



THE KENYA NATIONAL EXAMINATIONS COUNCIL



KNEC is ISO 9001:2015 Certified



VACANCY ANNOUNCEMENT

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

No.	Job Title/Description	Terms of Employment	KNEC Grade	No. of Vacant Posts
1	Assistant Director, Examinations (Teacher Assessments)	Permanent & Pensionable	4	1
2	Assistant Director, EA	Permanent & Pensionable	4	1
3	Principal ICT Officer (Software developer)	Permanent & Pensionable	5	1
4	ICT Officer (Software developer)	Permanent & Pensionable	7	5
5	Planning Officer	Permanent & Pensionable	7	1
6	Examinations Officer	Permanent & Pensionable	7	5
7	Human Resource Mgt. Officer	Permanent & Pensionable	7	2
8	Examinations Administrator	Permanent & Pensionable	7	2
9	Examinations Clerk	Permanent & Pensionable	11	3

2.0 TERMS OF OFFER

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

3.0 APPLICATION PROCEDURE

Interested and qualified candidates should fill and submit the Application for Employment Form KNEC 2A – **(External applicants)** and Application for Employment Form KNEC 2B – **(Internal applicants)**, 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 **29th April 2025** 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 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 the KNEC website - www.knec.ac.ke