

# HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

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REPUBLIC OF KENYA



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P.O.BOX 23733-00100  
NAIROBI, KENYA

## CAREER OPPORTUNITIES

The Human Resource Management Professionals Examinations Board (HRMPEB) is a State Corporation under the Ministry of Public Service and Human Capital Development, established under Section 16 of the HRMP Act No. 52 of 2012. Its mandate includes Developing Curricula, Examining, and Certifying Human Resource Professionals.

HRMPEB seeks to recruit dynamic, innovative and experienced persons to fill the following positions: -

No	Position	Job Group	No. of Positions	Terms of Employment
1.	Manager, Examinations Administration.	2	1	Contract.
2.	Manager, Test Development.	2	1	Contract.
3.	Senior, Examinations Administration Officer.	4	1	Permanent and Pensionable.

## How to apply

Applicants should submit applications through HRMPEB's Recruitment Email address: **recruitment@hrmpeb.or.ke**, Quoting the **Job Title as the Subject**, attaching a Detailed Curriculum Vitae, Copies of Academic and Professional Certificates, Transcripts, National ID, Testimonial and all other relevant documents in a **single PDF file**, addressed to:

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

To reach the Board on or before **23rd May 2025** by **1700hrs**.

***HRMPEB is an equal opportunity employer, women, and differently abled persons are encouraged to apply.***

*Only shortlisted candidates will be contacted.*

## **1. MANAGER, EXAMINATIONS ADMINISTRATION - JOB GRADE HRMPEB 2**

The Manager, Examinations Administration position is being offered on a fixed-term contract for a period of three (3) years, subject to renewal based on performance and organizational needs.

### **Job Purpose:**

The Manager, Examinations Administration, will be responsible to the Chief Executive Officer for efficient and effective management of Examination Administration Functions

### **Duties and responsibilities:**

The main duties and responsibilities will include but not be limited to;

- i. Developing; implementing and reviewing policies, standards and procedures for administering examinations;
- ii. Developing, implementing and reviewing framework for the management of the examination process;
- iii. Co-ordinating preparation and conduct of examinations for persons seeking registration under the Act;
- iv. Co-ordinating development, implementation and review of examination rules, regulations, procedures and processes;
- v. Investigating and determining cases involving indiscipline by students registered with the Examinations Board;
- vi. Reviewing exemption procedure and publishing them to students registered with the Examination Board;
- vii. Co-ordinating preparation of pre-qualified logistics entities and brief them on the examination security procedures;
- viii. Prescribing fees and other charges payable with respect to such examinations;
- ix. Promoting the integrity of the examination process;
- x. Recommending the recruitment of examination setters, moderators, invigilators, markers and defining their roles;
- xi. Establishing a system of collaboration with accredited institutions on examination administration;
- xii. Guaranteeing security for examination materials, including draft examination questions, marking schemes, examination papers, marked scripts and reports;
- xiii. Co-ordinating release of examination results to the students registered for them;
- xiv. Overseeing processing of certificates and release to the cleared students;
- xv. Developing key accountability measures, setting targets for the Department and appraising staff against agreed set targets;
- xvi. Planning and budgeting for the Department;
- xvii. Building capacity and managing performance of the Department; and
- xviii. Ensuring preparation and timely submission of management and statutory reports.

## **Job Requirements:**

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

- i. Served in the grade of Principal Examinations Administration HRMPEB 3 for a minimum period of three (3) years OR in a comparable and relevant position from a reputable organization for a cumulative period of ten (10) years, three (3) of which must have been in a senior management position;
- ii. Bachelor's degree in any of the following disciplines: Education, Human Resource Management, Business Administration or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Education, Human Resource Management, Business Administration or equivalent qualification from a recognized institution;
- iv. Post graduate Diploma in Human Resource Management;
- v. Certified Human Resource Professional (CHRP);
- vi. Member of the Institute of Human Resource Management (IHRM) or any other relevant body;
- vii. Leadership Course lasting not less than six (6) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled the requirements of Chapter Six of the Constitution;
- x. Demonstrated managerial, administrative and professional competence in work performance and results; and
- xi. Good understanding of the role of Examination Development and Administration Function in realization of HRMPEB mandate and other national development goals.

## **Key Competencies and Skills:**

- i. Strategic thinking;
- ii. Leadership in driving change and ability to build organizational capability;
- iii. Coaching, mentoring and managing performance;
- iv. Demonstrated experience in policy and strategy implementation;
- v. Excellent team management skills;
- vi. Excellent inter-personal skill, with the ability to develop and maintain strong relationships at all levels;
- vii. Organizational and negotiation skills;
- viii. Ability to work under pressure;
- ix. Problem solving and analytical skills.

## **2. MANAGER, TEST DEVELOPMENT, JOB GRADE HRMPEB 2**

The Manager, Test Development position is being offered on a fixed-term contract for a period of three (3) years, subject to renewal based on performance and organizational needs.

### **Job Purpose:**

The Manager, Test Development, will be responsible to the Chief Executive Officer for efficient and effective Test Development Functions.

### **Job Specification:**

The Manager, Test Development, will be responsible to the Chief Executive Officer for efficient and effective Test Development Functions. Specific duties and responsibilities at this level will entail:

- i. Developing; implementing and reviewing policies, standards and procedures for test development;
- ii. Developing, implementing and reviewing framework for the management of the examination process;
- iii. Developing, reviewing, evaluating and Banking test items;
- iv. Overseeing the test development for human resource management professionals;
- v. Promoting the integrity of the test development process;
- vi. Recommending the recruitment of examination setters, moderators, invigilators, markers and defining their roles;
- vii. Co-ordinating panel meetings for item and paper setting;
- viii. Designing the criteria for recruitment of setters, markers, moderators and invigilators;
- ix. Proof reading and quality checks;
- x. Co-ordinating the marking, processing of examinations and certification of successful candidates;
- xi. Ensuring security and confidentiality of all examination materials and processes;
- xii. Co-ordinating preparation and disseminate test development reports;
- xiii. Ensuring that valid and reliable evaluation procedures are integrated into the curriculum.
- xiv. Planning and budgeting for the Department; and
- xv. Building capacity and managing performance of the Department.

### **Job Requirements:**

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Test Development Officer HRMPEB 3 for a minimum period of three (3) years OR in a comparable and relevant position from a reputable organization for a cumulative period of ten (10) years, three (3) of which must have been in a senior management position;
- ii. Bachelor's degree in any of the following disciplines: Education, Human Resource Management, Business Administration or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Education, Human Resource Management, Business Administration or equivalent qualification from a recognized institution;
- iv. Post graduate Diploma in Human Resource Management;
- v. Certified Human Resource Professional (CHRP);
- vi. Member of the Institute of Human Resource Management (IHRM) or any other relevant body;
- vii. Leadership Course lasting not less than six (6) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Fulfilled the requirements of Chapter Six of the Constitution;

- x. Demonstrated managerial, administrative and professional competence in work performance and results; and
- xi. Good understanding of the role of Examination Development and Administration Function in realization of HRMPEB mandate and other national development goals.

**Key Competencies and Skills:**

- i. Strategic thinking;
- ii. Leadership in driving change and ability to build organizational capability;
- iii. Coaching, mentoring and managing performance;
- iv. Demonstrated experience in policy and strategy implementation;
- v. Excellent team management skills;
- vi. Excellent inter-personal skill, with the ability to develop and maintain strong relationships at all levels;
- vii. Organizational and negotiation skills;
- viii. Ability to work under pressure;
- ix. Problem solving and analytical skills.

### **3. SENIOR EXAMINATION ADMINISTRATION OFFICER, JOB GRADE HRMPEB 4**

This is a Permanent and Pensionable Position.

#### **Job Specification**

Duties and responsibilities at for this position entail:

- i. Implementing policies, standards and procedures for administering examinations;
- ii. Ensuring data and information is accurately entered and protected in the Examinations Management System;
- iii. Processing exemption requests and making recommendations;
- iv. Analysing exam results and making recommendations;
- v. Processing candidates' marks for all examinations;
- vi. Receiving and examining exemptions and appeal applications and credentials for new and continuing students to ascertain their eligibility;
- vii. Managing student registration process; and;
- viii. Drafting budget, procurement plans and work plan.

#### **Job Requirements:**

For appointment to this grade, an officer must have:

- i. Served in the grade of Examination Administration Officer HRMPEB GRADE 5 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 Competencies and Skills:**

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