



## **CALL FOR PART-TIME EXAMINATION CHECKERS**

Kenya Institute of Supplies Examination Board (KISEB) is established under Section 12 of the Supplies Practitioners Management Act, Cap. 537. KISEB is mandated to prescribe and regulate syllabuses 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 examinations in foreign countries.

The Board invites qualified and diligent individuals to serve as Part-Time Examination Checkers.

### **Terms of Reference**

The Part-Time Examination Checkers will be required to:

- a) Verify that all examination questions attempted by candidates have been duly marked by the examiner;
- b) Confirm that marks awarded to each question are correctly totalled;
- c) Verify that marks have been accurately transferred and captured in the official mark sheets and/or electronic systems;
- d) Detect and report any omissions, inconsistencies, computational errors, or irregularities in marking;
- e) Ensure that scripts and mark sheets are properly arranged, coded, and accounted for;
- f) Maintain accuracy, confidentiality, and integrity throughout the checking process; and
- g) Perform any other related examination checking duties assigned by KISEB.

### **Minimum Requirements**

Applicants must:

- a) Be holders of a Diploma from a recognized institution;
- b) Demonstrate attention to detail and high levels of accuracy;
- c) Be proficient in computer applications;
- d) Fulfil the requirements of Chapter Six of the Constitution of Kenya;
- e) Demonstrate honesty, integrity, and professionalism;
- f) Be able to adhere to KISEB examination regulations, policies, and instructions;
- g) Be committed to safeguarding the integrity and credibility of examination processes;
- h) Be free from any conflict of interest; and
- i) Demonstrate the ability to carry out assigned duties diligently, honestly, and professionally.

### **Remuneration**

Successful candidates will be paid a daily checking fee upon satisfactory completion of assigned duties, subject to statutory deductions.

### **How to Apply**

**Soft copy applications:** Interested persons should send their filled KISEB Checkers Application Template (Google Form) on or before **Wednesday, 3<sup>rd</sup> June 2026**. The Checkers Application Template can be accessed by clicking the following link: <https://forms.gle/jFFnJiP6kmp6LtyW6>