



CAREER OPPORTUNITIES

The 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 is committed to attracting and retaining competent employees required for efficient and effective service delivery. Accordingly, KISEB seeks to recruit competent and qualified individuals to fill the vacant positions below:

1. Deputy Director, Research, Curriculum and Examination Development

Vacancy No.: KISEB 06/2025/2026

Job Title: Deputy Director, Research, Curriculum and Examination Development

Grade: KISEB 3

Terms of Service: Five (5)-year renewable contract

Department: Research, Curriculum and Examination Development

Directorate: Examinations

Location/Work Station: KISEB Headquarters, Nairobi

Reports to: Secretary/CEO

Job Purpose: To oversee research, curriculum development, test development, and related processes.

Key responsibilities and duties/Job specifications:

- i. Initiating and participating in curriculum orientation activities;
- ii. Initiating and conducting basic, applied, and action research to address knowledge and skills gaps related to supply chain management;
- iii. Undertaking research in areas of supply chain management that contribute to the general body of knowledge;
- iv. Evaluating the use of digital resources and ICT integration in curriculum implementation;
- v. Ensuring the development and continuous review of syllabuses to align with global standards;
- vi. Facilitating and contributing to the development of examination standards;
- vii. Overseeing the development of examinations;

- viii. Ensuring the production, secure custody, and delivery of materials relating to syllabuses, scheduled training, and examinations;
- ix. Ensuring the delivery of capacity-building interventions for training institutions, examiners, and trainers;
- x. Ensuring the marketing of examination syllabuses to institutions and individuals, including student registration and candidate entry for examinations;
- xi. Facilitating accreditation processes for training institutions and examination centres;
- xii. Managing the examination administration process, including appointment of chief examiners, supervisors, chief invigilators, and invigilators, marking of examinations, and related activities;
- xiii. Overseeing the processing and release of examination results;
- xiv. Supervising all logistical aspects of the examination cycle;
- xv. Managing stakeholders in the examination processes;
- xvi. Preparing and managing the departmental budget for resource allocation and control; and
- xvii. Developing the departmental budget and annual procurement plan.

Person Specifications:

- i. At least ten (10) years relevant work experience, five (5) of which must be in a supervisory position;
- ii. Bachelor's Degree in any of the following disciplines: Supply Chain Management, Education, Procurement and Supply, Economics, Statistics, or its equivalent qualification from a recognized institution;
- iii. Master's Degree in Supply Chain Management, Procurement and Logistics, Purchasing and Supplies Management, or its equivalent qualification from a recognized institution;
- iv. Certified Procurement and Supply Professional of Kenya (CPSP-K) or its equivalent;
- v. A member of Kenya Institute of Supplies Management (KISM) in good standing;
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Be proficient in computer applications;
- viii. Fulfil the requirements of Chapter Six of the Constitution and
- ix. Demonstrate competence in work performance.

Key Competencies and Skills

- i. Strong analytical skills;
- ii. Strategic thinking;
- iii. Strong presentation skills;
- iv. Strong communication and reporting skills;

- v. Strong managerial skills and ability to lead teams;
- vi. Strong mentoring and coaching skills;
- vii. Strong interpersonal and negotiation skills.

2. Research, Curriculum and Examination Development Officer

Vacancy No.: KISEB 07/2025/2026

Job Title: Research, Curriculum and Examination Development Officer

Grade: KISEB 6

Terms of Service: Permanent and pensionable

Department: Research, Curriculum and Examination Development

Location/Work Station: KISEB Headquarters, Nairobi

Reports to: Senior Research, Curriculum and Examination Development Officer

Job Specifications

This is the entry level for degree holders in this cadre. The officer will work under the guidance of a Senior Officer.

The duties and responsibilities will entail assisting in:

- i. Coordinating examination development processes to ensure tests are valid, reliable, and fair;
- ii. Providing support to examiners, panels, committees, task forces, and internal functions involved in the examination development process;
- iii. Facilitating the development, production, and distribution of syllabuses, manuals, and examination materials while adhering to established standards;
- iv. Supporting the development and delivery of capacity-building interventions for examiners, trainers, training institutions, and other stakeholders;
- v. Coordinating secure, accurate, timely, and appropriate flows of information within the examination development process;
- vi. Coordinating the processing of examination results, including preparation for marking, verification, analysis, reporting, dispatch, and handling related enquiries;
- vii. Supporting the marketing of examinations to institutions and potential candidates;
- viii. Supporting student registration and candidate examination entry processing; and
- ix. Undertaking any other duties as assigned by the supervisor.

Person Specifications

- i. Bachelor's degree in Education, Procurement and Supply, Purchasing and Supplies, Procurement and Logistics, Social Sciences, or a related field from a recognized institution;

- ii. Certified Procurement and Supply Professional of Kenya (CPSP-K) or its equivalent;
- iii. A member of Kenya Institute of Supplies Management (KISM) in good standing;
- iv. Proficiency in computer applications; and
- v. Fulfilment of the requirements of Chapter Six of the Constitution.

Key Competencies and Skills

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

Working Conditions

- i. Office-based work with occasional field assignments;
- ii. Regular working hours, with occasional requirement to work irregular or extended hours.

How to Apply

Interested candidates should submit their applications by completing the KISEB Job Application Template (Google Form) on or before **Friday, 15th May 2026**. The application form can be accessed via the following link: <https://forms.gle/xbWqomAZiCzpmvdQ7>

Notes:

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 will be required to produce original and certified copies of their National Identity Card, academic and professional certificates, and transcripts during the interview.

The Secretary/Chief Executive Officer
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