1. Coordinate the inspection of kasneb vehicles
2. Overseeing the implementation of the fleet management policy
3. Driving Board vehicles as authorized.
4. Maintaining cleanliness of vehicle.
5. Carry out routine checks on the vehicle cooling oil, electrical and brake systems, tyre pressure etc and undertake minor repairs including oiling and greasing.
6. Prepare maintenance/repair schedules for vehicles
7. Ensuring security and safety of the vehicle on and off the road;
8. Overseeing safety of the passengers and/or goods therein;
9. Receive /collect all used work tickets on monthly basis, maintain and ensure compliance.
10. Monitoring and reporting expiry of insurance policies for motor vehicles.
11. Detect and report mechanical faults on vehicles.
12. Ensuring adherence to traffic laws.
13. Preparing and submitting reports on transport when need arises
14. Ensuring risk management in the area of operation.
15. Ensuring the implementation of the ISO Quality Management System in the area of operation.
	1. **Person Specifications**

For appointment to this grade, a candidate must have:

1. High school (KCSE/KCE) D+ (Plus) or equivalent qualification.
2. Valid driving licence for vehicles classes B, C, CE, D1, D2 and D3 as per the new NTSA classes free from any current endorsements.
3. Defensive driving certificate from the Automobile Association (AA) of Kenya or the equivalent qualification from a recognized institution.
4. Refresher course for drivers lasting not less than one (1) week at the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
5. Passed the Suitability Test for Drivers Grade I from the Ministry of Roads and Public Works.
6. Has passed AA Test.
7. At least served in the grade of a Driver for at least eight (8) years.
8. An accident-free driving period of five years or more.
9. Passed Suitability Test for Driver Grade 1 and Occupational Trade Test I/II/III for Drivers from the Ministry of Roads and Public Works or its equivalent.
10. Proficiency in Computer applications.
11. Valid Certificate of Good Conduct from the Kenya Police.
12. A First Aid Certificate course lasting not less than one week from St John’s Ambulance or KIHBT or any other recognized institution.
13. Any other qualifications that may be adjudged as equivalent by the Board.
	1. **Key Competencies and Skills**
14. Integrity
15. Planning and problem-solving skills
16. Communication and reporting skills
17. Attention to detail
18. Interpersonal skills
19. Organizational skills
20. Time management

**Note: Minimum consolidated salary: KSh.88,500 Maximum consolidated KSh 131,700**