



REPUBLIC OF KENYA

THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC is ISO 9001:2015 Certified



VACANCIES ANNOUNCEMENT

- 1.0 The Kenya National Examinations Council (KNEC) invites competent, self-motivated and qualified applicants for the following vacant positions:

No.	Job title/Designation	KNEC Grade	No. of vacancies
1.	Deputy Director, Planning and Strategy	3	1
2.	Deputy Director, Internal Audit	3	1
3.	Assistant Director, Planning and Strategy	4	1
4.	Assistant Director, TD Schools Assessment - Languages	4	1
5.	Assistant Director, TD Schools Assessment – Mathematics and Science	4	1
6.	Principal Examinations Officer	5	5
7.	Principal Human Resource Mgt. Officer	5	1
8.	Examinations Administrator	7	6
9.	Research and Quality Assurance Officer	7	3
10.	Supply Chain Management Assistant	9	3
11.	Human Resource Mgt. Assistant	9	2
12.	Examinations Assistant	9	10
13.	Assistant Office Administrator	9	2
14.	Driver	11	2
	Total		39

2.0 TERMS OF OFFER

The Council will offer a competitive remuneration package commensurate with responsibilities of the position.

3.0 APPLICATION PROCEDURE

Interested and suitably qualified candidates should fill and submit the Application for Employment Form KNEC 2A – (for External applicants) and Application for Employment Form KNEC 2B – (for Internal applicants), an application letter, accompanied by certified copies of academic and professional certificates, detailed curriculum vitae giving details of daytime telephone contact, e-mail address, current remuneration (enclose copy of your latest pay slip), names and valid current contacts of three referees, on or before **5th November, 2024** to the address below:

**The Chief Executive Officer
Kenya National Examinations Council
New Mitihani House, South C
P.O Box 73598-00200
NAIROBI**

4.0 NOTES:

- 4.1 The Council will only contact the shortlisted candidates and canvassing will result in automatic disqualification;
- 4.2 Successful applicants offered employment will be required to submit clearance under Chapter Six (6) of the Constitution of Kenya;
- 4.3 KNEC Grade 3 positions are on 5-year contract terms of service and renewal is subject to performance;
- 4.4 KNEC is an equal opportunity employer and People Living with Disability, and female candidates are encouraged to apply.

**For more details regarding the vacant positions, please visit
- www.knec.ac.ke**