



VACANT POSITIONS AT THE KENYA NATIONAL QUALIFICATIONS AUTHORITY (KNQA)

The Kenya National Qualifications Authority (KNQA) was set up in 2015 as set out in the Kenya National Qualifications Framework (KNQF) act no. 22 of 2014 (and KNQF Regulations, 2018) to coordinate and harmonize the various levels of education; and to create a database of all qualifications in the country.

How to Apply

If you can clearly demonstrate your abilities to meet the above specified criteria for any of the below named positions, submit (both electronically and hard copies) of your cover letter, together with copies of your academic and professional certificates, testimonials and your updated detailed Curriculum Vitae, your current position, current remuneration, email and telephone contacts of three (3) referees who are familiar with your qualifications and/or work experience to the **address below** and also create a profile and apply on **the KNQA Employment portal** <https://recruitment.knqa.go.ke/>: Hard copy applications should be send to;

*The Director General,
Kenya National Qualifications Authority (KNQA)
Uchumi House, 6th Floor, Aga Khan Walk
P.O Box 72635-00200,
Nairobi, Kenya
Phone: +254-020-2100272.*

Make your application on or before **Friday, 2nd October 2020**.

Please note that:

KNQA is an equal opportunity employer. Persons with Disabilities, Women and Candidates from marginalised 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 originals and certified copies of their National Identity Card, Academic and Professional Certificates and transcripts during interviews.

**1. DEPUTY DIRECTOR LEARNERS RECORD DATABASE,
KNQA GRADE 3 - ONE (1) POST. REF. NO –KNQA /NO. 1/2020**

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|--------------------------|-----------------------------|
| Basic Salary Scale (KSH) | Ksh 115,599- Ksh 187,767 pm |
| Leave Entitlement | 30 Days per financial year |
| Terms of Service | Five (5) Year Contract |

For appointment to this grade an officer must have at least:

- i) Ten (10) years working relevant work experience eight (8) of which must have been in management;
- ii) Bachelor's Degree (KNQF Level 7 or equivalent) in any of the following disciplines:
- Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- iii) Master's Degree (KNQF Level 9 or equivalent) in any of the following disciplines: -
Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering, MIS, Data Security and Integrity, Data Analysis or related field from a recognized university in Kenya;
- iv) Doctorate (KNQF Level 10 or equivalent) in MIS, Data Security and Integrity, Data Analysis or related field from a recognized university in Kenya is **an added advantage**;
- v) Member of an ICT professional body;
- vi) Project Management Certification such as PRINCE2, PMP or other equivalent qualifications;
- vii) Experience in developing and maintaining Learners Record database;
- viii) IT management certification such as CompTIA Project+, CAPM, CGEIT, CSM,
- ix) CISSP, COBIT or other equivalent qualifications;
- x) Information Security certification such as CISM, CEH, CompTIA Security+, CISSP, GSEC or other equivalent qualifications;
- xi) Professional certification such as CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent;
- xii) Attended a Management course lasting not less than four (4) weeks from a recognized institution; and
- xiii) Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and Responsibilities

- i) Developing, implementing, and maintaining of systems;
- ii) Carrying out systems analysis, design and programmer specifications in liaison with users;
- iii) Ensuring adherence to established database standards;
- iv) Compiling overall systems documentation;
- v) Supervising installation certification, repairs and maintenance of database

- equipment, solutions and associated peripherals;
- vi) Recommending and supervising Hardware/Software specifications for database equipment;
- vii) Administering and maintaining web-based systems and database server's configuration;
- viii) Documenting KNQA network configurations and passwords of critical systems;
- ix) Undertake risk management and Business continuity;
- x) Maintaining Systems Security and Databases;
- xi) Enforcing implementation of database policies and procedures;
- xii) Assisting in LRD Planning, Budgeting, Project Management and Reporting;
- xiii) Management of outsourced LRD services and service providers; and
- xiv) Development and maintenance of the Authority's intranet.

2. DEPUTY DIRECTOR, PLANNING, RESEARCH, OUTREACH & POLICY KNQA GRADE 3- ONE (1) POST. REF. NO -KNQA/NO. 2/2020

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| Basic Salary Scale (KSH) | Ksh 115,599- Ksh 187,767 pm |
| Leave Entitlement | 30 Days per financial year |
| Terms of Service | Five (5) Year Contract |

For appointment to this grade, an officer must have: -

- (i) Ten (10) years relevant work experience eight (8) of which must have been in management;
- (ii) Bachelor's degree (KNQF Level 7 or equivalent) in Education, Economics, statistics, Project Management, TVET Education, Social Sciences, Science or related field from a recognized university;
- (iii) Master's Degree (KNQF Level 9 or equivalent) in Curriculum development, quality assurance, assessment and examination, Economics, TVET Education, Statistics, Project Management, Sciences, Social Science, Higher education or related field from a recognized university;
- (iv) Doctorate (KNQF Level 10 or equivalent) in Curriculum development, quality assurance, assessment and examination, Economics, Statistics, Project Management, Sciences, Social Science, Higher education or related field from a recognized university is **an added advantage**;
- (v) Professional qualification and membership where applicable;
- (vi) Attended a Management course lasting not less four (4) weeks;
- (vii) Proficiency in computer applications; and
- (viii) Fulfil the requirements of Chapter 6 of the Constitution.

Key Duties and Responsibilities

- i) Conducting research on critical issues regarding Qualification Frameworks;
- ii) Preparation of research proposals on the KNQF;

- iii) Publishing and disseminating research findings on KNQF;
- iv) Formulation, implementation and review of research policies and strategies;
- v) Liaising with the government and other stakeholders on implementation of research findings;
- vi) Mobilizing funds to supplement the KNQA's budget on research;
- vii) Promoting and strengthening research and consultancy within the Authority;
- viii) Establish networks with relevant research institutions;
- ix) Coordinating the planning, implementation and review of policies and strategies on the development of KNQF;
- x) Managing the ISO Certification process of the KNQA; Managing Performance contracting activities of the Institution;
- xi) Planning and formulation of the Authority's development and resource mobilization strategies;
- xii) Coordinating the implementation of the Authority's strategic plans, Annual work plans and annual reports;
- xiii) Develop and implement an integrated strategic communications plan to advance the KNQA brand identity, broaden awareness of KNQF and increase visibility across key stakeholder audiences;
- xiv) Write, update, edit and oversee production and design of printed materials, books and newsletters;
- xv) Prepare photography and other media for publication and maintain digital media library Social Media, Website and E-Marketing;
- xvi) Supervise establishment of the KNQF library and repositories;
- xvii) Work with staff and stakeholders to develop and implement social networking strategies, develop content and monitor and respond to inquiries regarding the KNQF;
- xviii) Monitoring adherence and implementation of the departmental work plans;
- xix) Write wish grant testimonials for website and social media; and
- xx) Send brochures and materials to stakeholders for distribution to their circles of influence.

**3. MANAGER, HUMAN RESOURCE AND ADMINISTRATION,
KNQA GRADE 3-ONE (1) POST. REF. NO -KNQA/NO. 3/2020**

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|--------------------------|-----------------------------|
| Basic Salary Scale (KSH) | Ksh 115,599- Ksh 187,767 pm |
| Leave Entitlement | 30 Days per financial year |
| Terms of Service | Five (5) Year Contract |

For appointment to this grade a candidate must have: -

- i) A minimum period of ten (10) years relevant work experience and at least eight (8) years in a management role in comparable and relevant position;
- ii) Bachelor's degree (KNQF Level 7 or equivalent) in any of the following disciplines: -, Human Resource Management, Administration, Business Administration or equivalent qualification from recognized institution;
- iii) Master's degree (KNQF level 9 or equivalent) in any of the following disciplines: -

- Human Resource Management, Administration, Business Administration or equivalent qualification from recognized institution;
- iv) Doctorate (KNQF Level 10 or equivalent) Human Resource Management, Administration, Business Administration or equivalent qualification from recognized institution is **an added advantage**;
 - v) Attended a Management Course or its equivalent lasting not less than four (4) weeks;
 - vi) Membership of the Institute of Human Resource Management in good standing;
 - vii) Diploma and/or HND in Human Resources from IHRM/KNEC;
 - viii) Current practicing license as a Human resource professional;
 - ix) Proficiency in computer applications;
 - x) Meet the provision of Chapter Six of Constitution

Key Duties and Responsibilities

- i) Providing guidance in the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
- ii) Ensuring implementation of Terms and Conditions of service for the Authority; coordinating organizational development and job reviews;
- iii) Managing staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Authority;
- iv) Monitoring the implementation of performance management systems for staff; analyzing the staffing levels in the Authority and recommending proposals for succession planning and proper deployment;
- v) Coordinating the development and implementation of grievance handling mechanisms;
- vi) Initiating best practices in the management of human resource function;
- vii) Championing change management programmes in the Authority;
- viii) Monitoring and evaluating the effectiveness of training and development programmes; and leading the Authority in formulating and implementing efficient Performance Management Systems for staff and the organization;
- ix) Overseeing the implementation of administration policies, rules, standards and regulations;
- x) Managing and maintaining the assets register of the Authority;
- xi) Monitoring adherence and implementation of the departmental work plans;
- xii) Oversee the Administration and Records Management functions of the Authority;
- xiii) Overseeing the provision of security for premises and staff;
- xiv) Overseeing the design, implementation and periodic review of security systems;
- xv) Preparation and submission of quarterly reports on administration within the Authority;
- xvi) Managing the transport and logistics functions of the KNQA;
- xvii) Preparation and submission of quarterly reports on performance target setting and appraisal for staff within the Section;

- xviii) Coordinating office management services, office accommodation, transport and logistics;
- xix) Coordinating Investigation of incidences of security lapse in the Authority in liaison with the Police and other security agencies;
- xx) Making arrangements for the acquisition of legal documents such as motor vehicle and assets insurances and licenses in liaison with the Legal unit and other relevant agencies

**4. PRINCIPAL ADMINISTRATION OFFICER,
KNQA GRADE 4 -ONE (1) POST. REF. NO. KNQA/NO 4/2020**

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|--------------------|----------------------------|
| Basic Salary Scale | Ksh 95,321 to 148,067 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade a candidate must have: -

- i) At least Eight (8) years working experience in a similar position in the Public Service or Private Sector four (4) of which must be at a supervisory position;
- ii) Master's degree (KNQF Level 9 or equivalent) in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- iii) Bachelor's degree (KNQF Level 7 or equivalent) in Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution;
- iv) Management course lasting not less than four (4) weeks from a recognized institution;
- v) Proficiency in computer applications; and
- vi) Fulfill the requirements of Chapter 6 of the constitution.

Key Duties and Responsibilities;

- i) Overseeing the implementation of administration policies, rules, standards and regulations;
- ii) Coordinating office management services, office accommodation, transport and logistics;
- iii) Making arrangements for the acquisition of legal documents such as motor vehicle and assets insurances;
- iv) Ensuring all the Authority assets have requisite ownership documents such as motor vehicle logbooks, land title deeds;
- v) Managing the medical scheme, work man's compensation and other insurance for staff and KNQA assets;
- vi) Supervising the performance appraisals for the support staff within the Section;
- vii) Interpreting and implementing record management policies;
- viii) Developing records management systems; and

- ix) Preparation and submission of quarterly reports on administration within the Authority.

**5. PRINCIPAL COMMUNICATIONS OFFICER,
KNQA GRADE 4 -ONE (1) POST. REF. NO -KNQA/NO 5/2020**

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|--------------------|----------------------------|
| Basic Salary Scale | Ksh 95,321 to 148,067 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade an officer must have at least;

- i) A minimum period of eight (8) years relevant work experience four (4) of which should have been at the level of supervisory level;
- ii) Bachelor's Degree (or other KNQF Level 7 equivalent) in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution
- iii) Master's Degree (KNQF Level 9 or equivalent) in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution;
- iv) Experience in writing articles on education in Kenya and Africa;
- v) Professional qualification and membership to a professional body where applicable;
- vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer applications; and
- viii) Fulfill the requirements of Chapter Six of the Constitution

Key Duties and responsibilities entails;

- i) Incorporating online tools and in-person networking to create relationships and ultimately build the Authority's brand, both online and off line;
- ii) Content creation – writing blog posts, articles, newsletters, communications materials, and material for social media channels;
- iii) Coordinating the writing of Council papers; and the logistics of council meetings;
- iv) Working as the Personal Assistant to the Director General;
- v) Social media marketing– creating, managing and growing the authority's presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- vi) Events and event planning– attending industry events and planning meet ups for KNQA leadership;
- vii) Managing incoming media requests and building relationships with industry journalists; creating, executing and measuring media campaigns;
- viii) Responsible to overlook the customer support – collecting reports, and forwarding clients feedbacks to the management;
- ix) Managing any online feedback forums;
- x) Implement strategic communications plans and to provide local market insight for the authorities public-facing communications;
- xi) Analytics– Using Google Analytics and other measurement tools to provide reports on

metrics, and continually find ways to improve on those metrics through testing and new initiatives;

- xii) Work with journalists, media producers, editors and strategic influencers;
- xiii) Gathering information on programmes and significant events in a specific KNQA Cluster area;
- xiv) Responsible for scheduling media interviews;
- xv) Assist in developing media plans, distribute and follow up media releases, book interviews and respond to media request;

6. PRINCIPAL STANDARDS, ASSESSMENT AND QUALITY ASSURANCE OFFICER

KNQA GRADE 4 -ONE (1) POST- REF. NO KNQA/NO 6/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 95,321 to 148,067 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade, an officer must have: -

- i) Eight (8) years relevant work experience four (4) of which must have been at supervisory level;
- ii) Bachelor's degree (or KNQF Level 7 equivalent) in education, curriculum development, quality assurance, assessment and examination, Economics, Statistics, Project Management, Sciences, Social Science or related field from a recognized university;
- iii) Master's Degree (or KNQF Level 9 equivalent) in education, Curriculum development, quality assurance, assessment and examination, Economics, Statistics, Project Management, Sciences, Social Science from or related field from a recognized university;
- iv) Three years' experience in Quality Assurance, Quality audits and/or assessment management;
- v) Membership of a Quality assurance and/or Assessment network (will be an added advantage);
- vi) Experience in writing of standards and guidelines and regulation of higher and/or basic education;
- vii) Higher education, Comparative Education or related field from a recognized university in Kenya;
- viii) Professional qualification and membership where applicable;
- ix) Management course lasting not less than four (4) weeks;
- x) Proficiency in computer applications
- xi) Fulfill the requirements of Chapter Six of the Constitution

Key Duties and Responsibilities;

- i) Developing and implementing policies, standards and guidelines on assessment,

- CATS and quality assurance;
- ii) Helping to develop policies, standards, and guidelines on assessment, Quality Assurance (QA), Credit accumulation and transfer (CATs), and Recognition of Prior Learning (RPL);
- iii) Ensuring that Assessment and examinations carried out in the country meet KNQA standards and procedures;
- iv) Facilitating the establishment of the National Skills Development Council, and sector skills councils to support curriculum development, training, assessment and certification;
- v) Developing policies on establishment and management of National/sector skills councils and occupational standards;
- vi) Benchmarking and developing best practices in assessment, CATs and QA;
- vii) Evaluating the application for credits transfer;
- viii) Conducting the assessment of applications for credit transfer;
- ix) Recruiting and facilitating the training of assessments, CATs and QA peer reviewers;
- x) Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies;
- xi) Guiding, advising and appraising officers under their supervision;
- xii) Developing manuals, codes and guidelines on national qualifications;
- xiii) Recruiting, training of peer reviewers who will be involved in assessment, CATs and quality assurance functions of KNQA;
- xiv) Developing and maintaining the Kenya Credit Accumulation and Transfer System (KCATS);
- xv) Maintaining healthy relationships with bodies involved in awarding qualifications in Kenya; to promote synergy and efficiency;
- xvi) Benchmarking and developing best practices in quality assurance of registered Kenyan qualifications;
- xvii) Advising and support any person, body or institution which is responsible for the award of national qualifications;
- xviii) Publishing an annual report on the status of national qualifications;
- xix) Facilitating linkages, credit transfers and exemptions and a vertical and horizontal mobility at all levels to enable entry, re-entry and exit;
- xx) Building confidence in the national qualifications system that contributes to the national economy;
- xxi) Developing pathways that support flexible access to qualifications;
- xxii) Promoting the recognition of national qualifications internationally.

**7. SENIOR ACCOUNTANT,
KNQA GRADE 5 -ONE (1) POST- REF. NO KNQA/NO 7/2020**

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|--------------------|----------------------------|
| Basic Salary Scale | Ksh 61,670 to 96,733 pm |
| Leave Entitlement | 30 days per financial year |

For appointment to this grade, an officer must have:

- i) A minimum of four (4) years relevant work experience in the Public sector or in the Private Sector;
- ii) Bachelor's Degree (KNQF Level 7 or equivalent) in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii) Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- iv) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- v) Supervisory Course lasting not less than two (2) weeks;
- vi) Proficiency in computer applications; and
- vii) Fulfilled the requirements of Chapter Six of the Constitution;
- viii) Shown merit and ability as reflected in work performance and results.

Key Duties and Responsibilities;

- i) Generation of sales invoices for approvals;
- ii) Verification of amount billed as per relevant regulation;
- iii) Facilitate prompt delivery of sales invoices;
- iv) Debt collection and follow up in liaison with relevant department/officers;
- v) Respond to debtor queries;
- vi) Reconciliation and distribution of debtor's statement;
- vii) Provide debt collection report on outstanding debts
- viii) Liaising with customers to provide billing information and support in order to facilitate swift payment of invoices due to the Authority.
- ix) Maintain file of disputed invoices;
- x) Monthly Bank Accounts Reconciliations.
- xi) Collection of Performance Contract Evidence on quarterly basis
- xii) Responding to suppliers' queries on payments status in liaison with user departments and Supply Chain Department.
- xiii) Billing of vendor invoices.
- xiv) Processing of vendor payment vouchers.
- xv) Liaising with other officers in handling supplier queries.
- xvi) Reconciliation of vendor accounts before any payment.
- xvii) Maintenance of disputed vendor invoice file.
- xviii) Processing of statutory deductions payments e.g PAYE, VAT, Withholding tax etc.
- xix) Supervise stock take and reconciliation.
- xx) Reconcile general ledger expense accounts.
- xxi) Preparation and maintenance of accurate prepayments, accruals and provision schedules.

- xxii) Liaising with Human Resource & Corporation Secretary on Directors and Staff payments status.
- xxiii) Processing staff imprests, surrenders and claims.
- xxiv) Preparation of payroll payment vouchers.
- xxv) Management of Directors payments and PAYE.
- xxvi) Preparation of Directors cost breakdown.
- xxvii) Reconciliations of Directors and Staff accounts.
- xxviii) Preparation of overdue Staff and Director Debt reports.
- xxix) Performing bank transfers and banking.
- xxx) Reconciliation of all employee cost ledger accounts.
- xxxii) Digitizing Imprests and Imprest Surrender documents.

**8. SENIOR INFORMATION COMMUNICATIONS TECHNOLOGY OFFICER,
KNQA GRADE 5 (ONE (1) POST- REF NO KNQA/ NO. 8/2020)**

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|--------------------|----------------------------|
| Basic Salary Scale | Ksh 61,670 to 96,733 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade an officer must have at least:

- i) Minimum of four (4) years relevant work experience;
- ii) Bachelor's Degree (KNQF Level 7 or equivalent) in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- iii) At least any one (1) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution;
- iv) CISA Membership or an equivalent ICT professional body;
- v) Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- vii) Shown merit and ability as reflected in work performance and results.

Key Duties and responsibilities entails;

- i) Developing documentation of computer programs according to instructions and specifications;
- ii) Installing and configuring computer systems and solutions;
- iii) Maintaining application systems;
- iv) providing end user support and training users on effective and efficient use of ICT facilities;

- v) Maintaining up to date equipment register;
- vi) Installing, configuring and monitoring Local Area Network components;
- vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- viii) Maintaining an up-to-date ICT equipment register and issuance register;
- ix) Updating and maintaining the Authority's website; and
- x) Ensuring business continuity by performing regular data and application backups.

**9. STANDARDS, ASSESSMENT & QUALITY ASSURANCE (SAQA) OFFICER
KNQA GRADE 6 (ONE (1) POST- REF. NO KNQA/NO 9/2020)**

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|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,675 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this position one MUST have the following:

- i) Bachelor's degree (KNQF Level 7 or equivalent) in Education, Economics, Business, Social Sciences, Science or related field from a recognized university;
- ii) Professional qualification and membership where applicable;
- iii) Proficiency in computer applications
- iv) Fulfill the requirements of Chapter Six of the Constitution

Key Duties and Responsibilities;

- i) Helping to develop policies, standards, and guidelines on assessment, Quality Assurance (QA), Credit accumulation and transfer (CATs), and Recognition of Prior Learning (RPL);
- ii) Conducting assessment and evaluating applications for Credit Accumulation and Transfer;
- iii) Conducting Quality Assessments of Qualification Awarding Institutions (QAIs);
- iv) Ensuring that Assessment and examinations carried out in the country meet KNQA standards and procedures;
- v) Monitoring, evaluating, reporting and initiate reviewing regulations, policies, guidelines and tools on QA, CATS, RPL and assessment/examinations;
- vi) Facilitating the recruitment and facilitation for the training of QA, CATs, RPL and assessment peer reviewers;
- vii) Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies on QA and Assessment of national and foreign qualifications;
- viii) Facilitating linkages, exemptions and a vertical and horizontal mobility at all levels to enable entry, re-entry and exit;
- ix) Supporting mobility of workers and students across borders with their qualifications;

- x) Promoting internationalization of Kenyan education and training
- xi) Building confidence in the national qualifications system that contributes to the national development;
- xii) Providing pathways that support the development and maintenance of flexible access to qualifications; and
- xiii) Promoting the recognition of national qualifications internationally.

**10. RECOGNITION, EQUATION AND VERIFICATION OFFICER
KNQA GRADE 6 -TWO (2) POSTS- REF. NO KNQA/NO 10/2020**

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this position one must have the following;

- i) Bachelor's degree (KNQF Level 7 or equivalent) in Education, Economics, statistics, Social Sciences, international relations, Science or related field from a recognized university in Kenya;
- ii) Short course in academic fraud detection and forensic investigations (will be an added advantage);
- iii) Proficiency in computer applications;
- iv) Fulfil the requirements of Chapter 6 of the Constitution.

Key Duties and Responsibilities

- i) Initiating the development of a system for recognition, equation and verification of foreign and national qualifications;
- ii) Developing and implementing policies, standards and guidelines on Recognition, equation and verification of qualifications;
- iii) Developing manuals, codes and guidelines on national and foreign qualifications;
- iv) Evaluating the application for Recognition, equation and verification of qualifications;
- v) Conducting the assessment of application for Recognition, Equation and Verification of Qualifications;
- vi) Researching on and documenting as well as publishing on qualification equivalences between Kenyan and foreign qualifications;
- vii) Verifying, authenticating and ensuring the validity of national and foreign qualifications;
- viii) Training and maintaining a database of peer reviewers who will be involved in Recognition, Equation and Verification of Qualifications;
- ix) Maintaining healthy relationships with bodies involved in awarding qualifications in Kenya; to promote synergy and efficiency;
- x) Benchmarking and developing best practices in Recognition, equation and verification of qualifications;

- xi) Advising and supporting any person, body or institution which is responsible for the award of national and foreign qualifications in Kenya;
- xii) Preparing an annual report on the status of national and foreign qualifications;

**11. REGISTRATION AND ACCREDITATION OFFICER
GRADE KNQA 6 (TWO (2) POSTS-KNQA/NO. 11/2020)**

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade an officer must have:

- i) Bachelor's degree in Education, Engineering, Architecture, law, science, Agriculture, animal sciences or related field from a recognized university in Kenya;
- ii) Short course in Quality assurance and accreditation (will be an added advantage);
- iii) Fulfil the requirements of Chapter 6 of the Constitution;
- iv) Proficiency in computer applications.

Key Duties and responsibilities will entail assisting in;

- i) Initiating the development of guidelines and tools for accreditation purposes;
- ii) Collecting and collating data for the national data base of qualifications awarding institutions accredited in Kenya;
- iii) Supporting institutions and individuals on accreditation of qualifications awarding institutions;
- iv) Evaluating applications for accreditation and registration of Qualifications awarding Institutions (QAIs) and Qualifications;
- v) Processing applications of accreditation Resource reviewers and facilitators;
- vi) Organizing accreditation training and other workshops;
- vii) Undertaking technical/full inspections of QAIs and preparing reports;
- viii) Analyzing self-evaluation by Qualifications awarding institutions and reporting;
- ix) Updating and maintaining the database of accredited and registered QAIs and national as well as recognized foreign Qualifications;
- x) Monitoring and reporting on implementation of policies, regulations and guidelines on registration and accreditation;
- xi) Monitoring and reporting on implementation of policies, regulations and guidelines on registration & accreditation of qualifications awarding institutions;

12. LEARNERS RECORD DATABASE OFFICER (SYSTEMS DEVELOPMENT)

KNQA GRADE 6 -ONE (1) POST-REF NO. KNQA/NO.12/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade an officer must have:

- i) Bachelor's Degree (KNQF level 7 or equivalent) in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution;
- ii) Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and responsibilities

1. Write and rewrite System Requirement Specifications (SRS) documents for new systems and help their implementation as well as monitoring their effectiveness;
2. Interpret Authority's System Requirement Specification (SRS) documents and develop, implement applications and programs;
3. Handle the transfer of data from the existing system (s) to new platforms;
4. Maintain software Application versions;
5. Confer the users' requirements and the proposed solution (s) with the Head ICT;
6. Write documentations and operating manuals for the systems developed;
7. Test and modify systems to ensure that they operate reliably;
8. Analyze the impact of applying data systems to the areas of concern within the Authority and provide recommendations on upgrades if necessary;
9. Analyze how well the software, hardware and the wider IT system fit into the Authority's needs;
10. Examine the current systems and propose for changes or upgrades;
11. Gather internal and external users' requirements and feedback for the purpose of improving the efficiency and reliability of the systems; and
12. User training and support;

13. PLANNING AND STRATEGY OFFICER,

KNQA GRADE 6 -ONE (1) POST- REF NO KNQA/NO.13/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade, a person must have: -

- i) Bachelor's Degree (KNQF Level 7 or equivalent) in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- ii) Proficiency in computer applications;

- iii) Meets the provisions of the Chapter Six of the Constitution.

Key Duties and responsibilities

- i) Executing the Authority's internal policies, regulations, guidelines and strategies;
- ii) Developing and reviewing of the Authority's Strategic Plan;
- iii) Assessing the strengths and weakness of policy options;
- iv) Analyzing policy recommendations from various departments;
- v) Preparation of policy position papers;
- vi) Monitoring and Evaluation of all the Authority's programmes and projects;
- vii) Developing and Maintaining Monitoring & Evaluation data base;
- viii) Compiling various Monitoring & Evaluation reports;
- ix) Coordinating corporate performance management process and Performance Contract (PC) of all the departments and divisions at the Authority;
- x) Developing monthly, quarterly, semi-annual and annual organizational performance report to the Director General/CEO;
- xi) Conducting research on potential donors/partners;
- xii) Preparation of project proposals for funding agencies;
- xiii) Updating donor databases to record their contacts and preference information;
- xiv) Knowledge of Recognition of Prior learning and national skills development;
- xv) Maintaining a network of Partner contacts;
- xvi) Sensitizing and training team members on fund raising and strategy; and
- xvii) Organizing events for partnership building between implementers and potential partners.

14. HUMAN RESOURCE OFFICER,

KNQA GRADE 6 -ONE (1) POST-REF NO/NO. 14/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For Appointment to this grade a candidate must have: -

- i) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- ii) Proficiency in computer applications;
- iii) Fulfilled the requirements of Chapter Six of the constitution.

Key Duties and Responsibilities;

- i) Drafting and verification of routine correspondences;
- ii) Processing of salaries, allowances, benefits and final dues and payroll administration;
- iii) Collating and analyzing training applications;
- iv) Processing employee recruitment, promotion and exit documents;

- v) processing of leave applications, sick sheets and sick offs;
- vi) Updating of Staff Medical details, National Hospital Insurance Authority (NHIF) and National Social Security Authority (NSSF) records;
- vii) Maintaining complement control;
- viii) Carrying out leave administration;
- ix) Updating human resource database;
- x) Analyzing data on work environment and employees' satisfaction surveys.
- xi) collecting data in relation HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, WIBA, OSHA;
- xii) inducting staff and on-boarding programmes;
- xiii) undertaking training needs analysis, projections and developing training programmes;
- xiv) developing training materials for in-house courses;
- xv) administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- xvi) preparing periodic progress reports;
- xvii) preparing of HR budget and procurement plans; and
- xviii) Preparing and analyzing HR metrics and related reports.
- xix) implementing human resource management policies, laws, regulations, procedures and systems;

15. INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER (SYSTEMS ADMINISTRATION)

KNQA GRADE 6- ONE (1) POST-KNQA/NO.15/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade an officer must have at least:

- i) Bachelor's Degree (KNQF Level 7 or equivalent) in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- ii) Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and Responsibilities

- i) Developing documentation of computer programs according to instructions and specifications;
- ii) Developing, updating and maintaining the KNQA website and social media platforms;
- iii) Development, updating and maintenance of the KNQA network;

- iv) Installing and configuring computer systems and solutions;
- v) Maintaining application systems;
- vi) providing end user support and training users on effective and efficient use of ICT facilities;
- vii) Maintaining up to date equipment register;
- viii) Installing, configuring and monitoring Local Area Network components;
- ix) Administering and managing users in the Active Directory, e-mail server and User applications;
- x) Maintaining an up-to-date ICT equipment register and issuance register;
- xi) Updating and maintaining the Authority's website; and
- xii) Ensuring Business continuity by performing regular data and application backups.

16. SUPPLY CHAIN MANAGEMENT OFFICER,

KNQA GRADE 6-ONE (1) POST-REF. NO KNQA/NO.16/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade, a candidate must have: -

- i) Bachelor's Degree (KNQF Level 7 or equivalent) in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- ii) Proficiency in computer applications
- iii) Member of professional body either KISM or CIPS; and
- iv) Fulfilled the requirements of Chapter 6 of the Constitution.

Key Duties and responsibilities: -

- i) Sourcing for goods, works and services as per the procurement law;
- ii) Raising purchase orders for goods and services for approval;
- iii) Liaising with suppliers to ensure timely delivery of goods and services;
- iv) Maintaining and update a list of prequalified suppliers;
- v) Assisting in undertaking market surveys to ensure the Authority obtains value for money;
- vi) Ensuring safe custody of all procurement's records; and
- vii) Participating in the opening quotations.

17. LEGAL OFFICER,

KNQA GRADE 6 ONE (1) POST-REF NO. KNQA/NO. 17/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |

For appointment to this grade, a candidate must have: -

- i) Bachelor of Law degree from a recognized institution;
- ii) Postgraduate Diploma in Law from the Kenya School of Law;
- iii) Admitted as an Advocate of the High Court;
- iv) Hold a valid practicing certificate;
- v) Member of the Law Society of Kenya;
- vi) Proficiency in computer applications; and
- vii) Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and responsibilities;

- i) Assist in rendering professional legal advice to the Legal Manager for any legal action to be initiated and/or defending the interests of the Authority;
- ii) Assist in preparing legal briefs for the initiation of legal action;
- iii) Assist in administration and maintenance of ship register;
- iv) Assist in issuance of license or certificates in terms of ship registration/licensing;
- v) Assist in preparing and interpreting legal opinions and offering guidance on legal requirements;
- vi) Assist in review of reports submitted by the various departments relating to KNQA affairs;
- vii) Assist and supervise training of Legal Clerks, interns and other staff when necessary;
- viii) Maintain and ensure proper management of the records of the legal department are up to date and produce quarterly reports on the same;
- ix) Assist in ensuring that key issues and needs of Authority are represented in policy fora in international regional and national conferences/meetings/workshops;
- x) Work collaboratively with other organizations and networks where appropriate, locally, regionally and internationally;
- xi) Assist to prosecute for and represent the Authority in law courts and quasi-judicial tribunals;
- xii) Preparation and filing of pleadings for and on behalf of the Authority;
- xiii) Assist in drafting and reviewing of legal instruments and policy documents on behalf of the Authority;
- xiv) Assist in advising on negotiations and taking part in commercial transactions;
- xv) Assist in drafting of contracts and MOUs;
- xvi) Assist in engaging and liaising with stakeholders on behalf of the Authority;
- xvii) Assist in legal research and assignments;
- xviii) Assist by undertaking additional tasks and responsibilities which may arise from time to time, relevant to the post. Initiating and progressing the enactment of the legislation proposed by the Authority through the AG'S chambers and Ministry of Transport;
- xix) Assist in initiating and progressing the enactment of the legislation proposed by the Authority through the Attorney General's chambers and the Ministry.

18.INTERNAL AUDITOR,

**KNQA GRADE 6-ONE (1) POST- REF NO. /NO.
18/2020**

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh 54,164 to 72,695 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade, an officer must: -

- i) Have Bachelor's Degree (KNQF Level 7or equivalent) in Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- ii) Be proficient in computer application skill; and
- iii) Fulfilled the requirements of Chapter 6 of the Constitution.

Key Duties and responsibilities

- i) Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
- ii) Performing substantive and compliance testing of accountable records and documents and prepare working papers;
- iii) Working as the secretary to the Audit, Risk and Compliance committee of the Council;
- iv) Providing input in preparation of audit reports for audit engagements executed; and
- v) Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits.

19.SENIOR DRIVER,

KNQA GRADE 8 –ONE (1) POST-REF NO/NO. 19/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh. 36,324 to 47,647 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade a candidate must have: -

- i) At least served in the grade of Driver for at least eight (8) years;
- ii) Minimum KCSE D+ (plus) KNQF Level 2 or its equivalent;
- iii) The Occupational Trade Test III Certificate OR its Equivalent
- iv) A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v) A defensive Driving Certificate from the Automobile Association of Kenya (AA) or

- its equivalent qualification from any other recognized institution;
- vi) A valid Certificate of Good Conduct;
- vii) A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- viii) An accident free driving period of 5 years;
- ix) Fulfill the requirements of Chapter 6.

Duties and Responsibilities

- i) Driving the Authority vehicle as authorized;
- ii) Carrying out minor mechanical adjustments;
- iii) Recognizing and reporting mechanical defaults of the vehicles;
- iv) ensuring security and safety of the vehicle on and off the road;
- v) Monitoring and reporting expiry of insurance policies for motor vehicles;
- vi) Overseeing transport management;
- vii) Preparing and submitting reports on transport when need arises; and
- viii) Ensuring safety of passengers and/or goods therein.

20. DRIVER, KNQA GRADE 9 –ONE (1) POST-REF NO. KNQA/NO. 20/2020

| | |
|--------------------|----------------------------|
| Basic Salary Scale | Ksh. 30,531 to 40278 pm |
| Leave Entitlement | 30 days per financial year |
| Terms of Service | Permanent and pensionable |

For appointment to this grade a candidate must have: -

- i) At least served in the grade of Driver for at least four (4) years;
- ii) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii) The Occupational Trade Test II Certificate;
- iv) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v) Certificate of Good Conduct (renewable after two (2) years);
- vi) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution; and
- vii) An accident free driving period of 3 years.
- viii) Proficiency in computer applications;
- ix) Fulfilled the requirements of Chapter six (6) of the Constitution

Key Duties and Responsibilities -

- i) Maintaining cleanliness of the vehicle;
- ii) Keeping up to date work tickets for vehicles;
- iii) Cleaning of the assigned motor vehicle;
- iv) Submitting regular reports on motor vehicle assigned;

- v) Reporting any mechanical/accident problems; and
- vi) Proper mechanical working condition of the vehicle.

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