

Ref No. 157/RS/VII/18

Date: 27 January 2026

### **CAREER OPPORTUNITIES - EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

KASNEB is a State Corporation under the National Treasury and Economic Planning and established under the Accountants Act, No. 15 of 2008. The operations of KASNEB are also governed by 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 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.	Director, Curriculum and Test Development	2	Curriculum and Test Development	-	1	HRM/CTD/DCTD/1/2026
2.	Director, Examinations Management	2	Examinations Management	-	1	HRM/EM/DEM/1/2026
3.	Director, Accreditation and Quality Assurance	2	Accreditation and Quality Assurance	-	1	HRM/AQA/DAQA/1/2026
4.	Director, Research and Business Development	2	Research and Business Development	-	1	HRM/RBD/DRBD/1/2026
5.	Deputy Director, Human Resource Management	3	Corporate Services	Human Resource Management	1	HRM/CS/DDHRM/1/2026
6.	Deputy Director, Research, Innovation and Consultancy	3	Research and Business Development	Research, Innovation and Consultancy	1	HRM/RBD/DDRIC/1/2026
7.	Deputy Director, Legal Services	3	N/A	Legal Services	1	HRM/LS/DDLS/1/2026
8.	Senior Information Communication Technology Officer (Microsoft Nav/ Portals)	6	Corporate Services	Information Communication Technology	2	HRM/CS/SICT/1/2026

**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**.
- (iv) A candidate applying for more than one position is encouraged to list the positions in their application letter in order of preference.
- (v) **It is a criminal offence to present forged or falsified certificates or documents.**
- (vi) 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)

**Application Procedure**

Interested and qualified candidates should submit their applications through the email address [ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke) attaching certified copies of: curriculum vitae, copies of 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 **Monday, 23 February 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 disabilities are strongly encouraged to apply. Applicants who are persons with disabilities are required to submit a copy of a valid NCPWD Membership Card, where applicable.**

**27 JANUARY 2026**

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

### **1. DIRECTOR, CURRICULUM AND TEST DEVELOPMENT, KASNEB GRADE 2 (1 POST) - HRM/CTD/DCTD/1/2026**

#### **(a) Job Specification**

Reporting to the Secretary/Chief Executive Officer, the Director, Curriculum and Test Development will be responsible for overseeing research on design and development of curriculum, and test development.

Duties and responsibilities at this level will entail: -

- (i) Planning and coordinating research on examination matters to guide curriculum development and review;
- (ii) Planning and coordinating the recruitment of subject matter experts to undertake the curriculum development process in liaison with the HR Division;
- (iii) Coordinating training and orientation of subject matter experts;
- (iv) Planning engagements with stakeholders to obtain relevant views and feedback to guide the curriculum development;
- (v) Overseeing curriculum content development and review processes;
- (vi) Development of workplans for the launch and post-implementation programmes of the curriculum;
- (vii) Development of transition protocols and other supporting policies;
- (viii) Coordinating recruitment of examination setters in liaison with the Human Resource Division;
- (ix) Planning training of setters on examination standards;
- (x) Coordinating moderation of examinations that are aligned with the syllabuses and other standards;
- (xi) Overseeing preparation of pilot papers after the major review of syllabuses;
- (xii) Analysis of performance in examinations and prepare feedback reports;
- (xiii) Ensuring the security and integrity of examinations and coordinating overall risk management; and
- (xiv) Ensuring risk management during curriculum and test development.

#### **(b) Person Specifications**

For appointment to this level an officer must have: -

- (i) Cumulative service period of fifteen (15) years' work experience three (3) of which must have been in at least in the grade of Deputy Director or in a comparable position;
- (ii) Bachelors degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iii) Master's Degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate where applicable;
- (vii) Proficiency in computer applications; and

- (viii) Demonstrated outstanding managerial and professional competence as reflected in work performance and results.

**(c) Key Competencies**

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

**2. DIRECTOR, EXAMINATIONS MANAGEMENT, KASNEB GRADE 2 (1 POST) - HRM/EM/DEM/1/2026**

**(a) Job Specification**

Reporting to the Secretary/Chief Executive Officer, the Director, Examinations Management will be responsible for overseeing the administration of examinations, processing of results and certification of candidates in a secure, efficient and effective manner.

Duties and responsibilities at this level will entail: -

- (i) Coordinating administration of examinations in consultation with relevant authorities;
- (ii) Ensuring compliance with examination rules and regulations and making recommendations;
- (iii) Overseeing the preparation of relevant administrative reports on conduct of examinations;
- (iv) Planning and implementing training workshops for chief invigilators and coordinators of examinations bi-annually;
- (v) Ensuring the delivery of examination scripts to the examination marking centre;
- (vi) Coordinating the collection of biometric data from students;
- (vii) Overseeing printing and issuance of examinations certificates;
- (viii) Coordinating the issuance of confirmation and exemption letters; and
- (ix) Coordinating risk management on all aspects of examinations administration and processing.

**(b) Person Specifications**

For appointment to this level an officer must have: -

- (i) Cumulative service period of fifteen (15) years' work experience three (3) of which must have been in the grade of at least Deputy Director or in a comparable position;
- (ii) Bachelors degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iii) Master's Degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated outstanding managerial and professional competence as reflected in work performance and results.

**(c) Key Competencies**

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

**3. DIRECTOR, ACCREDITATION AND QUALITY ASSURANCE, KASNEB GRADE 2 (1 POST) - HRM/AQA/DAQA/1/2026**

**(a) Job Specification**

Reporting to the Secretary/Chief Executive Officer, the Director, Accreditation and Quality Assurance will be responsible for overseeing the accreditation of training institutions and quality assurance of all examination processes.

Duties and responsibilities at this level will entail: -

- (i) Coordinating accreditation assessment, monitoring and reviews;
- (ii) Coordinating quality assurance of examination processes and activities;
- (iii) Overseeing analysis of examinations results and preparation of performance reports and recommendations to guide future improvements;
- (iv) Reviewing controls in place to safeguard the security and integrity of examinations;
- (v) Reviewing the implementation and improvement of Quality Management System;
- (vi) Coordinate the development and implementation of policies relating to accreditation;
- (vii) Oversee the development of accreditation criteria;
- (viii) Coordinate development of guidelines for syllabi delivery for accredited institutions;
- (ix) Oversee the review accreditation standards and ensure compliance;
- (x) Communicate accreditation assessment findings to applicants;
- (xi) Create public awareness of accredited training institutions; and
- (xii) Coordinate risk management of the accreditation and quality assurance processes.

**(b) Person Specifications**

For appointment to this level an officer must have: -

- (i) Cumulative service period of fifteen (15) years' work experience three (3) of which must have been in the grade of at least Deputy Director or in comparable position;
- (ii) Bachelors degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iii) Master's Degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated outstanding managerial and professional competence as reflected in work performance and results.

**(c) Key Competencies**

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

**4. DIRECTOR, RESEARCH AND BUSINESS DEVELOPMENT, KASNEB GRADE 2 (1 POST)  
- HRM/RBD/DRBD/1/2026**

**(a) Job Specification**

Reporting to the Secretary/Chief Executive Officer, the Director, Research and Business Development will be responsible for overseeing research and business development for the Examinations Board.

Duties and responsibilities at this level will entail: -

- (i) Coordinating the operations and administrative activities of the Examinations Board's Research programs;
- (ii) Overseeing the promotion of KASNEB and its qualifications nationally, regionally and internationally;
- (iii) Ensuring sound management of the Examinations Board's research programs;
- (iv) Developing new research programs and ensuring that KASNEB complies with legal and regulatory requirements;
- (v) Leading in identification of potential partnerships, negotiate agreements, build collaborative relationships and stakeholder engagement activities of KASNEB;
- (vi) Ensuring implementation and fulfilment of the research standards of the Examinations Board;
- (vii) Developing new strategies, partnerships, consultancy and business development programs;
- (viii) Ensuring implementation and fulfilment of the strategy, partnerships, consultancy and business development policies;
- (ix) Liaising with related professional bodies, agencies and departments in executing research, activities; and
- (x) Enforcing Patent and Copyright registration.

**(b) Person Specifications**

For appointment to this level an officer must have: -

- (i) Cumulative service period of fifteen (15) years' work experience three (3) of which must have been in the grade of at least Deputy Director or in comparable position;
- (ii) Bachelors degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iii) Master's Degree in Commerce, Accounting, Economics, Business Administration, Education, Finance, Law, Information Communication Technology, Forensic examination or other relevant field from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Certificate in Leadership course lasting not less than four (4) weeks from a recognised

institution;

- (vi) A valid practicing certificate where applicable;
- (vii) Evidence of publication in refereed journals;
- (viii) Proficiency in computer applications; and
- (ix) Demonstrated outstanding managerial and professional competence as reflected in work performance and results.

**(c) Key Competencies**

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

**5. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT, KASNEB GRADE 3 (1 POST) - HRM/CS/DDHRM/1/2026**

**(a) Job Specifications**

Reporting to the Director, Corporate Services, the Deputy Director, Human Resource Management will be responsible for:

- (i) Implementing the Human Resource Plan;
- (ii) Overseeing the Identification, designing and implementing training programs based on identified needs;
- (iii) Guiding the development and updating of the human resource database;
- (iv) Developing and reviewing Human Resource instruments;
- (v) Coordinating the implementation of recommendations from internal and external audits;
- (vi) Supervising the preparation of training projections and plans;
- (vii) Coordinating the administration of the payroll system;
- (viii) Ensuring preparation and compiling of staff deductions;
- (ix) Undertaking disciplinary process;
- (x) Organizing for team building activities;
- (xi) Developing a plan for the annual performance target setting for review by management;
- (xii) Coordinating staff welfare;
- (xiii) Overseeing the processing of staff travel clearance;
- (xiv) Providing secretarial services to the Human Resource Management Committee;
- (xv) Preparing and submitting statutory deductions;
- (xvi) Updating and mitigating the Human Resource risk register;
- (xvii) Filing statutory returns for compliance with the relevant applicable laws;
- (xviii) Payroll management;
- (xix) Administering of employee benefits and compensation; and
- (xx) Coordinating the implementation of decisions of Human Resource Committees on disciplinary cases.

**(b) Person Specifications**

For appointment to this grade an officer 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, Human Resource Management or in a comparable position;
- (ii) Bachelors degree in Human Resource Management or any other relevant qualification from a recognised institution;

**OR**

Bachelors degree in any of the following disciplines: - Economics, Sociology, Business Administration, Public Administration, Commerce **Plus** a Post Graduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized Institution;

- (iii) Master's degree in Human Resource Management, Public Administration; Business Administration; Business Management or any other relevant qualification from a recognised institution;
- (iv) Membership to Institute of Human Resource Management (IHRM) or a relevant professional body and in good standing;
- (v) Certified Human Resource Professional or equivalent qualification from an accredited examination body;
- (vi) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

**(c) Key Competencies**

- (i) High level of Integrity and ability to maintain confidentiality with sensitive information;
- (ii) Good interpersonal and communication skills;
- (iii) Report writing skills;
- (iv) Strong situational analysis capability;
- (v) Attention to details and critical thinking;
- (vi) Innovation skills;
- (vii) Analytical skills;
- (viii) Digital literacy skills;
- (ix) Planning skills;
- (x) Team player

**6. DEPUTY DIRECTOR, PLANNING (RESEARCH, INNOVATION AND CONSULTANCY), KASNEB GRADE 3, (1 POST)- HRM/RBD/DDR/C/1/2026**

**(a) Job specification**

Reporting to the Director, Research and Business Development, the holder of the above position will be responsible for:

- (i) Coordinating research into specific topics related to KASNEB;
- (ii) Providing adequate findings to influence the policy and legislative processes through drawing on research and literature to develop well-informed positions;
- (iii) Overseeing internal and external awareness and understanding of research and knowledge management principles;
- (iv) Facilitating identification of research areas, develop research proposals and execute research studies;



- (v) Designing data collection methodologies and research related intervention for KASNEB priority programme areas;
- (vi) Coordinating research surveys in liaison with functional areas;
- (vii) Examining and analyzing policy statements on KASNEB from a regional and international perspective; and
- (viii) Coordinating dissemination of research papers and policy briefs.

**(b) Person Specifications**

For appointment to this grade, an officer 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 Planning or in a comparable position;
- (ii) Bachelor's degree in Commerce, Economics, Public Policy; Statistics, Mathematics; Strategic Management, Business Administration, Public Administration, Education, Project Planning and Management, Risk Management or any other relevant qualification from a recognised institution;
- (iii) Master's degree in Economics, Public Policy; Statistics, Mathematics; Strategic Management, Business Administration, Public Administration, Education, Project Planning and Management, Risk Management or any other relevant qualification from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (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**

- (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.

**7. DEPUTY DIRECTOR, LEGAL SERVICES - KASNEB GRADE 3, (1 POST)- HRM/LS/DDLS/1/2026**

**(a) Job Specifications**

Reporting to the Secretary/Chief Executive Officer, the holder of the above position will be responsible for:

- (i) Representing KASNEB in court, litigation and various legal matters;
- (ii) Overseeing the development and implementation of integrity framework for KASNEB;
- (iii) Ensuring safekeeping of documents, contracts and agreements;
- (iv) Reviewing existing laws and regulations governing KASNEB;
- (v) Interpreting legal legislation and board action areas to the relevant divisions in KASNEB;
- (vi) Coordinating the implementation of the code of conduct and ethics;
- (vii) Ensuring staff are aware of all relevant laws affecting KASNEB;
- (viii) Ensuring legal compliance to legislative provisions and regulations;
- (ix) Developing legal strategies aimed at forestalling disputes, controversies, and litigation;
- (x) Conducting legal research;
- (xi) Liaising with external lawyers on court matters;

- (xii) Drafting legal documents, leases, and contracts;
- (xiii) Ensuring annual returns are promptly filed with the relevant authorities;
- (xiv) Establishing and maintaining legal registry;
- (xv) Ensuring the planning and budgeting for the legal activities; and
- (xvi) Ensuring compliance to legislations, rules, regulations, and directives issued from time to time.

**(b) Person Specifications**

For appointment to this grade, an officer 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, Legal Services or in a comparable position;
- (ii) Bachelors of Law (LLB) degree from a recognized Institution;
- (iii) Masters degree in Law (LLB) or equivalent qualification from a recognized Institution;
- (iv) Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- (v) Membership to the Law Society of Kenya (LSK);
- (vi) Be admitted as an Advocate of the High Court of Kenya;
- (vii) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (viii) Proficiency in computer applications; and
- (ix) Shown merit and ability as reflected in work performance and results.

**(c) Key Competencies and Skills**

- (i) Analytical skills;
- (ii) Communication skills;
- (iii) Strategic and innovative thinking;
- (iv) Interpersonal skills;
- (v) Ability to mobilise resources; and
- (vi) Negotiation skills.

**8. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (MICROSOFT NAVISION/PORTALS) - KASNEB GRADE 6 (2 POSTS) - 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) Managing and maintaining ICT systems, including hardware, software, and networks;
- (ii) Installing and configuring computer systems;
- (iii) Providing end user support and training users on effective and efficient use of ICT facilities;
- (iv) Provide ongoing maintenance and support for the existing Microsoft Dynamics NAV portals.
- (v) Ensure that the portals operate at optimum levels with no downtimes.
- (vi) Perform customizations and additional capabilities on existing portals and develop additional portals as applicable
- (vii) Document and troubleshoot the errors and any other issues on each functional module of the system.
- (viii) Develop and customize existing and new modules as per user needs while creating additional functionality based on used needs.

- (ix) Support third party integrations where required.
- (x) Develop additional portals as may be required.
- (xi) Administer and maintain the Microsoft Dynamics 365 Business Central System (ERP).
- (xii) Oversee the integration of MS 365 Business Central with other systems.
- (xiii) Transfer specific functions to the portals in liaison with the portal developer
- (xiv) Diagnosing and troubleshooting complex technical issues and coordinate solutions;
- (xv) Installing, configuring and monitoring Local Area Network components;
- (xvi) Administering and managing users in the Active Directory, e-mail server and User applications;
- (xvii) Ensuring Business continuity by performing regular updates, patches, and backups.
- (xviii) Monitoring systems for potential vulnerabilities and respond to security incidents as needed;
- (xix) Preparing and maintaining documentation for ICT processes, systems configurations, and procedures.

**(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; 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) Membership to a relevant professional body and in good standing where applicable;
- (iv) 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; and
- (v) Shown merit and ability as reflected in work performance and results.

**(c) Key Competencies**

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

**27 JANUARY 2026**