

## VACANCY NO. 1/2025/2026: REGISTRAR/CEO, KETRB 1

**Basic Salary:** Ksh.305,197 – 487,795 p.m.

**House Allowance:** Ksh.60,000 p.m.

**Commuter Allowance:** Ksh. -

### Job Purpose

This is the senior most position in KETRB. The Registrar/CEO is answerable to the Board of Directors for the day-to-day management and co-ordination of activities and programs.

Duties and responsibilities at this level entails: -

- (i) Serving as the accounting officer;
- (ii) Advising the Board of Directors on the formulation of policies, plans and strategies on registration, licensing, partnerships, professional development, standards, and compliance;
- (iii) Managing and enhancing the corporate image of the Board;
- (iv) Maintaining a conducive work environment for attracting, retaining and motivating employees and foster a corporate culture that promotes ethical practices and good corporate citizenship;
- (v) Advising the Board of Directors on annual budgets for approval;
- (vi) Ensuring that the Board utilizes its resources prudently according to the financial guidelines provided by Government from time to time;
- (vii) Ensuring accurate and timely audits of Board's books of accounts;
- (viii) Executing and communicating the Board's strategies, decisions and procedures;
- (ix) Establishing proper internal monitoring and control systems and overseeing compliance with statutory and regulatory requirements;
- (x) Providing leadership to the management and provide a link between the management and the Board of Directors;
- (xi) Providing regular, thorough and prompt communication to the Board of Directors on key technical, financial and administrative matters;
- (xii) Developing and implementing the Board's approved strategic plan;
- (xiii) Managing Board's assets and liabilities; and
- (xiv) Fostering local and international partnerships.

### Job Specification

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

- i) Cumulative fifteen (15) years relevant work experience, five (5) of which must be in a senior management position;
- ii) A Bachelor's degree in any of the following fields; Mechanical Engineering, Building Technology, Social Sciences, Business Administration, Public Administration, Commerce, Public Policy, Education, Human Resource Management, Education Technology, Civil Engineering, Electrical and Electronics Engineering, or equivalent qualifications from a recognized institution;
- iii) Master's degree in Engineering, Business Administration, Public Administration, Public Policy and Administration, Education, Strategic Management, or its equivalent from a recognized institution;
- iv) Registered as Professional Engineering Technologist by Kenya Engineering Technology Registration Board;
- v) A valid practicing license from Kenya Engineering Technology Registration Board;
- vi) A certificate in Leadership Course lasting not less than (4) weeks from a recognized institution; and
- vii) Fulfilled the requirements of Chapter six (6) of the Constitution.

## **VACANCY NO.2/2025/2026: DEPUTY DIRECTOR, REGISTRATION AND LICENSING, KETRB 3 ONE (1) POST**

**Basic Salary: Ksh.180,916 – 249,375 p. m.**

**House Allowance: Ksh. 45,000 p.m.**

**Commuter Allowance: Ksh. 14,000 p.m.**

### **Job Description**

Duties and responsibilities will entail: -

- i) Developing, reviewing and implementing of engineering technology registration and licensing policies, strategies, procedures and guidelines;
- ii) Developing and reviewing registration and licensing instruments and tools;
- iii) Coordinating registration of eligible persons and firms;
- iv) Spearheading maintenance of the register;
- v) Designing, developing and maintaining of the registration and licensing information management systems;
- vi) Facilitating the gazettelement of the registered engineering technology professionals;
- vii) Facilitating the issuance of licenses to qualified persons;
- viii) Assessing, approving or rejecting engineering technology qualifications of foreign persons intending to offer engineering technology professional services or works in Kenya; and
- ix) Cancelling, revoking and withdrawing of registration and licenses due to conviction of an offence, gross misconduct, bankruptcy and other considerations.

### **Job Specification**

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

- i) Served cumulatively for fifteen (15) years, three (3) of which must have been in a management position;
- ii) A Bachelor's Degree in Engineering Technology in any of the following fields; Mechanical Engineering, Building Technology, Civil Engineering, Electrical and Electronics Engineering, Education Technology, Agricultural Engineering or equivalent qualifications from a recognized institution;
- iii) A Master's Degree in a relevant field;
- iv) A Leadership course lasting not less than four (4) weeks from a recognized Institution;
- v) Registered with Kenya Engineering Technology Registration Board as a Professional Engineering Technologist;
- vi) A valid annual practicing license from Kenya Engineering Technology Registration Board;
- vii) Fulfilled the requirements of Chapter Six (6) of the Constitution; and
- viii) Proficiency in computer applications.

## **VACANCY NO.3/2025/2026: ASSISTANT DIRECTOR, COMPLIANCE, KETRB 4 ONE (1) POST**

**Basic Salary: Ksh.129,120 – 204,115 p. m.**

**House Allowance: Ksh.45,000 p.m.**

**Commuter Allowance: Ksh.12,000 p.m.**

### **Job Description**

Duties and responsibilities will entail:

- i) Developing of guidelines and procedures for compliance;
- ii) Developing of engineering technology inspection and disciplinary procedures, guidelines and manuals;
- iii) Coordinating the inspection of sites where construction, installation, erection, alteration, renovation, maintenance, processing or manufacturing works to ensure that professional standards are adhered to;
- iv) Support in making recommendations for either suspension or disciplinary action of any engineering technology professional services, works, projects, installation process or any other engineering technology works, which are done without meeting the standards;
- v) Coordinating investigations on complaints, allegations, breach of code of conduct and suspicion of non- compliance;
- vi) Conducting inquiry on complaints with regard to any professional misconduct;
- vii) Investigating allegations of contravention of the Code of Conduct and Ethics; and
- viii) Liaising with government departments and other relevant agencies in ensuring adherence and compliance to the Act;

### **Job Specification**

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

- i) Served cumulatively for twelve (12) years, three (3) years of which must have been in the grade of Principal Engineering Technologist or in a comparable position in the Public Service;
- ii) A Bachelor's Degree in Engineering Technology in any of the following fields; Mechanical Engineering, Building Technology, Civil Engineering, Electrical and Electronics Engineering, Education Technology, Agricultural Engineering or equivalent qualifications from a recognized institution;
- iii) Master's Degree in Engineering Technology or a relevant field;
- iv) Leadership course lasting not less than four (4) weeks from a recognized Institution;
- v) Registered with Kenya Engineering Technology Registration Board as a Professional Engineering Technologist;
- vi) A valid annual practicing license from Kenya Engineering Technology Registration Board;
- vii) Fulfilled the requirements of Chapter Six (6) of the Constitution; and
- viii) Proficiency in computer applications.

***Note: Proven experience in compliance and inspection is an added advantage.***

**VACANCY NO. 4/2025/2026: ASSISTANT DIRECTOR, PARTNERSHIP & PROFESSIONAL DEVELOPMENT, KETR B 4**

**Basic Salary: Ksh.129,120 – 204,115 p. m.**

**House Allowance: Ksh.45,000 p.m.**

**Commuter Allowance: Ksh.12,000 p.m.**

**ONE (1) POST**

**Job Description**

Duties and responsibilities at this level entail:

- i) Reviewing detailed training curriculum for training engineering technology professionals for the purposes of registration in liaison with training institutions and other stakeholders;
- ii) Participating as a stakeholder in formulating engineering technology programs in public and private universities and other tertiary level educational institutions offering education in engineering technology for the purposes of registration of engineering technologists;
- iii) Planning, arranging and coordinating professional training;
- iv) Coordinating internship of engineering technology professionals;
- v) Collaborating with engineering technology training institutions and organizations, professional associations and other relevant bodies in matters relating to training and professional development of engineering technology professionals;
- vi) Overseeing professional examinations for the purposes of registration of engineering technology professionals;
- vii) Overseeing maintenance of a database of interns and training institutions offering internship programs; and
- viii) Monitoring and evaluating engineering technology programs.

**Job Specification**

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

- (i) Served cumulatively for twelve (12) years, three (3) years of which must have been in the grade of Principal Engineering Technologist or in a comparable position in the Public Service;
- (ii) A Bachelor's of Technology in any of the following fields; Mechanical Engineering, Building and Civil Engineering, Electrical and Electronics Engineering, Education Technology or equivalent qualifications from a recognized institution;
- (iii) A Master's Degree in a relevant field;
- (iv) A leadership course lasting not less than four (4) weeks from a recognized Institution;
- (v) Registered with Kenya Engineering Technology Registration Board as a Professional Engineering Technologist;
- (vi) A valid annual practicing license from Kenya Engineering Technology Registration Board;
- (vii) Fulfilled the requirements of Chapter Six (6) of the Constitution; and
- (viii) Proficiency in computer applications.

***Note: Proven experience in implementing training and professional development programmes shall be an added advantage.***

## **VACANCY NO. 5/2025/2026: PRINCIPAL ENGINEERING TECHNOLOGIST (REGISTRATION AND LICENSING) KETRB GRADE 5 ONE (1) POST**

**Basic Salary: Ksh.118,323 – 178,783 p. m.**

**House Allowance: Ksh.35,000 p.m.**

**Commuter Allowance: Ksh. 8,000 p.m.**

### **Job Description**

The duties and responsibilities at this level will entail: -

- (i) Reviewing and implementing engineering technology registration and licensing policies, strategies, procedures and guidelines;
- (ii) Maintaining the register of all registered engineering technology professionals and consulting firms;
- (iii) Participating in the design, development and maintenance of the registration and licensing information management systems;
- (iv) Supporting in gazettelement of the registered engineering technology professionals; and
- (v) Participating in assessment of engineering technology qualifications of foreign persons intending to offer engineering technology professional services or works in Kenya.

### **Job Specification.**

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

- (i) Served cumulatively for nine (9) years, three (3) years of which must have been in the grade of Senior Engineering Technologist or in a comparable position in the Public Service;
- (ii) A Bachelor's Degree in Engineering Technology in any of the following fields; Mechanical Engineering, Building Technology, Civil Engineering, Electrical and Electronics Engineering, Education Technology, Agricultural Engineering or equivalent qualifications from a recognized institution; or a Higher National Diploma in any of the following fields; Mechanical Engineering, Building and Civil Engineering, Electrical and Electronics Engineering or equivalent qualifications from a recognized institution;
- (iii) A management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) Registered with Kenya Engineering Technology Registration Board as a Professional Engineering Technologist;
- (v) A valid annual practicing license from Kenya Engineering Technology Registration Board; and
- (vi) Fulfilled the requirements of Chapter Six (6) of the Constitution.

***Note: Proven experience in undertaking registration and licensing duties and responsibilities shall be an added advantage.***

## VACANCY NO.8/2025/2026: ENGINEERING TECHNOLOGIST II, KETRB 8 TWO (2) POSTS

**Basic Salary:** Ksh.61,307 – 90,387 p. m.

**House Allowance:** Ksh.10,000 p.m.

**Commuter Allowance:** Ksh.4,000 p.m.

### **Job Description**

An officer at this level will work under the supervision of a senior officer. Duties and responsibilities at this level entail: -

### **Registration & Licensing**

- i) implementing engineering technology registration and licensing policies, strategies, procedures and guidelines;
- ii) registering eligible persons; and
- iii) registering engineering technology consulting firms.

### **Partnerships & Professional Development**

- i) collecting and collating data of interns;
- ii) collecting and collating data of training institutions offering internship programs;
- iii) support in professional examinations for the purposes of registration of engineering technology professionals.

### **Research & Standards**

- i) support in implementation of standards, guidelines and manuals for engineering technology professionals in management, marketing, professional ethics, environmental issues, safety, legal matters or any other relevant field;
- ii) support in surveying on the fees to be charged by engineering technologists/technicians and firms for professional services rendered; and
- iii) support in implementation of appropriate quality standards to be adhered to by the engineering technologists/technicians in liaison with the stakeholders

### **Compliance**

- i) supporting in the implementation of guidelines and procedures for compliance;
- ii) supporting in the implementation of engineering technology inspection and disciplinary procedures, guidelines and manuals; and
- iii) supporting in inspection of sites where construction, installation, erection, alteration, renovation, maintenance, processing or manufacturing works to ensure that professional standards are adhered to.

### **Job Specification**

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

- i) A Bachelor's Degree in Engineering Technology in any of the following fields; Mechanical Engineering, Building Technology, Civil Engineering, Electrical and Electronics Engineering, Education Technology, Agricultural Engineering or equivalent qualifications from a recognized institution; or a Higher National Diploma in any of the following fields; Mechanical Engineering, Building and Civil Engineering, Electrical and Electronics Engineering or equivalent qualifications from a recognized institution;
- ii) Registered with Kenya Engineering Technology Registration Board as a Candidate Engineering Technologist; and
- iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.
- iv) Proficiency in computer applications.