



**Human Resource Management Professionals
Examinations Board**

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1. MANAGER, EXAMINATIONS ADMINISTRATION - GRADE 2

Human Resource Management Professionals Examinations Board (HRMPEB) is a State Corporation in the state department of Public Service. It 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 dynamic, innovative and experienced persons to fill the following position:

No	Position	Job Group	No. of Positions
1.	Manager, Examinations Administration	2	1

How to apply

If you possess the necessary qualifications and experience, please apply not later than Monday 25th September, 2023.

Applications can be submitted physically, clearly indicating the position applied for on the envelope addressed to:

Chief Executive Officer

P.O Box 23733 00100

NAIROBI.

Or

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

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

Details of the vacancies can be accessed at www.hrmpeb.or.ke/careers/

Only shortlisted candidates will be contacted.

MANAGER, EXAMINATIONS ADMINISTRATION - GRADE 2

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 publicising 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.

Academic Qualifications:

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 organisation 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 recognised institution;
- (iii) Master's degree in any of the following disciplines: Education, Human Resource Management, Business Administration or equivalent qualification from a recognised 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 recognised 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 realisation of HRMPEB mandate and other national development goals.

Key Competencies and Skills

- (i) Strategic thinking;
- (ii) Leadership in driving change and ability to build organisational 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) Organisational and negotiation skills;
- (viii) Ability to work under pressure;
- (ix) Problem solving and analytical skills.

2. CORPORATION SECRETARY/MANAGER LEGAL SERVICES - GRADE 2 (RE-ADVERTISED)

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

No	Position	Job Group	No. of Positions
3.	Corporation Secretary/Manager Legal Services – Re-Advertisement	2	1

How to apply

If you possess the necessary qualifications and experience, please apply not later than Monday 25th September, 2023.

Applicants who applied earlier for the position of Corporation Secretary/Manager Legal Services should re-apply again.

Applications can be submitted physically, clearly indicating the position applied for on the envelope addressed to:

Chief Executive Officer
P.O Box 23733 00100
NAIROBI.

Or

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

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

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

Only shortlisted candidates will be contacted.

CORPORATION SECRETARY/MANAGER LEGAL SERVICES - GRADE 2 (RE-ADVERTISED)

Job Purpose:

The Corporation Secretary will head the Legal Services Function. The officer at this level will be responsible to the CEO for the management and co-ordination of the Legal function and Board activities.

Duties and responsibilities:

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

- (i) Providing guidance to the Board on their duties and responsibilities and on matters of Corporate Management;
- (ii) Keeping custody of the Board's seal, Board Committee documents contracts, agreements and other documents;
- (iii) Reviewing existing laws and regulations governing the HRMPEB, interpreting legal legislation of the Board;
- (iv) Board induction and training, updating the Board and Committee charters, preparing Board work plans, Board evaluation, governance audit, and implementation of the code of conduct and ethics;
- (v) Ensuring timely preparation and circulation of Board and Committee papers and minutes;
- (vi) Being the custodian of the seal of the Board and account to the Board for its use;
- (vii) Maintaining and updating the register of conflicts of interest;
- (viii) Ensuring Board members are aware of all relevant laws affecting the Board;
- (ix) Ensuring legal compliance to legislative provisions and regulations;
- (x) Developing legal strategies aimed at forestalling disputes, controversies and litigation;

- (xi) Conducting legal research;
- (xii) Representing the Board in litigation and various legal matters;
- (xiii) Liaising with external lawyers on court matters;
- (xiv) Drafting legal documents, leases and contracts;
- (xv) Liaising with the Department of Justice on behalf of HRMPEB;
- (xvi) Preparing case files for hearing;
- (xvii) Facilitating effective communication between HRMPEB and the stakeholders;
- (xviii) Ensuring annual returns are promptly filed with the relevant authorities;
- (xix) Establishing and maintaining legal registry; and
- (xx) Ensuring the planning and budgeting for the Legal Unit.

Academic Qualifications:

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

- (i) Have served in the grade of principal legal officer HRMPEB 3 for a minimum period of three (3) years or in a comparable position in the private or public sector for a minimum period of twelve (12) years, three (3) of which must be in a senior management position.
- (ii) Bachelor of Laws Degree from a recognized Institution;
- (iii) Master of Laws Degree from a recognized institution;
- (iv) Certificate in Certified Public Secretary of Kenya (CPS)K;
- (v) Post Graduate Diploma in Law from The Kenya School of Law;
- (vi) Admission as an Advocate of the High Court of Kenya;
- (vii) A valid Practicing Certificate;
- (viii) Leadership Development Programme or Governance Course lasting not Less than Six (6) weeks from a recognised institution;
- (ix) Membership to a professional body;
- (x) Fulfilled the requirements of Chapter Six (6) of The Constitution;
- (xi) Certificate in Computer Application Skills; and
- (xii) Demonstrated professional competence and administrative capability.

Key Competencies and Skills

- (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; and
- (viii) Ability to handle confidential and sensitive material and information with discretion.