**Requirements**

- Fulfil requirements of Chapter Six of the Constitution of Kenya.
- Computer literacy and Advanced Proficiency in Microsoft Office suite applications;
- Excellent Communication and Presentation Skills;
- Proof of training in auditing or assessments techniques and methods;

The applicants should possess the following:

### Generic qualifications and requirements

The applicants should possess the following:

- Undergraduate or postgraduate or higher diploma holder in a relevant discipline supporting the specific area of conformity assessment indicated below;
- Currently working or actively engaged in the field of expertise;
- Proof of training in auditing or assessments techniques and methods;
- Fulfilment regulatory requirements for respective discipline;
- Excellent Communication and Presentation Skills;
- Computer literacy and Advanced Proficiency in Microsoft Office suite applications;
- Membership of the relevant professional body in good standing;
- Fulfil requirements of Chapter Six of the Constitution of Kenya.

## Application procedure (deadline 20th December 2019)

**Applicants must attach the following documents:**

- a) A cover email or letter. The cover email or letter should indicate the reference number for the accreditation scheme of interest.
- b) A completed application (downloadable online)
- c) An up-to-date Curriculum Vitae – stating the current position and three (3) professional referees.
- d) Copies of academic and professional certificates.
- e) Copy of National Identity Card (ID) or Passport.

All applications should reach us no later than **Friday 20th December 2019 at 17h00**

Only shortlisted applicant Assessors will be contacted and invited to undertake a five (5) day training and competence evaluation. KENAS will meet the cost of training however, each potential Assessor is required to meet their own travel and accommodation costs at the venue of training.

Upon successful completion of the training and competence evaluation, the potential Assessor shall be required to participate as in Accreditation assessments as a Trainee Assessor, and if successful, subsequently engaged formally and listed in the KENAS pool of Assessors.

KENAS promotes and uphold the National Values of inclusivity equality and non-discrimination – there is no restriction on the eligibility of either gender. Applications from Persons with Disabilities (PWD) are strongly encouraged.

Interested candidates should submit their applications by any of the following means indicating the reference number and the accreditation scheme in the subject line.

**By Email to** assessor@kenaaccrreditation.org

**Or sent by Postal mail addressed to:**

**The Chief Executive Officer**

KENAS Accreditation Service (KENAS)

Embankment Plaza, 2nd Floor, Longonot Road

P.O. Box 47400 NAIROBI 00100

**Or hand-delivered to:**

KENAS Office, 2nd Floor, Embankment Plaza, Longonot Road, Upper Hill