



Institution of Surveyors of Kenya

CAREER OPPORTUNITIES

Job Title:	Training and Examination Officer
Location:	ISK Headquarters, Nairobi
Reporting To:	Chief Executive Officer
Grade:	3
Salary Scale:	Kshs.70,000 – Kshs.90,000

The Institution of Surveyors of Kenya (ISK) is a Professional Organization bringing together "landed" professionals. The Members are within eight major disciplines of the surveying profession namely: Land Surveying; Valuation; Building Surveying; land Administration Managers; Engineering Surveying; Geospatial Information Management; Property Management; and Estate Agency. The Institution is inviting applications from highly competent dynamic, self-driven and results-oriented candidates to fill the position of **Training & Examination Officer**.

A. SPECIFIC RESPONSIBILITIES

- 1) Liaising with the Education and Research Committee in drawing up the ISK training and examinations timetables;
- 2) Coordinate the marketing, administration, preparation, and organisation of ISK training to members and non-members;
- 3) Coordinate the ISK Professional Examinations in accordance with the laid down regulations;
- 4) Manage ISK training including: preparing and scheduling training programs; advice on the purchase of training aids and materials; and maintain accurate training records using ISK's automated systems, forms, and procedures.
- 5) Coordinate the development of training materials as well as ensure continuous review of existing training material and reviewing training performance and making routine reports to the ISK CEO;
- 6) Ensure the Institutions training and examination program is regularly revised and aligned to particular needs of ISK members;
- 7) Ensuring all training and examination charges and fees are paid as required;
- 8) Analysing training and examination data for purposes of providing market intelligence to the ISK council;
- 9) Prepare weekly, monthly, quarterly, and yearly plans and reports on Training and Examination;
- 10) Performing any other lawful duties as may be assigned.

B. JOB SPECIFICATIONS

Qualifications

- 1) A Degree in Land Surveying (Geospatial/Geomatics Engineering), Real Estate, Land Administration, Education, or related fields from a recognized University;
- 2) Current Membership with ISK will be an added advantage
- 3) Proficiency in the use of e-learning will be an added advantage; and
- 4) Seven years' working experience;
- 5) Experience in coordinating training and examinations in a training institution or a member-based organization will be an added advantage.

Key competencies

- 1) Proficiency with ICT software
- 2) Strong interpersonal, organizing and planning skills;
- 3) High degree of Integrity.
- 4) Excellent customer service,
- 5) Excellent communication skills – presentation, verbal and written skills
- 6) Business development skills;

Job application procedure

Interested and qualified candidates should log onto the ISK website on www.isk.or.ke for detailed requirements, qualifications, and instructions on how to submit their Job application.

All application letters with detailed CVs indicating telephone contacts with three referees and filled ISK Job Application Forms to be sent to: recruitment@isk.or.ke on or before **Friday 24th April 2026**.

Kindly note that **ONLY** shortlisted candidates will be contacted.

ISK is an equal opportunity employer.