



Job Title: Training and Examination Assistant
Location: ISK Headquarters, Nairobi
Reporting to: Training and Examination Officer
Salary range: : Kshs. 47,109 - Kshs. 65,000

A Training and Examination Assistant provides administrative support for the Institution of Surveyors of Kenya (ISK) training and examination programmes. The Assistant role is critical in market research and intelligence gathering related to trends in training and examinations, contributing to the preparation of the training and examination calendars, supporting the carrying out of membership training and examination needs assessments, organizing onsite or online briefing sessions, and preparing reports and analysis of data on training and examinations. The Training and Examination Assistant supports the carrying out of chapter, branch and headquarters virtual and/or onsite trainings of members ensuring use of technology for proper recording and attainment of requisite CPDs points by members. He or she will report to the **Training and Examination Officer**.

A. Duties and Responsibilities:

You will be responsible for:

- 1) Assisting in drawing up the ISK training and examinations timetables and/or calendars.
- 2) Coordinating the marketing, administration, preparation and organization of ISK training to members and non-members;
- 3) Assist in coordinating the ISK Professional Examinations in accordance with the laid down regulations;
- 4) Assist in managing 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) Coordinating the development of training materials as well as ensure continuous review of existing training material and reviewing training performance.
- 6) Ensuring all training and examination charges and fees are paid as required on time;
- 7) Analysing training and examination data for purposes of providing reports to the ISK council;
- 8) Preparing daily, weekly, monthly, quarterly and yearly plans and reports on Training and Examination;
- 9) Performing any other lawful duties as may be assigned.

B. Required Qualifications

- 1) A Bachelor's Degree in Surveying (Geospatial/Geomatics Engineering), Real Estate, Land Administration, Business Administration or related field from a recognized University;
- 2) A post graduate Diploma in Business Administration or Marketing is an added advantage;
- 3) Being a Member of Institution of Surveyors of Kenya (ISK) or a professional body with the above qualification will be an added advantage;



- 4) ICT proficiency in Microsoft Suite and CRM;
- 5) At least Three Years' experience in a similar position and similar organization.

C. Key Competencies

- 1) Ability to anticipate, understand, and respond to the needs of members and to meet or exceed their expectations;
- 2) Strong interpersonal, organizing and planning skills;
- 3) High degree of confidentiality.
- 4) Excellent customer service,
- 5) Excellent communication skills

D. Job application procedure

Interested and qualified candidates should log onto the ISK website on www.isk.or.ke for detailed requirements, and qualifications for the position. Interested candidates shall submit ONLY submit a dully filled application form, and a detailed curriculum vitae to recruitment@isk.or.ke on or before **24th August 2026**. Kindly note that **ONLY** shortlisted candidates will be contacted.

ISK is an equal opportunity employer.