



**Human Resource Management Professionals
Examinations Board**
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HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD.

JOBS ADVERTISEMENT

Human Resource Management Professionals Examinations Board (HRMPEB) is established under Sec. 16 of the Human Resource Management Professionals Act, No. 52 of 2012. The Examinations Board is mandated to prepare syllabuses for Human Resource Management Professionals examinations; make rules with respect to the examinations; issue certificates to candidates who have satisfied examination requirements; and promote recognition of its examinations locally and internationally.

HRMPEB seeks to recruit and fill the following vacant positions:

1. Senior Test Development Officer - GRADE 4
2. Senior Examinations Administration Officer- GRADE 4
3. Senior Accountant - GRADE 4
4. Supply chain Management officer - GRADE 5
5. Quality Assurance and accreditation Officer - GRADE 5
6. Corporate Communications Officer - GRADE 5

ALL THE ABOVE POSITIONS ARE OFFERING EXCITING CAREER OPPORTUNITIES, ATTRACTIVE REMUNERATION AND ARE PERMANENT AND PENSIONABLE.

How to apply

Job candidates who meet the job requirements to apply by Monday 14th November, 2022. The applications should be addressed to:

Chief Executive Officer

Human Resource Management Professionals Examinations Board.

P.O Box 23733 00100

NAIROBI.

All Applications should be submitted through e-mail recruitment@hrmpeb.or.ke quoting the job title on the subject. All the documents should be in a single PDF file.

Details of the job vacancies can be accessed at: www.hrmpeb.or.ke .

JOB DESCRIPTIONS AND SPECIFICATIONS

SENIOR TEST DEVELOPMENT OFFICER - GRADE 4

Job Purpose

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

Duties and Responsibilities

Duties and responsibilities at this level 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.

Academic Qualifications

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

- (i) Served in the grade of Examination Development and 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. Integrity
- ii. Good organizational and planning skills;
- iii. Good interpersonal and communication skills;
- iv. Ability to prioritize workload and meet deadlines;
- v. IT skills;
- vi. Ability to work under pressure;
- vii. Ability to working in teams;
- viii. Analytical and problem-solving skills;
- ix. Time Management.

SENIOR EXAMINATIONS ADMINISTRATION OFFICER - GRADE 4

Job Purpose

Senior Examinations Administration Officer will be responsible for the Examination Administration process.

Duties and responsibilities:

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

- 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. Analyzing 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
- viii. Drafting budget, procurement plans and work plan.

Academic Qualifications

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

- i. Served in the grade of Examination Development and 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
- vii. Shown merit and ability as reflected in work performance and results.

Key Competencies and Skills

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

SENIOR ACCOUNTANT - GRADE 4

Job Purpose:

The Accounts function is responsible for ensuring that the Board's financial resources are collected and managed in a prudent, accountable, transparent manner to achieve effectiveness, economy and efficiency, maintaining a financial management system for use by the Board in producing accurate and reliable accounts free from errors and fraud, and which will be useful in management decisions and statutory reporting.

Duties and responsibilities:

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

- i. Supervising the development and review of accounting procedures and practices; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books;
- ii. Withdrawing cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis;
- iii. Ensuring security of cheques and cheque books;
- iv. Supervising the preparation of and appropriation in aid (A.I.A) returns;
- v. Monitoring collection of revenue;
- vi. Inspecting assets;
- vii. Approving payment vouchers and committal documents in accordance with laid down regulations;
- viii. Preparing financial reports and analyzing income and expenditure against budgets;
- ix. Preparing monthly bank reconciliation and reconciliation of debtors and creditors ledgers;
- x. Manage accounting information, including coordination and rationalization of estimates, annual appropriation and fund accounts, and cash flow control and cost analysis;
- xi. Maintaining effective cost accounting and internal control systems and procedures;
- xii. Providing accurate and timely management accounting reports and business performance data;
- xiii. Ensuring safe custody of financial records, documents, cheque books and assets;
- xiv. Reviewing accounting procedures and practices;
- xv. Initiating budget proposals and financial plans; and
- xvi. Reviewing petty cash reconciliation.

Academic Qualifications

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

- i. Served in the grade of Accountant HRMPEB Grade 5 for a minimum period of three (3) years;
- ii. 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;
- iii. Be a licenced member of Institute of Certified Public Accountants Kenya (ICPAK);
- iv. Certificate in computer applications;
- v. Fulfill the requirements of Chapter six of the Constitution
- vi. Demonstrated merit and ability as reflected in work performance and results.
- vii. At least 3 years' working experience in a busy office (public or private sector)

Key Competencies and Skills

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

SUPPLY CHAIN MANAGEMENT OFFICER - GRADE 5

Job Purpose

The Supply Chain Management Officers are mandated to offer advice to the Chief Executive Officer on matters pertaining to Procurement by developing and guiding the implementation of policies for supply chain management function in line with the Public Procurement and Asset Disposal Act No. 33 of 2015 and the Public Procurement and Asset Disposal Regulation of 2020 to support the mandate of the Board by proper acquisition of required goods and services at the Board.

Duties and responsibilities:

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

- i. Conducting market research, surveys and analysis;
- ii. Carrying out procurement planning and inventory control;
- iii. Drafting of procurement and disposal, programmes, plans, strategies and budgets;
- iv. Compiling pre-qualified list of suppliers;
- v. Preparing local purchase orders;
- vi. Carry out stock takes;
- vii. Participating in board survey exercises;
- viii. Assisting in preparing tender documents;
- ix. Participating in tender evaluation process; and
- x. Drafting notices of award acceptance, rejection and debriefing letters.

Academic Qualifications

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

- i. Bachelor's Degree in any of the following disciplines: Supply Chain Management, Procurement or equivalent qualification from a recognized institution;
- ii. Be a licensed member of Kenya Institute of Supplies Management(KISM)
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter six (6) of the Constitution.

Key Competencies and Skills

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

QUALITY ASSURANCE AND ACCREDITATION OFFICER - GRADE 5

Job Purpose

The Quality Assurance and Accreditation Officers will ensure that the Board adopts and implements effective strategies for Human Resource Management Practitioners Examinations and establish quality assurance mechanism, procedures and quality standards and ensure compliance of the same.

Duties and responsibilities:

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

- i. Implementing policy on matters related to Quality Assurance and Accreditation;
- ii. Developing regulations, standards and guidelines for quality assurance and accreditation;
- iii. Creating database for accredited institutions;
- iv. developing assessment standards;

- v. developing accreditation criteria and quality standards;
- vi. conducting institutional accreditation;
- vii. preparing data collection tools; and
- viii. conducting periodic review of accreditation benchmarks.

Academic Qualifications

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

- i. Bachelor's degree in any of the following disciplines: Education, Human Resource, Business Administration or equivalent qualification 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. Integrity
- II. Good organizational and planning skills;
- III. Good interpersonal and communication skills;
- IV. Ability to prioritize workload and meet deadlines;
- V. IT skills;
- VI. Ability to work under pressure;
- VII. Ability to working in teams;
- VIII. Analytical and problem-solving skills;
- IX. Time Management.

CORPORATE COMMUNICATIONS OFFICER - GRAED 5

Job Purpose

The Corporate Communications and Marketing Officers are responsible for sales, marketing and promotion of effective communication of programmes, products and services of HRMPEB to stakeholders.

Duties and responsibilities:

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

- (i) Organizing corporate events;
- (ii) Preparations of publication materials;
- (iii) Maintaining media database;
- (iv) Organizing protocol and media events;
- (v) Developing information, education and communication materials;
- (vi) Implementing corporate social responsibility programs;
- (vii) Carrying out marketing activities;
- (viii) Maintaining mailing list of all stakeholders;
- (ix) Assisting in handling complaints;
- (x) Media monitoring to mitigate against negative publicity and manage reputation risk.

Academic Qualifications

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

- i. Bachelor's degree in any of the following disciplines: Communication; Marketing, Public Relations or equivalent qualification 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. Integrity
- ii. Good organizational and planning skills;
- iii. Good interpersonal and communication skills;
- iv. Ability to prioritize workload and meet deadlines;
- v. IT skills;
- vi. Ability to work under pressure;
- vii. Ability to working in teams;
- viii. Analytical and problem-solving skills;
- ix. Time Management.