

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ 0111054120

✉ info@hrmpeb.or.ke

🌐 [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)



REPUBLIC OF KENYA



📍 1<sup>st</sup> FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL. P.O.BOX 23733-00100 NAIROBI, KENYA

## JOBS AVERTISMENT

The Human Resource Management Professionals Examinations Board (HRMPEB) is as a state corporation within the Ministry of Public Service, Human Capital Development and Special Programmes. It is established in accordance with Section 16 of the Human Resource Management Professionals Act, No. 52 of 2012.

The Board is seeking to recruit highly competent, proactive and self-driven individuals to fill the following positions:

No	Position	Job Group	Posts	Vacancy Reference
1.	Principal Internal Auditor	3	1	HRMPEB/PIA/3/1/01
2.	Principal Examination Administration Officer	3	1	HRMPEB/PEAO/3/1/02
3.	Senior Test Development Officer	4	1	HRMPEB/STDO/4/1/03
4.	Accountant	5	1	HRMPEB/ACC/5/1/04
5.	Driver	8	1	HRMPEB/D/8/1/05

Details of the job description and requirements can be accessed on our website [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)

### **How to apply**

All applications should reach the Board on or before **1<sup>st</sup> June, 2026** by 1700hrs. Applications should be addressed to:

**Chief Executive Officer,  
Human Resource Management Professionals Examinations Board.  
P.O. Box 23733 – 00100,  
Nairobi, Kenya.**

Applicants should email the softcopy applications to the CEO using the email: [recruitment@hrmpeb.or.ke](mailto:recruitment@hrmpeb.or.ke) quoting the vacancy reference number and job title on the subject. All the documents should be merged into a **single PDF file**.

HRMPEB is an Equal Opportunity Employer committed to diversity and gender equality. Persons with disabilities, women and those from marginalized areas are encouraged to apply.

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ 0111054120

✉ [info@hrmpeb.or.ke](mailto:info@hrmpeb.or.ke)

🌐 [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)



📍 1<sup>st</sup> FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL. P.O.BOX 23733-00100 NAIROBI, KENYA

---

## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD VACANCY FOR THE POSITION OF PRINCIPAL INTERNAL AUDITOR – HRMPEB GRADE 3

The Human Resource Management Professionals Examinations Board (HRMPEB) was established under section 16 of the Human Resource Management Professionals Act, 2012. Its functions and powers include;

- (a) Prescribing and regulating syllabuses of instruction for human resource management professional examinations;
- (b) Preparing and conducting examinations for persons seeking registration under the Act;
- (c) Making rules in respect to examinations;
- (d) Prescribing the fees and other charges payable with respect to such examinations;
- (e) Issuing certificates to candidates who have satisfied examinations requirements;
- (f) Issuing professional qualifying certificates and other awards to candidates who have satisfied examination requirements
- (g) Investigating and determining cases involving indiscipline of students registered with the Examination Board;
- (h) Promoting recognition of its examinations locally and internationally

The Board is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Principal Internal Auditor, Grade 3.

### **Job Purpose**

To provide independent and objective assurance and advisory services to the Board, adding value and enhancing operations through a systematic and disciplined evaluation of risk management, internal controls, and governance processes.

## **Job Description**

### **Duties and Responsibilities:**

An officer at this level will be responsible to the Board of Directors functionally and to the CEO administratively for the co-ordination and management of the Internal Audit function at the Board.

Duties and responsibilities at this level will entail:

- i. Co-ordinating the development, review and implementation of sound internal audit policies, strategies and procedures;
- ii. Co-ordinating the development and implementation of fraud investigation strategy;
- iii. Supervising the development and review of internal controls;
- iv. Publishing audit reports;
- v. Monitoring the implementation of audit recommendations and report findings to the Audit and Risk Management Committee and senior management;
- vi. Interpreting prevailing policies for sound auditing principles, practices and control;
- vii. Preparing and submitting audit reports to the Audit and Risk Committee;
- viii. Reporting on implementation of annual audit work plans to the audit and risk committee;
- ix. Co-ordinating the development of audit plans, setting targets and budgets;
- x. Monitoring performance targets and appraising the staff in the Division and
- xi. Any other duties that may be assigned from time to time

### **Person Specification**

For appointment to this position, a candidate **must** have:

- i. Served in the grade of Senior Internal Auditor HRMPEB Grade 4 or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree any of the following disciplines: Accounting, Finance, Economic or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Accounting, Finance, Economic or equivalent qualification from a recognized institution;
- iv. Certificate in any of the following fields: Part III of the Certified Internal Auditor (CIA); Part III of the Certified Public Accountants (CPA) Examination; Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- v. Certificate in Certified Information System Auditor (CISA);
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body;

- vii. Management Course lasting not less than four (4) weeks from a recognized institution;
- viii. Fulfilled the requirements of Chapter Six of the Constitution;
- ix. Proficiency in computer application skills; and
- x. Demonstrated professional competence in audit work as reflected in work performance and results.

### **Key Skills and Competencies**

- i. Communication skills
- ii. Interpersonal skills
- iii. Organizational skills
- iv. Ability to work under pressure
- v. Ability to work well with teams
- vi. Problem solving skills
- vii. Supervisory skills

### **How to Apply:**

Interested persons who meet the above minimum criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA Pin. The CV must at the minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information-mobile number and email.

Applicants should email the softcopy applications marked/referenced HRMPEB/PIA/3/1/01: Application for the Position of Principal Internal Auditor–HRMPEB Grade 3 to the Chief Executive Officer ONLY to: [recruitment@hrmpeb.or.ke](mailto:recruitment@hrmpeb.or.ke)

All applications should reach the Board on or before **1<sup>st</sup> June, 2026** by 1700hrs.

### **Important information to all Candidates:**

- a) Successful candidates **MUST** satisfy the requirements of Leadership and Integrity as set out in Chapter six (6) of the Constitution of Kenya and shall be required to present the following documents during the interview:
  - i. Clearance from Ethics and Anti-Corruption Commission;
  - ii. Tax Compliance Certificate from Kenya Revenue Authority;
  - iii. Certificate of Good Conduct from the Directorate of Criminal Investigations;

- iv. Certificate of Clearance from Credit Reference Bureau
- v. Clearance Certificate from Higher Education Loans Board or proof of ongoing repayments;
- b) Only successful candidates will be invited for the interview.
- c) Shortlisted Candidates shall be required to produce originals of their National Identity, Academic Certificates, Professional Memberships and Testimonials.
- d) HRMPEB is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.
- e) Canvassing in any form will lead to automatic disqualification.

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ 0111054120

✉ [info@hrmpeb.or.ke](mailto:info@hrmpeb.or.ke)

🌐 [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)



📍 1<sup>st</sup> FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL. P.O.BOX 23733-00100 NAIROBI, KENYA

---

## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD VACANCY FOR THE POSITION OF PRINCIPAL EXAMINATION ADMINISTRATION OFFICER – HRMPEB GRADE 3

The Human Resource Management Professionals Examinations Board (HRMPEB) was established under section 16 of the Human Resource Management Professionals Act, 2012. Its functions and powers include;

- (a) Prescribing and regulating syllabuses of instruction for human resource management professional examinations;
- (b) Preparing and conducting examinations for persons seeking registration under the Act;
- (c) Making rules in respect to examinations;
- (d) Prescribing the fees and other charges payable with respect to such examinations;
- (e) Issuing certificates to candidates who have satisfied examinations requirements;
- (f) Issuing professional qualifying certificates and other awards to candidates who have satisfied examination requirements
- (g) Investigating and determining cases involving indiscipline of students registered with the Examination Board;
- (h) Promoting recognition of its examinations locally and internationally

The Board is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Principal Examination Administration Officer, Grade 3.

### **Job Purpose**

Examination Officers will be responsible for the Examination Administration process.

## **Job Description**

### **Duties and Responsibilities:**

An officer at this level will be responsible to the Manager, Examination Administration.

Duties and responsibilities at this level will entail:

- i. Developing; reviewing and implementing Examination policies, strategies and plans;
- ii. Developing and managing the examinations framework;
- iii. Developing examination schedules for the Board;
- iv. Ensuring processing of candidates' marks and release of examination results for all examinations;
- v. Ensuring security and confidentiality of all examination materials and processes;
- vi. Maintaining safe custody of examination materials;
- vii. Facilitating efficient administration of examinations;
- viii. Processing exemption requests and making recommendations;
- ix. Analyzing exam results and making recommendations.
- x. Processing candidates' marks for all examinations;
- xi. Receiving and examining exemptions and appeal applications and credentials for new and continuing students to ascertain their eligibility;
- xii. Managing student registration process;
- xiii. Developing budgets and work plans for the department and
- xiv. Any other duties that may be assigned from time to time.

### **Person Specification**

For appointment to this position, a candidate **must** have:

- i. Served in the grade of Senior Examination Administration Officer HRMPEB Grade 4 or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in Education or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Education, Human Resource, Business Administration or equivalent qualification from a recognized institution;
- iv. Post graduate Diploma in Human Resource Management;
- v. Certified Human Resource Professional (CHRP);
- vi. Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Member of Institute of IHRM or any other relevant professional body;
- viii. Proficiency in computer applications;
- ix. Fulfilled the requirements of Chapter Six of the Constitution;
- x. Demonstrated professional competence and managerial skills as reflected in work performance and results.

## **Key Skills and Competencies**

- i. Excellent organizational skills with aptitude to manage multiple projects, follow through and meet deadlines;
- ii. Ability to constitute, lead and motivate teams for optimal productivity;
- iii. Exceptional analytical, critical thinking, and problem-solving skills;
- iv. Ability to interface effectively with multiple levels of management and stakeholders;
- v. Interpersonal and negotiation skills;
- vi. Ability to work independently while at the same time succinctly contribute to multiple teams across various offices;
- vii. Exemplary written and oral communication skills;
- viii. Ability to handle confidential and sensitive material and information with discretion; and
- ix. Solid knowledge of the Human Resource Industry.

### **How to Apply:**

Interested persons who meet the above minimum criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA Pin. The CV must at the minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information-mobile number and email.

Applicants should email the softcopy applications marked/referenced HRMPEB/PEAO/3/1/02: Application for the Position of Principal Examination Administration Officer – HRMPEB Grade 3 to the Chief Executive Officer ONLY to: [recruitment@hrmpeb.or.ke](mailto:recruitment@hrmpeb.or.ke)

All applications should reach the Board on or before **1<sup>st</sup> June, 2026** by 1700hrs.

### **Important information to all Candidates:**

- a) Successful candidates **MUST** satisfy the requirements of Leadership and Integrity as set out in Chapter Six (6) of the Constitution of Kenya and shall be required to present the following documents during the interview:
  - i. Clearance from Ethics and Anti-Corruption Commission;
  - ii. Tax Compliance Certificate from Kenya Revenue Authority;
  - iii. Certificate of Good Conduct from the Directorate of Criminal Investigations;
  - iv. Certificate of Clearance from Credit Reference Bureau

- v. Clearance Certificate from Higher Education Loans Board or proof of ongoing repayments;
- b) Only successful candidates will be invited for the interview.
- c) Shortlisted Candidates shall be required to produce originals of their National Identity, Academic Certificates, Professional Memberships and Testimonials.
- d) HRMPEB is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.
- e) Canvassing in any form will lead to automatic disqualification.

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ 0111054120

✉ [info@hrmpeb.or.ke](mailto:info@hrmpeb.or.ke)

🌐 [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)



📍 1<sup>st</sup> FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL. P.O.BOX 23733-00100 NAIROBI, KENYA

---

## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD VACANCY FOR THE POSITION OF SENIOR TEST DEVELOPMENT OFFICER – HRMPEB GRADE 4

The Human Resource Management Professionals Examinations Board (HRMPEB) was established under section 16 of the Human Resource Management Professionals Act, 2012. Its functions and powers include;

- (a) Prescribing and regulating syllabuses of instruction for human resource management professional examinations;
- (b) Preparing and conducting examinations for persons seeking registration under the Act;
- (c) Making rules in respect to examinations;
- (d) Prescribing the fees and other charges payable with respect to such examinations;
- (e) Issuing certificates to candidates who have satisfied examinations requirements;
- (f) Issuing professional qualifying certificates and other awards to candidates who have satisfied examination requirements
- (g) Investigating and determining cases involving indiscipline of students registered with the Examination Board;
- (h) Promoting recognition of its examinations locally and internationally

The Board is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Principal Examination Administration Officer, Grade 4.

### **Job Purpose**

Test Development Officers will be responsible for the Test Development process.

## **Job Description**

### **Duties and Responsibilities:**

An officer at this level will be responsible to the Manager, Test Development.

Duties and responsibilities at this level will entail:

- i. Implementing policies, standards and procedures for test development;
- ii. Preparing the first draft of the assessment material according to the syllabus specification;
- iii. Ensuring parity of standards across optional questions on the paper;
- iv. Maintaining safe custody of examination materials;
- v. Organizing panel meetings for item and paper setting;
- vi. Ensuring security and confidentiality of all examination materials and processes;
- vii. Proof reading and quality checks;
- viii. Identifying setters, markers, moderators and invigilators;
- ix. Drafting budget, procurement plans and work plan and
- x. Any other duties that may be assigned from time to time.

### **Person Specification**

For appointment to this position, a candidate **must** have:

- i. Served in the grade of Test Development Officer HRMPEB Grade 5 or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in Education or equivalent qualification from a recognized institution;
- iii. Post graduate Diploma in Human Resource Management;
- iv. Certified Human Resource Professional (CHRP);
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

### **Key Skills and Competencies**

- i. Organizational and planning skills;
- ii. Interpersonal and communication skills;
- iii. Ability to prioritize workload and meet deadlines;
- iv. IT skills;
- v. Ability to work under pressure;
- vi. Ability to working in teams;
- vii. Analytical and problem-solving skills; and
- viii. Time Management.

## **How to Apply:**

Interested persons who meet the above minimum criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA Pin. The CV must at the minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information-mobile number and email.

Applicants should email the softcopy applications marked/referenced HRMPEB/STDO/4/1/03: Application for the Position of Senior Test Development Officer – HRMPEB Grade 4 to the Chief Executive Officer ONLY to: [recruitment@hrmpeb.or.ke](mailto:recruitment@hrmpeb.or.ke)

All applications should reach the Board on or before **1<sup>st</sup> June, 2026** by 1700hrs.

## **Important information to all Candidates:**

- a) Successful candidates **MUST** satisfy the requirements of Leadership and Integrity as set out in Chapter Six (6) of the Constitution of Kenya and shall be required to present the following documents during the interview:
  - i. Clearance from Ethics and Anti-Corruption Commission;
  - ii. Tax Compliance Certificate from Kenya Revenue Authority;
  - iii. Certificate of Good Conduct from the Directorate of Criminal Investigations;
  - iv. Certificate of Clearance from Credit Reference Bureau
  - v. Clearance Certificate from Higher Education Loans Board or proof of ongoing repayments;
- b) Only successful candidates will be invited for the interview.
- c) Shortlisted Candidates shall be required to produce originals of their National Identity, Academic Certificates, Professional Memberships and Testimonials.
- d) HRMPEB is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.
- e) Canvassing in any form will lead to automatic disqualification.

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ 0111054120

✉ info@hrmpeb.or.ke

🌐 [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)



📍 1<sup>st</sup> FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL. P.O.BOX 23733-00100 NAIROBI, KENYA

---

## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD VACANCY FOR THE POSITION OF ACCOUNTANT – HRMPEB GRADE 5

The Human Resource Management Professionals Examinations Board (HRMPEB) was established under section 16 of the Human Resource Management Professionals Act, 2012. Its functions and powers include;

- (a) Prescribing and regulating syllabuses of instruction for human resource management professional examinations;
- (b) Preparing and conducting examinations for persons seeking registration under the Act;
- (c) Making rules in respect to examinations;
- (d) Prescribing the fees and other charges payable with respect to such examinations;
- (e) Issuing certificates to candidates who have satisfied examinations requirements;
- (f) Issuing professional qualifying certificates and other awards to candidates who have satisfied examination requirements
- (g) Investigating and determining cases involving indiscipline of students registered with the Examination Board;
- (h) Promoting recognition of its examinations locally and internationally

The Board is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Accountant, Grade 5.

### **Job Purpose**

The Finance and Accounts function is responsible for ensuring that the Board's financial resources are collected and managed in a prudent, accountable, and transparent manner to achieve effectiveness, economy, and efficiency. The role also entails maintaining a robust financial management system that supports the production of accurate and reliable financial statements, free from material error and fraud, to inform management decision-making and meet statutory reporting requirements.

## **Job Description**

### **Duties and Responsibilities:**

This is the entry and training grade for Accountants. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail:

- i. Preparing and verifying payment vouchers as well as revenue vouchers and submit for processing in accordance with the laid down rules and regulations;
- ii. Carrying out routine accounting work such as balancing of cashbooks, imprest and advances;
- iii. Maintaining registers of documents received and dispatched;
- iv. Primary data entry in ledgers, cashbooks, vote books and registers;
- v. Issuing receipts for monies received;
- vi. Filing payments and receipt vouchers and ensure safety of accounts files;
- vii. Filing simple statutory returns with relevant institutions;
- viii. Entering in the system entries relating to revenues and expenses;
- ix. Processing imprests, advances and other disbursements and remit statutory deductions;
- x. Preparing and maintaining financial records;
- xi. Maintaining primary records such as cashbooks, ledgers, vote books, registers; writing cheques and posting payments and receipt vouchers in the cash book;
- xii. Preparing simple management reports such as imprest and expenditure returns and
- xiii. Any other duties that may be assigned from time to time.

### **Person Specification**

For appointment to this position, a candidate **must** have:

- i. Bachelor's Degree in any of the following disciplines: Finance, Accounts Commerce (Finance Option), Business Administration, Business Management, Economics or its equivalent from a recognized institution;
- ii. Proficiency in computer applications skills; and
- iii. Fulfill the requirements of Chapter Six of the Constitution

### **Additional Advantage:**

- i. Certified Public Accountants of Kenya (CPA-K)
- ii. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body

## **Key Skills and Competencies**

- i. Integrity;
- ii. Planning and organizing skills;
- iii. IT skills;
- iv. Analytical skills;
- v. Good interpersonal and communication skills;
- vi. Ability to working in teams; and
- vii. Time Management.

## **How to Apply:**

Interested persons who meet the above minimum criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA Pin. The CV must at the minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information-mobile number and email.

Applicants should email the softcopy applications marked/referenced HRMPEB/ACC/5/1/04: Application for the Position of Accountant – HRMPEB Grade 5 to the Chief Executive Officer ONLY to: [recruitment@hrmpeb.or.ke](mailto:recruitment@hrmpeb.or.ke)

All applications should reach the Board on or before **1<sup>st</sup> June, 2026** by 1700hrs.

## **Important information to all Candidates:**

- a) Successful candidates **MUST** satisfy the requirements of Leadership and Integrity as set out in Chapter Six (6) of the Constitution of Kenya and shall be required to present the following documents during the interview:
  - i. Clearance from Ethics and Anti-Corruption Commission;
  - ii. Tax Compliance Certificate from Kenya Revenue Authority;
  - iii. Certificate of Good Conduct from the Directorate of Criminal Investigations;
  - iv. Certificate of Clearance from Credit Reference Bureau
  - v. Clearance Certificate from Higher Education Loans Board or proof of ongoing repayments;

- b) Only successful candidates will be invited for the interview.
- c) Shortlisted Candidates shall be required to produce originals of their National Identity, Academic Certificates, Professional Memberships and Testimonials.
- d) HRMPEB is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.
- e) Canvassing in any form will lead to automatic disqualification.

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ 0111054120

✉ info@hrmpeb.or.ke

🌐 [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)



📍 1<sup>st</sup> FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL. P.O.BOX 23733-00100 NAIROBI, KENYA

---

## HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD VACANCY FOR THE POSITION OF DRIVER – HRMPEB GRADE 8

The Human Resource Management Professionals Examinations Board (HRMPEB) was established under section 16 of the Human Resource Management Professionals Act, 2012. Its functions and powers include;

- (a) Prescribing and regulating syllabuses of instruction for human resource management professional examinations;
- (b) Preparing and conducting examinations for persons seeking registration under the Act;
- (c) Making rules in respect to examinations;
- (d) Prescribing the fees and other charges payable with respect to such examinations;
- (e) Issuing certificates to candidates who have satisfied examinations requirements;
- (f) Issuing professional qualifying certificates and other awards to candidates who have satisfied examination requirements
- (g) Investigating and determining cases involving indiscipline of students registered with the Examination Board;
- (h) Promoting recognition of its examinations locally and internationally

The Board is seeking to recruit a highly competent, proactive and self-driven individual to fill the position of Driver, Grade 8.

### **Job Purpose**

The Drivers are responsible for providing secure and timely driving services to employees and other authorized stakeholders of the Board. They also ensure that the vehicles are maintained and in good condition for smooth mobility.

## **Job Description**

### **Duties and Responsibilities:**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior driver.

Duties and responsibilities at this level will entail:

- i. Driving vehicles as authorized;
- ii. Carrying out routine checks on the vehicles;
- iii. Detecting and reporting malfunctioning of vehicles system;
- iv. Maintaining records of vehicles;
- v. Ensuring security and safety of the vehicle;
- vi. Overseeing safety of the passengers, goods and other road users;
- vii. Maintaining cleanliness of the vehicle;
- viii. Ensuring adherence to or observations of traffic laws; and
- ix. Reporting any incidents to police and/or the office immediately they occur.
- x. Any other duties that may be assigned from time to time.

### **Person Specification**

For appointment to this position, a candidate **must** have:

- i. KCSE D plain or equivalent qualification from a recognized institution;
- ii. Valid driving license;
- iii. Certificate of good conduct;
- iv. Occupational Trade Test for Drivers grade III;
- v. Certificate in First Aid;
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Proficiency in computer applications.

### **Key Skills and Competencies**

- i. Integrity;
- ii. Planning skills;
- iii. Communication and reporting skills;
- iv. Interpersonal skills; and
- v. Team player

### **How to Apply:**

Interested persons who meet the above minimum criteria are requested to submit duly signed application letters enclosing detailed curriculum vitae (CV), certified copies of relevant academic and professional certificates, national identity card and KRA Pin. The

CV must at the minimum provide details of current employer, current designation, current job group, current remuneration, date of substantive appointment, county and sub-county of origin and names and contacts of three (3) referees familiar with the applicant's professional and work record, contact information-mobile number and email.

Applicants should email the softcopy applications marked/referenced HRMPEB/D/8/1/05: Application for the Position of Driver – HRMPEB Grade 8 to the Chief Executive Officer ONLY to: [recruitment@hrmpeb.or.ke](mailto:recruitment@hrmpeb.or.ke)

All applications should reach the Board on or before **1<sup>st</sup> June, 2026** by 1700hrs.

**Important information to all Candidates:**

- a) Successful candidates **MUST** satisfy the requirements of Leadership and Integrity as set out in Chapter Six (6) of the Constitution of Kenya and shall be required to present the following documents during the interview:
  - i. Clearance from Ethics and Anti-Corruption Commission;
  - ii. Tax Compliance Certificate from Kenya Revenue Authority;
  - iii. Certificate of Good Conduct from the Directorate of Criminal Investigations;
  - iv. Certificate of Clearance from Credit Reference Bureau
  - v. Clearance Certificate from Higher Education Loans Board or proof of ongoing repayments;
- b) Only successful candidates will be invited for the interview.
- c) Shortlisted Candidates shall be required to produce originals of their National Identity, Academic Certificates, Professional Memberships and Testimonials.
- d) HRMPEB is an Equal Opportunity Employer committed to diversity and gender equality. Persons Living with Disability (PWD), women and those from marginalized areas are encouraged to apply.
- e) Canvassing in any form will lead to automatic disqualification.