

<b>Position Title:</b>	<b>Examination Officer</b>
<b>Reporting to:</b>	<b>Head of Academic Affairs</b>
<b>Job location:</b>	<b>Nairobi</b>

### **Job Summary**

Reporting to the **Head of Academic Affairs**, the **Examinations Officer** will be responsible for coordinating, administering the delivery of examinations as well as conducting evaluation on training for BIHC and Kenya Red Cross Society Training School. He/She will be required to offer support and assistance to Head of Academics for all examinations. It is the officer's responsibility, under the guidance of the Head of Academics and the examinations team to effectively deal with the logistics of the management of examination.

### **Scope of the role**

- Examination Policies and Procedures
- Invigilation
- Contingency planning
- Post-examination services

### **Key responsibilities**

1. Drafting and implementing examination procedures policies
2. Oversee the development and implementation of Examination
3. Supervising administration of examinations
4. Coordinate the production of draft/final examination papers and ensure that examination papers and documentation are securely stored as per examination board requirements
5. Liaise with the External Examiner(s) to obtain feedback on the draft examinations papers
6. Coordinate Marking and Grading of Examinations
7. Liaise with Departmental Board of Examiners on the approval process and procedures for examination marks and grades
8. Dealing with post results enquiries, processing and communicating this to departments and parents
9. Coordinate the Board of examiners on exam and departmental chairperson on irregularities
10. In Liaison with the Departmental Chairman, organize for examination calendar
11. Issuing examination certificates
12. Managing examination results, including posting the same on student portal
13. Ensure safety of the examination materials
14. Analyze student evaluations

## 15. Prepare examination reports

### Minimum Qualifications

- An undergraduate degree preferably in Education. A masters will be an added advantage with at least at least 5 years' experience in an institution of higher learning.
- Extensive experience in examination Management.
- Proficiency in IT and data Management including innovative ways to store examination Data.
- A good knowledge and understanding of college-wide processes, policies and procedures.
- Experience in Curriculum Design
- Demonstrate continuing professional development
- Sound knowledge and understanding of best practice locally and internationally in regards to teaching, learning, assessment and quality improvement

### Key Competencies

- Demonstrated experience in successfully developing and delivering strategic plans to ensure future institutions success
- Demonstrated people leadership and management skills
- Excellent interpersonal, communication, presentation and partnership building skills for working in a complex multi stakeholder environment
- Ability and experience of developing and leading significant institutional change
- Commercial ability and success in generating institutional growth
- Excellent judgement with the ability to balance risks and opportunities
- Ability to resolve conflicts
- An absolute commitment to upholding the College Values. In particular, commitment:
  - to prioritize the needs of students
  - to act with integrity, authenticity & respect at all times
  - to secure continuous improvement and excellence
  - to focus on coaching and developing others to reach their full potential X Demonstrated commitment to continuous personal development

### Application Procedure

Interested candidates who meet the above qualifications should send their applications to the address below through email [careers@bihc.ac.ke](mailto:careers@bihc.ac.ke) on or before **28<sup>th</sup> February 2019**. Applications should have a cover letter, curriculum vitae, copies of Academic and professional credentials, names and contacts of three referees.

The Principal,  
Boma International Hospitality College (BIHC)  
South "C" (Bellevue)  
Red Cross Road, Off Papo Road  
P. O. Box 26601 - 00100  
**NAIROBI**

Applications can also be dropped off at Boma International Hospitality College (BIHC)

***Job disclaimer and notification:***

*Boma International Hospitality College is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*

**Note: applications which do not meet the above requirements will not be considered. Only Shortlisted Candidates will be contacted.**