



PUBLIC HEALTH OFFICERS AND TECHNICIANS' COUNCIL, KENYA

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HEAD OFFICE: KMTCC GROUNDS

OLD MBAGATHI ROAD – OFF NGONG' ROAD

P.O. BOX 34061-00100.

JOB DESCRIPTION

Title:	Examination Invigilator/Examiner
Ref:	PHOTC/EXAMS/INV/02/2025
Date:	4 th December 2025
Department:	Training, Education, Accreditation and Research
Reporting to:	Ag. Chief Executive Officer
Liases with:	PHOTC Secretariat, Examination Staff and Candidates

Main purpose and objective of the role:

To implement PHOTC Examination Standards Operating Procedures and provide support to the examination process.

Roles and Responsibilities:

To implement PHOTC Professional examination SOPs and support the Examinations. Supervisor/Examinations Team with the day-to day operation in examination venues. This may include (**but not limited to**):

1. Assisting with the setting up of examinations venues by laying out stationery, equipment and examination papers following the outlined procedures.
2. Assisting candidates before the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
3. Invigilating during examinations, dealing with queries raised by candidates, and dealing with examination irregularities under strict procedures;
4. Checking candidates' attendance during examinations;
5. Recording details of early leavers and collecting their scripts;
6. Escorting candidates from the examination venue during the examinations as required and supervising candidates whilst outside the examination venue;
7. Collecting and collating scripts at the end of the examination in accordance with strict procedures; assisting with the preparation of scripts envelopes;

8. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venues.

Other duties

To assist the Examinations Team with other examination processes, such as (But not limited to):

1. Packaging of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
2. Preparation of seating arrangements
3. Delivery of scripts to designated council offices

Working Hours

8:00 AM to 6:00 PM, however working hours might extend beyond these hours if the need arises. Available for the entire examination period.

PERSON SPECIFICATION

1. Holder of at least Bachelors Degree or Higher National Diploma
2. Registered by PHOTC and holds valid practice license not less than or equal to **three (3) years** since issuance
3. Specialty in any of the **five (5) pillars of public Health** practice will be an added advantage
 - I. Public Health Engineering
 - II. Community Health
 - III. General Public Health
 - IV. Built Environment and Sanitation
 - V. Food Science and Inspection

Experience

1. Utmost **level of integrity** and professionalism
2. Demonstrate at least 5 years of work experience in an academic or field environment
3. Demonstrable experience of having worked in a similar environment as an invigilator or experience in the administration of examinations in a higher education environment or a regulatory/professional body

Specific Skills and Knowledge

1. An understanding of examination processes
2. Effective oral/written communication skills

Personal attributes

1. Accuracy and attention to detail
2. Flexible approach to work
3. Ability to work in multicultural team environment
4. Ability to relate to academic staff and candidates
5. Ability to work under pressure and tight deadlines

DURATION OF ASSIGNMENT

Examination invigilators will be engaged for a period of four (4) days *pro-rata* during an examination scheduled from **Monday 15th -Thursday 18th December 2025** at Kenya Medical Training College- Nairobi campus

APPLICATION PROCEDURE

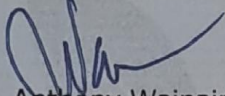
Eligible candidates should:

Log onto **PHOTC** professional's portal by using

<https://www.osp.photc.org/examsInvigilator?>

1. Click on the 'Dash Board' tab and then check
2. The table below will be displayed
3. Select 'Exam Role',
4. Dully fill the form provided
5. Upon Completion click 'submit'

All applications should be received before or on **Monday 8th December 2025** before **5:00 PM**. Kindly note that any other documents formats as well separate attachments shall lead to automatic disqualifications. Canvassing shall lead to automatic disqualifications. PHOTC is an equal employer.



Anthony Wainaina

Ag. Chief Executive Officer

