

**ADVERT REF. NO: WRTI/01/2023**

**CALL FOR APPLICATIONS FOR EXTERNAL EXAMINERS FOR THE PERIOD 2023/24  
AND 2025/26**

**Introduction**

Wildlife Research and Training Institute (WRTI) is a newly established parastatal in the Ministry of Tourism, Wildlife and Heritage whose mandate is to undertake and coordinate wildlife research and training in the country as provided for by Section 51 of the Wildlife Conservation and Management Act (WCMA), 2013. Section 52 (g) of the act further mandates the institute to train and award certificates in wildlife courses and related disciplines.

**Training Program**

The Training Division provides Technical and Vocational Education and Training (TVET) at diploma and certificate levels. The programs are conservation oriented and aim at building technical skills and expertise in natural resource management and tourism development. The Institute offer diploma and certificate courses in the fields of wildlife management, tourism and hospitality management, fisheries and aquatic sciences, environmental management and a foreign language i.e. French. All the academic programs are registered by the Technical and Vocational Education and Training Authority (TVETA). The Institute admits both government sponsored students placed by the Kenya Universities and Colleges Central Placement Service (KUCCPS) and self-sponsored trainees who meet the minimum training requirements.

**External Examiners**

The authority to train, examine, and award certificates is an important obligation given to the institute and requires strict quality assurance and control. The integrity of the Institute's internal examinations is guaranteed by various quality checks in the overall training process starting from admissions, teaching, examinations, and grading. The external examiners provide an important oversight role over the Institute's internal examinations and also advise on the dynamics in the industry thereby facilitating continuous improvement on the teaching, learning and examination processes.

The Institute invites applications from qualified and experienced professionals, who are willing to serve as external examiners for the period 2023/24-2025/26 in the following fields:

1. Wildlife Management
2. Tourism and Hospitality Management
3. Fisheries and Aquatic Sciences
4. Environmental Management
5. French Language

**Responsibilities and Terms of Reference**

External examiners are responsible for overall quality assurance of the diploma and certificate programmes offered at WRTI, and to assure parity with similar programs at national level and conformity with global best practices.

The specific terms of reference of the external examiners are:

- a) Review the structure of the curriculum, in terms of content, relevance and sequencing of the topics.
- b) Evaluation of the coverage, depth and organization of the semester units.
- c) Assessment of the adequacy and relevance of reading and teaching materials in the courses.
- d) Give recommendations on the final form of the examination papers and the continuous assessment tests and other relevant examination requirements.
- e) Review and moderation of examination draft papers and marking schemes in each assessment unit.
- f) Review of the continuous assessment guidelines in each assessment unit.
- g) Apply scientifically approved criteria to review the final examination scripts and advise on the standard of examination questions and consistency in the marking of examinations.
- h) Assessment of students' performance in the course units examined to ascertain achievement of the learning outcomes from the programme.
- i) Review and make recommendation on the borderline cases.
- j) Apply scientifically proven criteria with justification on any recommendation for alterations of final marks awarded by internal examiners.
- k) Recommend to the Examination Board, the final marks to be awarded to a student.
- l) Overall assessment of the courses, including strengths and weaknesses of students' performance in terms of the quality of their answers, and of the structure and relevance of examination questions in relation to the course outline.
- m) Contribute to an annual review of assessment procedures to affect continuous improvement in the process.
- n) Share experiences of good practice in learning and teaching and give recommendations to improve the quality of the courses and the programmes as a whole.

### **Criteria for Appointment as External Examiner**

To qualify for selection and appointment as external examiner, an individual must:

- a) Hold a PhD or Masters degree in any of the following fields: environment, wildlife, fisheries, tourism and hospitality, and French language;
- b) At least five (5) years teaching experience in tertiary colleges or university;
- c) Demonstrate knowledge of examination processes at higher educational level;
- d) Previous experience as an external moderator will be an added advantage;

### **Remuneration**

WRTI will pay a modest honorarium and reimburse travel costs, in addition to providing full board accommodation associated with the assignment.

### **Application, Recruitment and Selection**

If you are interested in assignment, please forward your application by **28 March, 2023** to:

**The Director/CEO**

**Wildlife Research and Training Institute**

**P.O. Box 842 - 20117 Naivasha, Kenya**

**E-mail: [training@wrti.go.ke](mailto:training@wrti.go.ke)**

The application should include:

1. A cover letter clearly indicating the fields/courses for which you wish to be an external examiner and valid e-mail, postal and telephone contacts.
2. Current curriculum vitae (CV), clearly indicating external examination experience (*period undertaken, institution for which the assignment was undertaken, fields/courses for which you were external examiner, and the programme for which you were external examiner*); and teaching experience.