



STAFF REQUISITIONS AND SUMMARY OF JOB DESCRIPTIONS

S/NO	JOB REF. NO	DESIGNATION	JOB GRADE	NO. OF POSTS
1	KNQA/No.1/2021	Director, Technical Services	KNQA 2	1
2	KNQA/No.2/2021	Director, Corporate Services	KNQA 2	1
3	KNQA/No.3/2021	Deputy Director, Standards, Assessment and Quality Assurance	KNQA 3	1
4	KNQA/No.4/2021	Deputy Director, Alignment and Validation	KNQA 3	1
5	KNQA/No.5/2021	Head of Finance and Accounts	KNQA 3	1
6	KNQA/No.6/2021	Principal, Registration, Accreditation and Documentation	KNQA 4	1
7	KNQA/No.7/2021	Principal Alignment and Validation	KNQA 4	1
8	KNQA/No.8/2021	Senior, Alignment and Validation Officer	KNQA 5	1
9	KNQA/No.9/2021	Registration, Accreditation and Documentation Officer	KNQA 6	2
10	KNQA/No.10/2021	ICT Officer (Software)	KNQA 6	1
11	KNQA/No.11/2021	Research and Policy Officer	KNQA 6	1
12	KNQA /No.12/2021	Alignment and Validation Officer	KNQA 6	2
13	KNQA/No.13/2021	Executive Office Administrator	KNQA 6	1
14	KNQA/No.14/2021	Finance Officer	KNQA 6	1
15	KNQA/No.15/2021	Office Administrator	KNQA 8	1
16	KNQA/No.16/2021	Driver	KNQA 9	2
17	KNQA/No.17/2021	Office Assistant	KNQA 10	1
		TOTAL		20

**1. DIRECTOR, TECHNICAL SERVICES,
KNQA GRADE 2 - ONE (1) POST. REF. NO -KNQA/NO.1/2021**

Salary Scale (KSH)	Kshs. 158,435 - Kshs 243,982 pm
Leave Entitlement	30 Days per financial year
Terms of Service	Five (5) years Contract renewable once subject to satisfactory performance

For appointment to this grade a candidate must have: -

- i. Twelve (12) years relevant work experience ten (10) of which must have been in top management;
- ii. Bachelor degree (KNQF Level 7 or equivalent) in Education, Engineering, Architecture or related field from a recognized university in Kenya;
- iii. Master's Degree (KNQF Level 9) in Curriculum Development, Quality Assurance, Assessment and Examination or Higher Education from a recognized university in Kenya ;
- iv. Doctorate Degree (KNQF Level 10) in Curriculum Development, Quality Assurance, Assessment and Examination or Higher Education from a recognized university in Kenya is an added advantage;
- v. Professional qualification and membership where applicable;
- vi. Leadership course lasting not less than four (4) weeks;
- vii. Proficiency in computer applications;
- viii. Fulfil the requirements of Chapter Six (6) of the Constitution.

Key Duties and Responsibilities

- i. Co-coordinating and supervising the development of policies on national qualifications;
- ii. Developing a framework for the development of an accreditation system on qualifications;
- iii. Developing a system for assessment of national qualifications;
- iv. Developing and review inter-relationships and linkages across national qualifications in consultation with stakeholders, relevant institutions and agencies;
- v. Maintaining a national database of national qualifications;
- vi. Publishing manuals, codes and guidelines on national qualifications;
- vii. Advising and supporting any person, body or institution which is responsible for the award of national qualifications;
- viii. Publishing an annual report on the status of national qualifications;
- ix. Setting standards and benchmarks for qualifications and competencies including skills, knowledge, attitudes and values;
- x. Defining the levels of qualifications and competencies;
- xi. Providing for the recognition of attainment or competencies including skills, knowledge, attitudes and values;
- xii. Facilitating linkages, credit transfers and exemptions and a vertical and horizontal

- mobility at all levels to enable entry, re-entry and exit;
- xiii. Conducting research on equalization of qualifications;
- xiv. Establishing standards for harmonization and recognition of national and foreign qualifications;
- xv. Building confidence in the national qualifications system that contributes to the national economy;
- xvi. Providing pathways that support the development and maintenance of flexible access to qualifications;
- xvii. Promoting the recognition of national qualifications internationally.

Key Competencies and skills

- i. Analytical skills;
- ii. Creative and innovative thinking;
- iii. Mobilization skills;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Ability to networking and building linkages;
- viii. Conversant with PFM Act

2. DIRECTOR, CORPORATE SERVICES

KNQA GRADE 2 -ONE (1) POST. REF. NO. KNQA/NO.2/2021

Salary Scale	Kshs 158,435 - Kshs 243,982 pm
Leave Entitlement	30 days per financial year
Terms of Service	Five (5) years Contract renewable once subject to satisfactory performance

For appointment to this grade a candidate must have: -

- i. A Minimum of twelve (12) years relevant work experience and at least ten (10) in a senior management role in the Public Service or Private Sector;
- ii. Bachelor's Degree (KNQF Level 7 or equivalent) in either Commerce, Accounting, Business Administration, Finance, ICT, Communications, Public Relations, Journalism, Human Resource or any other equivalent qualification from a recognized institution;
- iii. Master's Degree (KNQF Level 9) in any of the following: Commerce, Accounting, Business Administration, Communications, Public Relations, Human Resource or their equivalent qualification from a recognized institution;
- iv. Membership and in good standing of a relevant professional body/Institution;
- v. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications; and
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution

Key Duties and Responsibilities;

- i. Overseeing all issues regarding the financing of KNQA activities and advise the Authority on financial planning strategies and policies;
- ii. Developing and implementing sound financial management policies and procedures;
- iii. Plan and coordinate timely preparation of annual Work Plans and budget estimates for the Authority;
- iv. Developing and managing internal controls and compliance;
- v. Participating in developing resource mobilization strategies;
- vi. Overseeing preparation of the final Annual Statement of Accounts in accordance with accounting standards and procedures;
- vii. Developing and overseeing the implementation of a dynamic corporate strategy that is able to deliver services and results as envisioned in the strategic plan;
- viii. Ensuring prudent and optimal utilization of Authority funds and Assets;
- ix. Providing up to date, accurate and prompt management accounts and reports to the management and the Council;
- x. Providing oversight to the Authority's human capital affairs, ensuring that the Authority has the right and sufficient human resource to meet its objectives;
- xi. Providing oversight for effective records management operations;
- xii. Participating in the development and review of the Institution's strategic plan;
- xiii. Reviewing the Corporate Services business plans in line with the overall strategic objectives and government performance contract;
- xiv. Overseeing operations of Human Resources, Administration and Finance & Accounting departments; and
- xv. Overseeing the implementation of corporate projects.

Key Competencies and skills

- i. Analytical skills;
- ii. Creative and innovative thinking;
- iii. Mobilization skills;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Ability to networking and building linkages;
- viii. Conversant with PFM Act

3. DEPUTY DIRECTOR, STANDARDS, ASSESSMENT & QUALITY ASSURANCE KNQA GRADE 3 -ONE (1) POST. REF. NO. KNQA/NO.3/2021

Salary Scale	Ksh 115,599 - Kshs 187,767 pm
Leave Entitlement	30 days per financial year
Terms of Service	Contract

For appointment to this grade a candidate must have: -

- i. Ten (10) 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, Social Sciences, Science or related field from a recognized university in Kenya;
- iii. Master's Degree (KNQF Level 9) in Curriculum development, quality assurance, assessment and examination, Economics, Statistics, Project Management, Sciences, Social Science, Higher education, Comparative Education or related field from a recognized university in Kenya ;
- iv. Doctorate Degree (KNQF Level 10) in Curriculum development, quality assurance, assessment and examination, Economics, Statistics, Project Management, Sciences, Social Science, Higher education, Comparative Education or related field from a recognized university in Kenya is an added advantage;
- v. Professional qualification and membership where applicable;
- vi. Management course lasting not less than four (4) weeks;
- vii. Proficiency in computer applications;
- viii. Fulfil the requirements of Chapter Six (6) of the Constitution.

Key Duties and Responsibilities;

- i. General administration and coordination of the department;
- ii. Advising the authority on the world best practices on CATS
- iii. Reviewing regulations, policies and guidelines on assessments, CATs;
- iv. Developing and reviewing quality assurance standards;
- v. Recruit and facilitate the training of assessments, CATS and QA peer reviewers;
- vi. Coordinating the assessments and determination of CATs;
- vii. Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies on assessment and credit accumulation and transfer;
- viii. Guiding, advising and appraising officers under their supervision;
- ix. Benchmarking and developing best practices in assessment, CATs and QA;
- x. Evaluating the application for credits transfer;
- xi. Conducting the assessment of application for credit transfer;
- xii. Developing and implementing policies, standards and guidelines on assessment, credit accumulation and transfer and quality assurance;

- xiii. Developing manuals, codes and guidelines on national qualifications;
- xiv. Developing and maintaining the Kenya Credit Accumulation and Transfer System (KCATS);
- xv. Advising and support any person, body or institution which is responsible for the award of national qualifications;
- xvi. Facilitating linkages, credit transfers and exemptions and a vertical and horizontal mobility at all levels to enable entry, re-entry and exit;

Skills and competencies

- i. Analytical skills;
- ii. Creative and innovative thinking;
- iii. Resources mobilization;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Networking and building linkages;
- viii. Conversant with PFM Act

**4. DEPUTY DIRECTOR ALIGNMENT AND VALIDATION,
KNQA GRADE 3-ONE (1) POST. REF. NO -KNQA/NO. 4/2022**

Salary Scale (KSH)	Ksh 115,599 - Ksh 187,767 pm
Leave Entitlement	30 Working days per financial year
Terms of Service	Contract

For appointment to this grade a candidate must have: -

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

Key Duties and Responsibilities

- i. Developing a system for assessment of national qualifications;
- ii. Providing for the alignment of attainment or competencies including skills, knowledge, attitudes and values;
- iii. Conducting research on equalization of qualifications;
- iv. Establishing standards for harmonization and alignment of national and foreign qualifications;
- v. Providing pathways that support the development and maintenance of flexible access to qualifications;
- vi. Promoting the alignment of national qualifications internationally;
- vii. Monitoring, evaluating, reporting and reviewing regulations, policies, guidelines and tools on alignment and validation;
- viii. Overseeing the validation and alignment of qualifications and prior learning;
- ix. Recruiting and facilitating the training of validation and alignment peer reviewers;
- x. Maintaining linkage and partnerships stakeholders;
- xi. Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies developing, monitoring, evaluating, reporting and reviewing standards for KNQF,
- xii. Guiding, advising and appraising officers under their supervision;

Skills and competencies

- i. Analytical skills;
- ii. Creative and innovative thinking;
- iii. Resources mobilization;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Networking and building linkages;
- viii. Conversant with PFM Act

5. HEAD OF FINANCE AND ACCOUNTS

KNQA GRADE 3 -ONE (1) POST. REF. NO. KNQA/NO.5/2021

Salary Scale	Ksh 115,599 - Kshs 187,767 pm
Leave Entitlement	30 days per financial year
Terms of Service	Contract

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

- i. A minimum period of ten (10) years relevant work experience eight (8) of which should have been in management;
- ii. Bachelor's Degree (KNQF Level 7 or equivalent) in Commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a

- recognized institution;
- iii. Master’s Degree (KNQF Level 9) in any of the following: Accounting, Business Administration, Finance or their equivalent qualification from a recognized Institution;
- iv. Certified Public Accountant Part III (CPA K) or Associate of Certified Chartered Accountant (ACCA);
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and responsibilities entails;

- i. Managing all issues regarding the financing of Kenya National Qualifications Authority activities;
- ii. Participating in Development and implementation of sound financial management policies and procedures;
- iii. Consolidating the Authority printed budget estimates and revised budget as per guidelines issued by National Treasury;
- iv. Forecasting Annual cash flow requirements and coordinate preparation of annual budgets;
- v. Scheduling all payments within the Authority budgetary provisions;
- vi. Ensuring Budgetary and cost control by reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action;
- vii. Guiding other departments by interpreting government accounting policy and applying it in all operations of the Authority;
- viii. Planning and coordinating timely preparation of annual Work Plans and budget estimates;
- ix. Developing and managing internal controls and compliance;
- x. Participate in Public Private Partnership program strategies and resource mobilization;
- xi. Analyzing and interpret financial reports and other accounting records;
- xii. Ensure prudent and optimal utilization of Authority funds and Assets;
- xiii. Managing proper records of financial transactions;
- xiv. Overseeing preparation of the final Annual Statement of Accounts in accordance with accounting standards and procedures and submission to relevant institutions;
- xv. Reviewing and ensuring timely and accurate preparation of management accounting reports on quarterly and annual basis;
- xvi. Maintaining accurate and complete financial record of the Authority and regularly review the financial system;
- xvii. Undertaking financial risk management;
- xviii. Monitoring and evaluating funds applications and accountability;
- xix. Ensuring compliance with applicable financial statutory obligations and circulars;
- xx. Ensuring proper Revenue and Treasury Management and reporting.

**6. PRINCIPAL REGISTRATION, ACCREDITATION AND DOCUMENTATION OFFICER
KNQA GRADE 4 -ONE (1) POST- REF. NO KNQA/NO.6/2021**

Salary Scale	Ksh 95,321 - Kshs 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' work experience four (4) of which must have been in a supervisory role;
- ii. Bachelor's degree (KNQF Level 7 or equivalent) in Education, Engineering, Architecture or related field from a recognized university in Kenya;
- iii. Master's Degree (KNQF Level 9) in Curriculum development, quality assurance, assessment and examination and higher education from a recognized university in Kenya;
- iv. Professional qualification and membership where applicable;
- v. Management course lasting not less four (4) weeks;
- vi. Proficiency in computer applications.
- vii. Fulfil the requirements of Chapter 6 of the Constitution;

Skills and Competencies

- i. Team work and analytical skills;
- ii. Public Relations skills;
- iii. Good communication and reporting skills;
- iv. Interpersonal skills
- v. Integrity

Key Duties and Responsibilities;

- i. Initiating the development, monitoring, evaluation, reporting and reviewing of regulations, policies and guidelines on accreditation of qualifications;
- ii. Initiating the development, monitoring, evaluation, reporting and reviewing regulations, policies and guidelines on registration & accreditation qualifications;
- iii. Initiating the development of standards, guidelines and tools for qualification accreditation purposes;
- iv. Coordinate the maintenance of a national data base of qualification accredited in Kenya;
- v. Advising institutions and individuals on accreditation of institution;
- vi. Supervising the planning for and scheduling of site visits to institutions and reporting;
- vii. Coordinating technical/full inspections and preparation of reports;
- viii. Supervising the administration of self-evaluation by institutions and reporting;
- ix. Recruitment and facilitation for the training of accreditation and registration peer reviewers;

- x. Maintaining a database of accreditation and registration peer reviewers;
- xi. Maintaining linkage and partnerships with other qualifications bodies;
- xii. Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies;

**7. PRINCIPAL ALIGNMENT AND VALIDATION,
KNQA GRADE 4 -ONE (1) POST. REF. NO -KNQA/NO.7/2021**

Salary Scale	Ksh 95,321-Kshs 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. Eight (8) years relevant work experience four (4) of which must have been at
- ii. supervisory level;
- iii. Bachelor’s degree (KNQF Level 7 or equivalent) in Education, Economics, Architecture, Engineering, statistics, Social Sciences, Science or related field from a recognized university in Kenya;
- iv. Master’s Degree (KNQF Level 9) in Curriculum development, quality assurance, assessment and examination, Economics, Statistics, Project Management, Sciences, Social Science, Higher education, Comparative Education or related field from a recognized university in Kenya;
- v. Professional qualification and membership where applicable;
- vi. Management course lasting not less four (4) weeks;
- vii. Fulfil the requirements of Chapter 6 of the Constitution;
- viii. Proficiency in computer applications.

Key Duties and responsibilities entails;

- i. Supervising and conducting alignment and validation of foreign qualifications;
- ii. Supervising and conducting validation of prior learning;
- iii. Developing, monitoring, evaluating, reporting and reviewing regulations, policies, guidelines and tools on alignment and validation;
- iv. Planning and scheduling for assessment of application for alignment and validation;
- v. Supervising the recruitment and facilitation for the training of alignment and validation peer reviewers;
- vi. Maintaining linkage and partnerships stakeholders;
- vii. Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies;
- viii. Guiding, advising and appraising officers under their supervision;

8. SENIOR ALIGNMENT AND VALIDATION OFFICER

KNQA GRADE 5 -ONE (1) POST - REF. NO KNQA/NO.8/2021

Salary Scale	Ksh 61,670 - Ksh. 96,733 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. Four (4) years relevant work experience;
- ii. Bachelor's degree (KNQF Level 7 or equivalent) in Education, Economics, Architecture, Engineering, Statistics, Social Sciences, Science or related field from a recognized university in Kenya;
- iii. Supervisory course lasting not less than two (2) weeks;
- iv. Fulfil the requirements of Chapter 6 of the Constitution;
- v. Proficiency in computer applications.

Skills and competencies

- i. Team work and analytical skills;
- ii. Public Relations skills;
- iii. Good communication and reporting skills;
- iv. Interpersonal skills

Key Duties and Responsibilities

- i. Conducting assessment and evaluating applications for alignment and validation of foreign qualifications;
- ii. Conducting assessment and evaluating applications for validation of prior learning;
- iii. Monitoring, evaluating, reporting and initiate reviewing regulations, policies, guidelines and tools on alignment and validation of qualifications;
- iv. Facilitating the recruitment and facilitation for the training of alignment and validation peer reviewers;
- v. Liaising with education regulatory bodies, curriculum developers, qualifications awarding bodies and other government ministries and agencies on alignment and validation of qualifications;
- vii. Guiding, advising and appraising officers under their supervision;

9. REGISTRATION ACCREDITATION AND DOCUMENTATION OFFICER,

KNQA GRADE 6 - TWO (2) POSTS -REF NO KNQA/NO.9/2021

Salary Scale	Ksh 54,164 - Ksh. 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 Education, Engineering, Architecture or related field from a recognized university in Kenya;
- ii. Fulfil the requirements of Chapter 6 of the Constitution;
- iii. Proficiency in computer applications.

Key Duties and Responsibilities;

- 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 assessment and drafting the reports;
- v. Processing applications of peer reviewers and facilitators;
- vi. Organizing accreditation training and other workshops;
- vii. Undertaking technical/full inspections and prepare reports;
- viii. Analyzing self-evaluation by institutions and reporting;
- ix. Updating the database of accreditation and registration peer reviewers;
- 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;

10. ICT OFFICER (SOFTWARE)

KNQA GRADE 6 - ONE (1) POST -REF NO KNQA/NO.10/2021

Salary Scale	Ksh 54,164 - Ksh. 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. Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and responsibilities will entail assisting in;

- 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 upto 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
- ix. Ensuring Business continuity by performing regular data and application backups.

11. RESEARCH AND POLICY OFFICER

KNQA GRADE 6 - ONE (1) POST -REF NO KNQA/NO.11/2021

Salary Scale	Ksh 54,164 - Ksh. 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 Education, Economics, statistics, Project Management, Social Sciences, Science or related field from a recognized university in Kenya;
- ii. Fulfil the requirements of Chapter 6 of the Constitution;
- iii. Proficiency in computer applications.

Key Duties and responsibilities will entail assisting in;

- i. Undertaking research on critical issues in KNQA;
- ii. Monitoring and evaluating implementation and review of research policies and strategies;
- iii. Facilitating Promoting and strengthening research and consultancy within the Authority;

- iv. Establish networks with relevant research institutions;
- v. Carrying out research to promote qualification framework and discern trends, merging issues and global best practices in QFs;
- vi. Initiating the development policies, strategies and tools for carrying out research and innovation regarding qualification framework in the country;

12. ALIGNMENT AND VALIDATION OFFICER,

KNQA GRADE 6 - TWO (2) POSTS- REF NO KNQA/NO.12/2021

Salary Scale	Ksh 54,164 - Ksh. 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 Education, Economics, Architecture, Engineering, statistics, Social Sciences, Science or related field from a recognized university in Kenya;
- ii. Fulfil the requirements of Chapter 6 of the Constitution;
- iii. Proficiency in computer applications.

Key Duties and responsibilities

- i. Conducting assessment and evaluating applications for alignment and validation of foreign qualifications;
- ii. Conducting assessment and evaluating applications for alignment and validation of prior learning;
- iii. Evaluating, reporting and initiate reviewing regulations, policies, guidelines and tools on SEREQ;

13. EXECUTIVE OFFICE ADMINISTRATOR

KNQA GRADE 6- ONE (1) POST-KNQA/NO.13/2021

Salary Scale	Ksh 54,164 - Ksh. 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. Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

Key Duties and Responsibilities

- i. Ensuring security of office equipment, documents and records;
- ii. Recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office;
- iii. Planning and organizing meetings, workshop/conferences and seminars; operating office equipment;
- iv. Responding to correspondences; attending to visitors/clients; handling telephone calls, enquiries and appointments;
- v. Handling protocols and confirming travel itineraries; and managing office petty cash.
- vi. Guiding and supervising lower secretarial personnel.

14. FINANCE OFFICER

KNQA GRADE 6- ONE (1) POST-KNQA/NO.14/2021

Salary Scale	Ksh 54,164 - Ksh. 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 Commerce Business Administration, Business Management (Finance option) or other relevant and equivalent qualifications from a recognized institution.
- ii. Proficiency in computer applications and
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

Key Competencies and skills

- i. Strong communication and reporting skills
- ii. Strong analytical and numerical skills
- iii. Strong organization and inter personal skill
- iv. Mentoring, coaching and leadership skills

- v. Professionalism
- vi. Ethical and integrity
- vi. Interpersonal and negotiation skills
- vii. Ability to work under pressure, prioritize and multi task

Key Duties and responsibilities;

- i. Assist in the budget making process and during revision of the same
- ii. Checking the Vote Book and ensure budgetary controls are in place
- iii. Ensures safe custody of accountable documents
- iv. Review monthly, quarterly and annual management reports;
- v. Review vote book entries and undertake monthly variance analysis;
- vi. Conduct below the line analysis accounts;
- vii. Assist in the budget and revised budget preparation as per work plan

15. OFFICE ADMINISTRATOR

KNQA GRADE 8 – ONE (1) POST - REF NO. KNQA/NO. 15/2021

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

For appointment to this grade a candidate must have: -

- i. Diploma (KNQF Level 6 or equivalent) in Secretarial Studies or any other equivalent from a recognized institution;
- ii. Have passed the following examinations from the Kenya National Examinations Council (KNEC);
 - a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - b) Shorthand III (120 w.p.m);
 - c) Business English III/Communications I;
 - d) Office Management III/Office Administration and Management III;
 - e) Secretarial Duties II;
 - f) Commerce II;
- iii. Proficiency in computer applications;
- iv. Meet the provision of Chapter Six of Constitution.

Duties and Responsibilities

- i. Attending to visitors/clients;
- ii. Handling telephone calls and enquiries;
- iii. Handling customer inquiries and complaints;
- iv. Ensuring security of office records, equipment and documents;
- v. Ensuring confidentiality of office information;
- vi. Record keeping for correspondences and file movement;
- vii. Managing office protocol and etiquette;

- viii. Managing petty cash for the respective office;
- ix. Maintaining an up to date file movement register;
- x. Coordinating the general administration of the respective department/office;
- xi. Coordinating schedule of meetings and appointments for the respective departments/office;
- xii. Coordinating travel arrangements for the respective departments/office;
- xiii. Coordinating appointments and travel itineraries for the Chief Manager;
- xiv. Preparing responses to simple routine correspondence for the Chief Manger; and
- xv. Monitoring procedures for record keeping for correspondences.
- xvi. Ensuring security, integrity and confidentiality of data; and
- xvii. Undertaking any other office administrative services duties that may be assigned.

16. DRIVER

KNQA GRADE 9 – TWO (2) POSTS-REF NO. KNQA/NO. 16/2021

Salary Scale	Ksh. 30,531 - Ksh. 40, 278 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) (KNQF Level 2 or equivalent) 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.

17. OFFICE ASSISTANT

KNQA GRADE 10 – ONE (1) POST - REF NO. KNQA/NO. 17/2021

Salary Scale	Ksh. 25,535-Ksh. 33,944pm
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 a mean grade D+ (plus) (KNQF Level 2 or equivalent) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- ii. Proficiency in English and Kiswahili languages;
- iii. Good inter-personal skills; and
- iv. Fulfilled the requirements of Chapter Six of the constitution.

Key Duties and Responsibilities -

- i. Cleaning offices, machines/ equipment/apparatus;
- ii. Collecting and disposing waste;
- iii. Dusting offices and ensuring habitable office conditions;
- iv. Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters.
- v. Arranging for meeting venues professionally and timely;
- vi. Keeping inventory of kitchen equipment;
- vii. Preparing and serving office tea; and
- viii. Performing office and messengerial duties.