



## **JOB ADVERTISEMENT**

Kenya Institute of Supplies Examination Board (KISEB) is established by Section 12 of Supplies Practitioners Management Act, 2007. KISEB is mandated to prescribe and regulate syllabuses of instruction for supply chain management professional certification, prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals, issue professional qualifying certificates and other awards and promote recognition of its examination in foreign countries.

The Board is committed to attracting and retaining competent employees required for efficient and effective service delivery. In regard to this, KISEB seeks to recruit competent and qualified staff to fill the vacant position;

<b>Vacancy no.</b>	KISEB 08/2023/2024
<b>Job Title</b>	Research, Curriculum and Examinations Development Officer
<b>Grade</b>	Grade 6
<b>Terms of Service</b>	Permanent and Pensionable
<b>Department</b>	Research, Curriculum and Examinations Development
<b>Division</b>	N/A
<b>Location/ Work Station</b>	KISEB Headquarters, Ngong Road, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Research, Curriculum and Examinations Development Officer

### **a) Job Specifications**

This will be the entry level for degree holders to this cadre. An officer at this level will work under the guidance of the Senior Officer.

The duties and responsibilities at this level will entail assisting in: -

- i. Coordinating examination development processes to ensure tests developed are valid, reliable and fair;
- ii. Providing support as required to examiners, panels, committees, taskforces and internal functions facilitating the examination development process;
- iii. Facilitating development, production and distribution of syllabuses, manuals, and examination material, while adhering to established standards and contributing to improvement of standards;
- iv. Supporting the development and delivery of capacity building interventions for examiners, trainers, training institutions, and other actors in the examinations process;
- v. Coordinating secure, accurate, timely and appropriate flows of information and tasks within the examination development process;
- vi. Coordinating processing of examination results including, preparations for marking, verification, analysis, reporting, dispatching results, and dealing with related enquiries;
- vii. Supporting marketing of examinations to institutions and potential candidates;

- viii. Supporting student registration and candidate examination entry processing; and
- ix. Undertake other tasks or assignments within the Examination Department as directed by the supervisor.

**b) Person Specifications**

For appointment to this grade, a candidate must have/be:

- i. Bachelor's degree in Education, Procurement and Supply, Purchasing and Supplies, Procurement and Logistics, ICT, Social Sciences or equivalent qualification from a recognized institution;
- ii. Post Graduate Diploma in Supply Chain Management, Procurement and Supply, Purchasing and Supplies
- iii. Proficiency in ICT; and
- iv. Fulfill the requirements of Chapter Six of the constitution.

**c) Key Competencies and Skills**

- i. Good communication and reporting skills
- ii. Team player
- iii. Good analytical skills
- iv. Good interpersonal skills

**Working Condition**

- i. An office setting work environment; and
- ii. Usually works on regular business hours, but may have to work on irregular or long hours

**Basic Salary Scale: 56,000X3,500 – 59,500X4,000 – 63,500X4,000 – 67,500X4,000 – 71,500X4,000 – 75,500X4,500 – 80,000X4,500- 84,500 p.m.**

**How to Apply**

**Soft copy applications:** Interested and qualified persons should send their filled KISEB Job Application Template (Google Form) on or before **9<sup>th</sup> February 2024**

KISEB Job Application Template can be accessed by clicking the following link:  
<https://forms.gle/m4SjW51Z6nJQ3A3N6>.

**Please note that:**

KISEB is an equal opportunity employer. Candidates from marginalized regions are encouraged to apply. **Canvassing will lead to automatic disqualification.** Only shortlisted and successful candidates will be contacted. Shortlisted candidates shall be required to produce original national identity card, academic and professional certificates as well as transcripts during interviews.

**The Secretary & Chief Executive Officer  
Kenya Institute of Supplies Examination Board  
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