1. **Job Title:** EO – Test Development (Secondary)
   Responsible to: SEO - Test Development (Secondary)
   Responsible for: EO - None

2. **Salary Scale:** EB 5

3. **Purpose of the Job:**
   To carry out support coordination activities relating to Item Development of examinations in accordance with the laid down regulations.

4. **Main Duties and Responsibilities:**
   - Identifying and training item writers in close collaboration with the Senior Examinations Officer.
   - Ensuring reliability and validity of the items set.
   - Conducting moderation meetings
   - Compiling the moderated test items into draft question papers.
   - Supervising the type setting of the draft question papers.
   - Proof reading the typed question papers.
   - Analyzing, compiling and typesetting reports on work of candidates.

5. **Key Performance Indicators**
   - Lists of item writers
   - Number of sets of raw test items generated.
   - Number of sets of moderated test papers.
   - Number of sets of compiled draft test papers.
   - Number of sets of valid and reliable, and error free test papers produced.

6. **Key Decision Making**
   - The moderated items to be compiled into the test papers.
   - Schedules of moderation and item writers' meetings.

7. **Person specification**
   (i) *Academic/Professional Qualifications*
       Hons Bachelor's degree in education in the **desired subject area** or Arts /Sciences in the **desired subject area** with a post graduate diploma in education or the equivalent.
   (ii) *Work Experience*
       - Registered teacher with at least 3 years of teaching experience.
       - Minimum of 3 years' experience in examinations management or related work in a reputable educational institution.
   (iii) *Skills/Competencies/Attributes.*
       - Good coordination skills.
       - Knowledge and experience in examinations management.
       - Good communications and interpersonal relations.
       - Computer literate especially in word processing, and spreadsheets.
       - High degree of confidentiality and integrity

8. **Terms of Service:** Permanent