



REPUBLIC OF KENYA



PUBLIC HEALTH OFFICERS & TECHNICIANS COUNCIL

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NAIROBI

JOB ADVERTICEMENT

Title: Examination Invigilator/ Examiner
Ref: PHOTC/EXAMS/INV/01/2026
Date: 27th July 2026
Department: Training, Education, Accreditation and Research
Reporting to: Chief Executive Officer/Registrar
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.

ROLE AND RESPONSIBILITIES:

The Supervisor/Examiner shall be responsible for the day-to-day management of examination venues and shall perform the following duties, including but not limited to:

1. Assist in the preparation and set-up of examination venues by arranging stationery, equipment and examination materials in accordance with established examination procedures.
2. Assist candidates before the commencement of examinations by directing them to their designated seats and advising them on the items and personal belongings permitted within the examination venue.
3. Invigilate examinations in accordance with Council regulations, respond to candidates' queries where appropriate and manage examination irregularities in line with prescribed procedures.
4. Verify and record candidates' attendance throughout the examination.
5. Record details of candidates who leave the examination room before the scheduled end time and collect their examination scripts in accordance with the prescribed procedures.
6. Escort candidates who are required to leave the examination venue temporarily during the examination and supervise them while outside the examination room to maintain the integrity of the examination process.
7. Collect, sort, count and collate examination scripts at the conclusion of each examination session, prepare script envelopes and ensure all examination materials are securely packaged and accounted for in accordance with Council procedures.

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

OTHER DUTIES

The Supervisor/Examiner shall also support the Examinations Team in other examination-related activities, including but not limited to:

- Assisting in the packaging, sealing and preparation of examination papers, stationery and examination materials prior to the commencement of the examination period.
- Assisting with the secure distribution and transportation of examination materials to examination venues and the return of examination scripts and materials from the venues, in accordance with established procedures.
- Preparing and displaying seating arrangements for candidates at examination venues.
- Delivering completed examination scripts and other confidential examination materials to the designated Council offices or other authorized locations as directed.
- Performing any other examination-related duties assigned by the Chief Invigilator, Centre Supervisor, or the Council to ensure the smooth and secure administration of examinations.

WORKING HOURS

The Supervisor/Examinations Team shall be available for the entire examination period. Normal working hours shall be from 8:00 a.m. to 6:00 p.m. However, officers may be required to work beyond these hours where necessary to facilitate the preparation, administration and conclusion of examination activities.

PERSON SPECIFICATION

Academic and Professional Qualifications

Applicants must:

1. Be registered with the Public Health Officers and Technicians Council (PHOTC) and hold a valid practicing license.
2. Have held a valid PHOTC practicing license for a minimum period of five (5) years.
3. Possession of a specialty in any of the following five (5) pillars of Public Health practice will be an added advantage:
 - Public Health Engineering
 - Community Health
 - General Public Health
 - Built Environment and Sanitation
 - Food Science and Inspection

Experience

Applicants should demonstrate:

1. At least five (5) years' relevant work experience in an academic institution, public health practice or a related field environment. Previous experience as an examination invigilator, supervisor or in the administration of examinations
2. within a higher education institution, regulatory body, or professional examination body will be an added advantage.

Skills and Knowledge

Applicants should possess:

1. A good understanding of examination policies, procedures and standards.
2. Strong oral and written communication skills.
3. Organizational, coordination and record management skills.
4. Ability to maintain confidentiality and uphold the integrity of examination processes.
5. Basic computer literacy and proficiency in the use of standard office applications.

Personal Attributes

Applicants should demonstrate:

1. High levels of accuracy and attention to detail.
2. Integrity, honesty and professionalism in the execution of duties.
3. Flexibility and willingness to work extended hours during examination periods.
4. Ability to work effectively in a multicultural and multidisciplinary team environment.
5. Good interpersonal skills and the ability to relate professionally with candidates, academic staff and other stakeholders.
6. Ability to remain calm and make sound decisions under pressure and within strict timelines.
7. Dependability, punctuality and commitment to safeguarding the confidentiality and security of examination materials.

DURATION OF ASSIGNMENT

Successful applicants will be engaged as Examination Invigilators on a temporary basis for a period of four (4) days during the August 2026 Professional Examination Series, scheduled to take place from **Monday, 17th August 2026 to Thursday, 20th August 2026** at Kenya Medical Training College (KMTc) – Nairobi Campus.

APPLICATION PROCEDURE

Eligible candidates are required to submit their applications through the PHOTC Professionals Portal by following the steps below:

Log in to the PHOTC Professionals Portal at <https://www.osp.photc.org/examsInvigilator>

- ❖ Click on the Dashboard tab.
- ❖ Select the Exam Role option.
- ❖ Complete the online application form by providing all the required information.
- ❖ Review the information entered and click Submit to complete your application.



APPLICATION DEADLINE

All applications must be submitted online on or before 7th August, by 5:00 p.m.

Please note that applications submitted after the stipulated deadline will not be considered. Applications submitted in any format other than the prescribed online application form, including separate attachments or supporting documents, shall be automatically disqualified. Any form of canvassing will also result in automatic disqualification. The Public Health Officers and Technicians Council (PHOTC) is an equal opportunity employer, and all qualified candidates are encouraged to apply.



Anthony Wainaina

CHIEF EXECUTIVE OFFICER/REGISTRAR

