



## INTERNAL ADVERTISEMENT OF VACANCIES

Kenya National Bureau of Statistics (KNBS) is a corporate body established under the Statistics Act (2006). It is the principal Government agency responsible for the collection, compilation, analysis, publication and dissemination of official statistical information and its custody. It also oversees the coordination, supervision and development of programmes within the National Statistical System.

Kenya National Bureau of Statistics invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following positions:-

Job Title:	Manager, Demography (Population Statistics)
KNBS:	Level 4
Ref:	KNBS/MD/6/2020
No. of Posts:	1
Monthly Remuneration:	
Basic Salary:	Kshs. 133,260 - Kshs. 189,960
House Allowance:	Kshs. 40,000
Commuter Allowance:	Kshs. 16,000
Extraneous Allowance:	Kshs 20,000

**Job Purpose:** Reporting to the Senior Manager, Population Statistics, the job holder will be responsible for planning, implementing and coordinating activities in the Population Statistics Section.

### Key responsibilities

- i. Participating in the activities of Kenya Population and Housing Censuses;
- ii. Designing and developing census and survey manuals, questionnaire and tabulation plans;

- iii. Participating in scheduled demographic and health Surveys;
- iv. Participating in the designing, organizing, implementing and disseminating socio-demographic ad-hoc surveys;
- v. Participating in the preparation of the Census and demographic Survey reports;
- vi. Compiling and updating of Kenyan tables for UN Demographic Yearbook;
- vii. Computing and updating population projections;
- viii. Responding to data request related to population and demographic statistics;
- ix. providing data and preparing relevant sections of Annual Economic Survey and National and County Statistical Abstracts;
- x. Providing technical support on population, demographic statistics to stakeholders;
- xi. Preparing sectional work plans and related budgets;
- xii. Representing the section at the divisional meetings;
- xiii. Implementing performance management activities;
- xiv. Supervising and managing staff within the Section;
- xv. Any other duties as may be assigned by the Senior Manager, Population Statistics.

### **Requirements for Appointment**

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, Demography, Population Studies or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics, Demography, Population Studies or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

**Job Title:** Manager Research and Development

**KNBS:** Level 4

**Ref:** KNBS/MRD/7/2020

**No. of Posts:** 1

**Monthly Remuneration:**

**Basic Salary:** Kshs. 133,260 - Kshs. 189,960

**House Allowance:** Kshs. 40,000

**Commuter Allowance:** Kshs. 16,000

**Extraneous Allowance:** Kshs 20,000

**Job Purpose:** Reporting to the Senior Manager, Research and Development, the jobholder will be responsible for planning and implementing activities in the Research and Development Section.

**Key responsibilities**

- i. Participating in analysing topical statistical information such as poverty profiles, statistical indices and derivation of geo-spatial related indicators;
- ii. Adopting international benchmarks on best practice in areas of statistical development;
- iii. Providing technical statistical support to both internal and external users in new areas of statistical analyses;
- iv. Participating in producing and disseminating specialised statistical reports on areas of research;
- v. Identifying priority statistical programmes to be implemented;
- vi. Fostering partnerships and collaboration with relevant subject specialists in undertaking research;
- vii. Preparing sectional work plans and related budgets;
- viii. Representing the section at the Divisional meetings;
- ix. Implementing performance management activities;
- x. Supervising and managing staff within the Section;
- xi. Any other duties as may be assigned by the Senior Manager, Research and Development.

## Requirements for Appointment

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	<b>Manager National Statistical System</b>
<b>KNBS:</b>	<b>Level 4</b>
<b>Ref:</b>	<b>KNBS/MNSS/8/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 133,260 - Kshs. 189,960</b>
<b>House Allowance:</b>	<b>Kshs. 40,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>
<b>Extraneous Allowance:</b>	<b>Kshs 20,000</b>

**Job Purpose:** Reporting to the Senior Manager, National Statistical System, the jobholder will be responsible for planning and implementing activities in the National Statistical System Section.

### Key responsibilities

- i. Participating in coordination of the National statistical System (NSS);
- ii. Designing and monitoring the implementation of the National Strategy for Development of Statistics (NSDS);

- iii. Participating in enhancement of the statistical capacity of the NSS to develop, produce and use official statistics in a cost-effective manner;
- iv. Providing technical statistical support to both internal and external stakeholders;
- v. Promoting the use of best practices in the production and dissemination of statistical information across the NSS;
- vi. Maintaining a register of institutions, technical committees and other stakeholders within the NSS;
- vii. Designing and implementing capacity building programmes across the NSS;
- viii. Preparing sectional work plans and related budgets;
- ix. Representing the section at the divisional meetings;
- x. Implementing performance management activities;
- xi. Supervising and managing staff within the Section;
- xii. Any other duties as may be assigned by the Senior Manager, National Statistical System.

### **Requirements for Appointment**

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	<b>Manager Field Services</b>
<b>KNBS:</b>	<b>Level 4</b>
<b>Ref:</b>	<b>KNBS/MFS/9/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 133,260 ~ Kshs. 189,960</b>
<b>House Allowance:</b>	<b>Kshs. 40,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>
<b>Extraneous Allowance:</b>	<b>Kshs 20,000</b>

**Job Purpose:** Reporting to the Senior Manager, Field Services, the jobholder will be responsible for planning and implementing activities in the Field Services Section.

### **Key responsibilities**

- i. Linking counties to the National Statistical System (NSS)
- ii. Facilitating data collection for establishments, households, market-based surveys
- iii. Facilitating work of respective directorates at county level
- iv. Preparing guidelines for the development of County Statistical Abstracts;
- v. Supervising preparation of County Statistical Abstracts;
- vi. Supervising capacity building of stakeholders on statistical production at county level;
- vii. Liaising with the unit responsible for sampling frames to update county specific sampling units from respective sampling frames;
- viii. Preparing sectional work plans and related budgets;
- ix. Representing the section at the divisional meetings;
- x. Implementing performance management activities;
- xi. Supervising and managing staff within the Section;
- xii. Any other duties as may be assigned by the Senior Manager, Field Services.

### **Requirements for Appointment**

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;

- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	<b>Manager, Food Monitoring, Nutrition and Environment Statistics</b>
<b>KNBS:</b>	<b>Level 4</b>
<b>Ref:</b>	<b>KNBS/MFNES/10/2020</b>
<b>No. of Posts:</b>	<b>2</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 133,260 - Kshs. 189,960</b>
<b>House Allowance:</b>	<b>Kshs. 40,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>
<b>Extraneous Allowance:</b>	<b>Kshs 20,000</b>

**Job Purpose:** Reporting to the Senior Manager, Food Monitoring, Nutrition and Environment Statistics, the jobholder will be responsible for planning and implementing activities in the Food Monitoring, Nutrition and Environment Statistics Section.

#### **Key responsibilities**

- i. Collecting, compiling, analysing and disseminating statistics on food, nutrition and environment;
- ii. Producing economic survey report on Environment and Natural resources;
- iii. Participating in the production of the Statistical Abstract tables on Environment and Natural Resources;

- iv. Participating in producing of subject specific reports on food insecurity and nutrition;
- v. Responding to data requests on food monitoring, nutrition, environment statistics and requests for SDGs/SDIs;
- vi. Producing food security indicators in the Leading Economic Indicators (LEI) Report;
- vii. Maintaining and updating the Kenya Information (Ken Info) database;
- viii. Collaborating with stakeholders in planning surveys, collecting and compiling statistics on Food, Nutrition and environment;
- ix. Preparing sectional work plans and related budgets;
- x. Representing the section at the divisional meetings;
- xi. Implementing performance management activities;
- xii. Supervising and managing staff within the section;
- xiii. Any other duties as may be assigned by the Senior Manager, Food Monitoring, Nutrition and Environment Statistics.

#### **Requirements for Appointment**

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Masters degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.



**Job Title:** Manager - Labour and Prices Statistics

**KNBS:** Level 4

**Ref:** KNBS/MLPS/11/2020

**No. of Posts:** 1

**Monthly Remuneration:**

**Basic Salary:** Kshs. 133,260 - Kshs. 189,960

**House Allowance:** Kshs. 40,000

**Commuter Allowance:** Kshs. 16,000

**Extraneous Allowance:** Kshs 20,000

**Job Purpose:** Reporting to the Senior Manager, Labour and Prices Statistics, the jobholder will be responsible for planning and implementing activities in the Labour and Prices Statistics Section.

### **Key responsibilities**

- i. Collecting, analyzing, generating, maintaining databases and disseminating Labour Statistics on employment and unemployment;
- ii. Participating in production of the Consumer Price Index (CPI) and inflation rates;
- iii. Compiling Harmonized Consumer Price Indices (COMESA & EAC);
- iv. Compiling International Comparison Prices;
- v. Participating in production of data on Leading Economic Indicators;
- vi. Participating in market prices survey for commonly used goods and services;
- vii. Collecting and compiling farm gate prices;
- viii. Participating in generation of Labour Productivity statistics;
- ix. Participating in producing real estate price statistics;
- x. Participating in production of economic survey report on employment and earnings;
- xi. Producing Annual Statistical Abstract Tables related to labour;
- xii. Responding to data request in all Labour related statistics;
- xiii. Preparing sectional work plans and related budgets;
- xiv. Representing the section at the Divisional meetings;
- xv. Implementing performance management activities;
- xvi. Supervising and managing staff within the Division;
- xvii. Any other duties as may be assigned by the Senior Manager, Labour and Prices Statistics.

## Requirements for Appointment

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Masters degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

**Job Title:** Manager Industrial Statistics

**KNBS:** Level

**Ref:** KNBS/MIS/12/2020

**No. of Posts:** 2

**Monthly Remuneration:**

**Basic Salary:** Kshs. 133,260 - Kshs. 189,960

**House Allowance:** Kshs. 40,000

**Commuter Allowance:** Kshs. 16,000

**Extraneous Allowance:** Kshs 20,000

**Job Purpose:** Reporting to the Senior Manager, Industrial Statistics, the jobholder will be responsible for planning and implementing activities in the Industrial Statistics Section.

### Key responsibilities

- i. Participating in data collection and analysis pertaining to industrial statistics;
- ii. Collecting and analyzing data on Survey of Industrial Production (SIP) and Census of Industrial Production (CIP);

- iii. Conducting Business Expectations Enquiry Survey (BEE);
- iv. Participating in compilation of Leading Economic Indicators Report;
- v. Participating in collection and compiling statistics on building and construction;
- vi. Participating in the production of Producer Price Indices (PPI-Industrial);
- vii. Participating in production of industrial data for the National Accounts;
- viii. preparing reports on SIP, CIP and Economic Survey on manufacturing, energy, and building and construction;
- ix. Producing Annual Statistical Abstract Tables related to mining and quarrying, energy, water, manufacturing and Building and construction
- x. Liaising with data producers and suppliers on statistics;
- xi. Responding to data requests;
- xii. Preparing sectional work plans and related budgets;
- xiii. Representing the section at the divisional meetings;
- xiv. Implementing performance management activities;
- xv. Supervising and managing staff within the Division;
- xvi. Any other duties as may be assigned by the Senior Manager, Industrial Statistics.

### **Requirements for Appointment**

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;

- ix. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	<b>Manager, External Statistics</b>
<b>KNBS:</b>	<b>Level 4</b>
<b>Ref:</b>	<b>KNBS/MES/13/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 133,260 - Kshs. 189,960</b>
<b>House Allowance:</b>	<b>Kshs. 40,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>
<b>Extraneous Allowance:</b>	<b>Kshs 20,000</b>

**Job Purpose:** Reporting to the Senior Manager, External Sector Statistics, the jobholder will be responsible for planning and implementing activities in the External Sector Statistics, Section.

### **Key responsibilities**

- i. Designing and conducting surveys and census programmes relating to external sector statistics;
- ii. Participating in compiling, analyzing and dissemination of international merchandise trade statistics, international trade in services statistics, external debt statistics, balance of payments statistics, international investment position statistics;
- iii. Ensuring best practices on standards and measurements in the production of external sector statistics using international statistical methodological standards;
- iv. Maintaining and updating the external sector statistics databases;
- v. Monitoring statistical trends, production and development of external sector statistics;
- vi. Developing external sector statistics concept papers for the overall technical development of external sector statistics;
- vii. Monitoring quality data from MDAs and offices dealing with trade, investment, financial market integration, customs and taxation that relates to external sector statistics;

- viii. Producing and providing statistical data to international and regional agencies that Kenya is party to; and data subscribers;
- ix. Establishing and maintaining appropriate systems for measuring and evaluating external sector data quality;
- x. Participating in production of the Quarterly Balance of Payment;
- xi. Providing data for the monthly leading economic indicator;
- xii. Preparing sectional work plans and related budgets;
- xiii. Representing the section at the divisional meetings;
- xiv. Implementing performance management activities;
- xv. Supervising and managing staff within the section;
- xvi. Any other duties as may be assigned by the Senior Manager, External Sector Statistics.

### **Requirements for Appointment**

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics, Population Studies or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

**Job Title: Manager, Tourism, Transport and ICT Statistics**

**KNBS: Level 4**

**Ref: KNBS/MTTIS/14/2020**

**No. of Posts: 1**

**Monthly Remuneration:**

**Basic Salary: Kshs. 133,260 - Kshs. 189,960**

**House Allowance: Kshs. 40,000**

**Commuter Allowance: Kshs. 16,000**

**Extraneous Allowance: Kshs 20,000**

**Job Purpose:** Reporting to the Senior Manager, Tourism, Transport and ICT Statistics, the jobholder will be responsible for planning and implementing activities in the Tourism, Transport and ICT Statistics, Section.

### **Key responsibilities**

- i. Managing the collection, compilation and dissemination of Tourism and Migration Statistics;
- ii. Developing proposals for surveys, studies and censuses to fill data gaps in the tourism and migration statistics;
- iii. Updating of the UNWTO Yearbook of Tourism Statistics;
- iv. Ensuring that data requests are promptly responded to;
- v. Preparing sectional work plans and related budgets;
- vi. Representing the section at the divisional meetings;
- vii. Implementing performance management activities;
- viii. Monitoring quality data from MDAs and offices dealing with Tourism and Migration statistics;
- ix. Ensuring that the Quality Management System is implemented accordingly;
- x. Preparing sectional work plans and related budgets;
- xi. Representing the section at the divisional meetings;
- xii. Implementing performance management activities;
- xiii. Supervising and managing staff within the Section;
- xiv. Any other duties as may be assigned by the Senior Manager, Tourism, Transport and ICT Statistics.

## Requirements for Appointment

- i. Must have served in the grade of Assistant Manager, Statistics for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Statistics; Mathematics; Economics or any other related qualifications from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment.

**Job Title:** Assistant Manager, Industrial Statistics

**KNBS:** Level 5

**Ref:** KNBS/AMIS/15/2020

**No. of Posts:** 1

**Monthly Remuneration:**

**Basic Salary:** Kshs. 103,860 ~ Kshs. 150,480

**House Allowance:** Kshs. 30,000

**Commuter Allowance:** Kshs. 14,000

**Extraneous Allowance:** Kshs 10,000

**Job Purpose:** Reporting to the Manager, Industrial Statistics, the jobholder will be responsible for planning and implementing activities in the Industrial Statistics, Unit.

**Key responsibilities**

- i. Assisting in designing, collection, compilation, analysis and dissemination of Industrial Statistics and other related indicators/ information
- ii. Assisting in collecting and analyzing data on Survey of Industrial Production (SIP), Census of Industrial Production (CIP) and Business Expectations Enquiry Survey (BEE);
- iii. Assisting in compilation of Leading Economic Indicators Report;
- iv. Assisting in collection and compiling statistics on building and construction;
- v. Assisting in the production of Producer Price Indices (PPI-Industrial);
- vi. Participating in production of industrial data for the National Accounts;
- vii. preparing reports on SIP, CIP and Economic Survey on manufacturing, energy, and building and construction;
- viii. producing Annual Statistical Abstract Tables related to mining and quarrying, energy, water, manufacturing and Building and construction;
- ix. Liaising with data producers and suppliers on statistics;
- x. Ensure best practices on Standards and Measurements in the production of Industrial Statistics;
- xi. Maintenance of relevant Statistics database;
- xii. Monitoring statistical trends and development of Industrial statistics aggregates;
- xiii. Drawing work plans and budgets for the Unit;
- xiv. Supervision and management of staff in the Unit;
- xv. Any other duties assigned by the Manager, Industrial Statistics.



## Requirements for Appointment

- i. Must have served in the grade of a Statistician for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, or any other related qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution;
- v. shown merit and ability as reflected in work performance and results;
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	<b>Assistant Manager, National Accounts Statistics</b>
<b>KNBS:</b>	<b>Level 5</b>
<b>Ref:</b>	<b>KNBS/AMNAS/16/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 103,860 - Kshs. 150,480</b>
<b>House Allowance:</b>	<b>Kshs. 30,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 14,000</b>
<b>Extraneous Allowance:</b>	<b>Kshs 10,000</b>

**Job Purpose:** Reporting to the Manager, National Accounts Statistics, the jobholder will be responsible for planning and implementing activities in the National Accounts, Unit.

### Key responsibilities

- i. Assisting in designing, collection, compilation, analysis and dissemination of National Accounts Statistics and other related indicators/ information;
- ii. Assisting in producing Sequence of Accounts, GDP by economic activities, expenditure components of GDP and produce GDP by income approach;
- iii. Conduct Sectoral analysis of economic performance;

- iv. Produce Supply and Use tables, Input/out Matrix, Social accounting Matrices;
- v. Analyzing international scene economic performance;
- vi. Assisting in generating Gross County Product (GCP);
- vii. Designing and implementing surveys and census programmes relating to National Accounts;
- viii. Preparing proposals and concept papers for the overall technical development of National Accounts in the country;
- ix. Ensuring best practices on Standards and Measurements in the production of National Accounts statistics; using the UN System of National Accounts (SNA) framework;
- x. Producing Satellite Accounts in the areas of Tourism, environmental, energy;
- xi. compiling institutional sector accounts for:- General Government; Household; Non Profit Institutions Serving Households (NPISH); Financial Corporations; non-Financial Corporations; and Rest of the world accounts;
- xii. Producing the Quarterly GDP;
- xiii. Drawing work plans and budgets for the Unit;
- xiv. Supervision and management of staff in the Unit;
- xv. Any other duties assigned by the Manager, National Accounts Statistics.

#### **Requirements for Appointment**

- i. Must have served in the grade of Statistician for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, or any other related qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution;
- v. shown merit and ability as reflected in work performance and results;
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment;

**Job Title:** Assistant Manager, Labour and Prices Statistics

**KNBS:** Level 5

**Ref:** KNBS/AMLPS/17/2020

**No. of Posts:** 1

**Monthly Remuneration:**

**Basic Salary:** Kshs. 103,860 - Kshs. 150,480

**House Allowance:** Kshs. 30,000

**Commuter Allowance:** Kshs. 14,000

**Extraneous Allowance:** Kshs 10,000

**Job Purpose:** Reporting to the Manager, Labour and Prices Statistics, the jobholder will be responsible for planning and implementing activities in Labour and Prices Statistics, Unit.

### **Key responsibilities**

- i. Assisting in designing, collection, compilation, analysis and dissemination of Labour Statistics on employment and unemployment;
- ii. Assisting in production of the Consumer Price Index (CPI) and inflation rates;
- iii. Assisting in compiling Harmonized Consumer Price Indices (COMESA & EAC);
- iv. Compiling International Comparison Prices;
- v. Assisting in production of data on Leading Economic Indicators;
- vi. Assisting in market prices survey for commonly used goods and services;
- vii. collecting and compiling farm gate prices;
- viii. Assisting in generation of Labour Productivity statistics;
- ix. Assisting in producing real estate price statistics;
- x. Assisting in production of economic survey report on employment earnings;
- xi. Producing Annual Statistical Abstract Tables related to labour;
- xii. Responding to data request in all Labour related statistics;
- xiii. Drawing work plans and budgets for the Unit;
- xiv. Supervision and management of staff in the Unit;
- xv. Any other duties assigned by the Manager, Labour and Prices Statistics.

## Requirements for Appointment

- i. Must have served in the grade of Statistician for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, or any other related qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution;
- v. shown merit and ability as reflected in work performance and results;
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment.

**Job Title:** Assistant Manager, Tourism, Transport and ICT Statistics

**KNBS:** Level 5

**Ref:** KNBS/AMTTIS/18/2020

**No. of Posts:** 2

**Monthly Remuneration:**

**Basic Salary:** Kshs. 103,860 - Kshs. 150,480

**House Allowance:** Kshs. 30,000

**Commuter Allowance:** Kshs. 14,000

**Extraneous Allowance:** Kshs 10,000

**Job Purpose:** Reporting to the Manager, Tourism, Transport and ICT Statistics, the jobholder will be responsible for planning and implementing activities in Tourism, Transport and ICT Statistics, Unit.

## **Key responsibilities**

- i. Assisting compiling, analyzing and disseminating road, air, inland waterways, sea, pipeline and railway transport statistics, warehousing statistics and statistics auxiliary to transportation;
- ii. Assisting compiling, analyzing and disseminating statistics on telecommunication, broadcasting, Internet service providers, media and courier services and statistics auxiliary to ICT;
- iii. Assisting compiling, analyzing and disseminating accommodation statistics including, hotels, lodges, campsites, cottages and villas, tourism arrival and departures, visits to Parks and Reserves, historical sites and museums;
- iv. Assisting compiling, analyzing and disseminating meetings, inventions, conference and exhibitions statistics;
- v. Assisting compiling, analyzing and disseminating Immigration Statistics;
- vi. Designing and conducting surveys and census programmes relating to Transport, ICT, Tourism and Immigration;
- vii. preparing proposals and concept papers for the overall technical development of Transport and Tourism and ICT statistics;
- viii. Ensuring best practices on Standards and Measurements in the production of Transport and Tourism Statistics;
- ix. Maintaining Transport, ICT, Tourism and Immigration statistics databases;
- x. Providing data for the monthly leading economic indicator;
- xi. Drawing work plans and budgets for the Unit;
- xii. Supervision and management of staff in the Unit;
- xiii. Any other duties assigned by the Manager, Tourism, Transport and ICT Statistics.

## **Requirements for Appointment**

- i. Must have served in the grade of Statistician for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, or any other related qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results;

- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	<b>Assistant Manager –External Sector Statistics</b>
<b>KNBS:</b>	<b>Level 5</b>
<b>Ref:</b>	<b>KNBS/AMESS/19/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 103,860 - Kshs. 150,480</b>
<b>House Allowance:</b>	<b>Kshs. 30,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 14,000</b>
<b>Extraneous Allowance:</b>	<b>Kshs 10,000</b>

**Job Purpose:** Reporting to the Manager, External Sector Statistics, the jobholder will be responsible for planning and implementing activities in the External Sector Statistics, Unit.

### **Key responsibilities**

- i. Assisting in designing and conducting surveys and census programmes relating to external sector statistics;
- ii. Assisting in compiling, analyzing and dissemination of international merchandise trade statistics, international trade in services statistics, external debt statistics, balance of payments statistics, international investment position statistics;
- iii. Ensuring best practices on standards and measurements in the production of external sector statistics using international statistical methodological standards;
- iv. Assisting in maintaining and updating external sector statistics databases;
- v. Assisting in monitoring statistical trends, production and development of external sector statistics;
- vi. Assisting in developing external sector statistics concept papers for the overall technical development of external sector statistics;

- vii. Assisting in Monitoring quality data from MDAs and offices dealing with trade, investment, financial market integration, customs and taxation that relates to external sector statistics;
- viii. producing and providing statistical data to international and regional agencies that Kenya is party to; and data subscribers;
- ix. Establishing and maintaining appropriate systems for measuring and evaluating external sector data quality;
- x. Participating in production of the Quarterly Balance of Payment;
- xi. Providing data for the monthly leading economic indicator;
- xii. Drawing work plans and budgets for the Unit;
- xiii. Supervision and management of staff in the unit;
- xiv. Any other duties as may be assigned by the Manager, External Sector Statistics.

### **Requirements for Appointment**

- i. Must have served in the grade of Statistician for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, or any other related qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution; and
- v. shown merit and ability as reflected in work performance and results
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment;

**Job Title: Assistant Manager, Demography (Population Statistics)**

**KNBS: Level 5**

**Ref: KNBS/AMD/20/2020**

**No. of Posts: 1**

**Monthly Remuneration:**

**Basic Salary: Kshs. 103,860 - Kshs. 150,480**

**House Allowance: Kshs. 30,000**

**Commuter Allowance: Kshs. 14,000**

**Extraneous Allowance: Kshs 10,000**

**Job Purpose:** Reporting to the Manager, Population Statistics, the job holder will be responsible for planning, implementing and coordinating activities in the Population Statistics Section.

### **Key responsibilities**

- i. Assisting in the activities of Kenya Population and Housing Censuses;
- ii. Participating in designing and developing census and survey manuals, questionnaire and tabulation plans;
- iii. Assisting in scheduled demographic and health Surveys;
- iv. Assisting in the designing, organizing, implementing and disseminating socio-demographic ad-hoc surveys;
- v. Assisting in the preparation of the Census and demographic Survey Reports;
- vi. Participating in compiling and updating of Kenyan tables for UN Demographic Yearbook;
- vii. Computing and updating population projections;
- viii. Responding to data request related to population and demographic statistics;
- ix. Providing data and preparing relevant sections of Annual Economic Survey and National and County Statistical Abstracts;
- x. Providing technical support on population, demographic statistics to stakeholders;
- xi. Drawing work plans and budgets for the Unit;
- xii. Supervision and management of staff in the unit;
- xiii. Any other duties as may be assigned by the Manager, Demography.

### **Requirements for Appointment**

- i. Must have served in the grade of Statistician for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Statistics; Mathematics; Economics, Demography, Population Studies or any other related qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution; and
- v. shown merit and ability as reflected in work performance and results
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment;



**Job Title: Assistant Manager, Cartography /GIS**

**KNBS: Level 5**

**Ref: KNBS/AMC/21/2020**

**No. of Posts: 1**

**Monthly Remuneration:**

**Basic Salary: Kshs. 103,860 - Kshs. 150,480**

**House Allowance: Kshs. 30,000**

**Commuter Allowance: Kshs. 14,000**

**Extraneous Allowance: Kshs 10,000**

**Job Purpose:** Reporting to the Manager, Cartography /GIS, the jobholder will be responsible for planning and implementing activities in Cartography /GIS, Unit.

### **Key responsibilities**

- i. Assisting in preparing proposals on mapping activities;
- ii. Designing mapping and map production instruments;
- iii. Assisting in sensitization of National Government Administrative officers (NGAO) for census mapping;
- iv. Assisting in delineation of enumeration areas for census and surveys;
- v. Assisting in Geospatial data collection, compilation, integration, analysis and dissemination;
- vi. Developing and managing geospatial databases;
- vii. Designing, compiling layout and prepare census, cluster and other thematic maps;
- viii. Updating census and Enumeration Area (EAs) and cluster maps;
- ix. preparing mapping reports;
- x. Responding to geospatial data requests;
- xi. Archiving and maintain census maps;
- xii. Providing technical support on census and cluster maps;
- xiii. Providing technical support to stakeholders on statistical issues;
- xiv. Preparing in undertaking data collection on establishment based surveys;
- xv. Undertaking data collection on household based surveys;
- xvi. Developing County Statistical Abstracts and preparing county specific reports ;

- xvii. Drawing work plans and budgets for the Unit;
- xviii. Supervision and management of staff in the Unit;
- xix. Any other duties assigned by the Manager, Cartography /GIS.

**Requirements for Appointment**

- i. Must have served in the grade of Cartographer for a minimum period of three (3) years.
- ii. Bachelor’s degree in any of the following:- Geography, Geo-spatial Engineering; Geomatics Engineering; Geospatial Information System or any other related qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution;
- v. shown merit and ability as reflected in work performance and results;
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment.

<b>Job Title:</b>	Assistant Manager, Library
<b>KNBS:</b>	Level 5
<b>Ref:</b>	KNBS/AML/22/2020
<b>No. of Posts:</b>	1
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	Kshs. 103,860 - Kshs. 150,480
<b>House Allowance:</b>	Kshs. 30,000
<b>Commuter Allowance:</b>	Kshs. 14,000
<b>Extraneous Allowance:</b>	Kshs 10,000

**Job Purpose:** Reporting to the Manager, Library Services the jobholder will be responsible for undertaking activities in, the Library Section.

**Key responsibilities**

- i. Conducting reference transactions and database searches;
- ii. Coordinating, receiving and verifying newly acquired information resources;
- iii. Coordinating; shelving and shelf arrangement;

- iv. Supervising circulation desk services;
- v. Preserving and conserving Library materials;
- vi. Ensuring library information services are in conformity with existing standards;
- vii. Managing electronic information resources;
- viii. Indexing and abstracting;
- ix. Selecting and requisitioning information resources;
- x. Networking information services with libraries and information centers to facilitate information sharing;
- xi. Establishing and maintaining linkages with other sources of information to facilitate information sharing;
- xii. Supervising indexing, cataloguing and classifying library materials;
- xiii. Undertaking research in library services;
- xiv. Preparing and submitting library reports;
- xv. Drawing work plans and budgets for the Unit;
- xvi. Supervision and management of staff in the unit;
- xvii. Any other duties assigned by the Manager, Library services.

### **Requirements for Appointment**

- i. Must have served in the grade of Librarian for a minimum period of three (3) years;
- ii. Bachelor's Degree in Library and information Studies or Information Sciences; or any other relevant qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.
- vi. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- vii. Must have analytical, financial and human resource management skills;
- viii. Must be able to work in a collaborative team environment.

**Job Title: Human Resource Management Officer**

**KNBS: Level 6**

**Ref: KNBS/HRMO/23/2020**

**No. of Posts: 1**

**Monthly Remuneration:**

**Basic Salary: Kshs. 80,400 - Kshs. 112,400**

**House Allowance: Kshs. 20,000**

**Commuter Allowance: Kshs. 12,000**

**Job Purpose:** Reporting to the Assistant Manager, Human Resource Management, the jobholder will be responsible for undertaking activities in the Human Resource management section.

### **Key responsibilities**

- i. Processing staff Recruitment, deployment, promotions and transfers;
- ii. Processing disciplinary cases;
- iii. Administering employee welfare programs;
- iv. Processing retirement benefits, medical claims, Group Personal Accidents and Group Life schemes;
- v. Processing of leave applications;
- vi. Verifying and updating staff compliment and establishment;
- vii. Developing and implementing Human Resource Management system;
- viii. Any other duties assigned by the Assistant Manager, Human Resource Management

### **Requirements for appointment**

- i. Bachelors degree in any of the following disciplines: Human Resource Management; Human Resource Development; Bachelor of Education; Business Management; Business Administration or any other equivalent qualification from a recognized institution;
- ii. Post-Graduate Diploma in Human Resource Management;
- iii. Membership to a recognized professional body;
- iv. Certificate in computer applications skills from a recognized institution.

<b>Job Title:</b>	<b>Records Management Officer</b>
<b>KNBS:</b>	<b>Level 6</b>
<b>Ref:</b>	<b>KNBS/RMO/24/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 80,400 - Kshs. 112,400</b>
<b>House Allowance:</b>	<b>Kshs. 20,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000</b>

**Job Purpose:** Reporting to the Assistant Manager, Records Management, the jobholder will be responsible for undertaking activities in the Records management section

### **Key responsibilities**

- i. Participating in Implementation of policies and procedures on records management;
- ii. Creating and maintaining databases for control and retrieval of records;
- iii. Ensuring proper handling of documents, pending correspondence and bring-ups;
- iv. Guiding on files disposal;
- v. Controlling creation of records;
- vi. Managing confidential files and records;
- vii. Ensuring proper storage, custody and preservation of archives;
- viii. Updating of file indexes;
- ix. Ensuring security of files and documents;
- x. Appraising and disposal of files;
- xi. Developing, updating and maintaining records management database;
- xii. Any other duties assigned by the Assistant Manager, Records Management.

### **Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines:- Information Science; Records Management and Information Technology; Archives and Records Management or any other equivalent qualification from a recognized institution;
- ii. Certificate in computer applications from a recognized institution.

<b>Job Title:</b>	<b>Office Administrator</b>
<b>KNBS:</b>	<b>Level 6</b>
<b>Ref:</b>	<b>KNBS/OA/25/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 80,400 - Kshs. 112,400</b>
<b>House Allowance:</b>	<b>Kshs. 20,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000</b>

**Job Purpose:** Reporting to the Assistant Manager, Administration, the jobholder will be responsible for undertaking activities in the assigned office.

### **Key responsibilities**

- i. Typing letters and memos;
- ii. Taking oral dictation;
- iii. Managing e-office;
- iv. Ensuring security of office equipment and records including classified materials;
- v. Operating office equipment;
- vi. Attending to visitors/clients;
- vii. Maintaining office diary and handling enquiries;
- viii. Maintaining schedules of meetings;
- ix. Preparing responses to routine correspondence;
- x. Maintaining proper record keeping of correspondence and file movement;
- xi. Ensuring security, and confidentiality of information;
- xii. Managing office protocol and etiquette;
- xiii. Handling telephone calls and appointments;
- xiv. Any other duties assigned by the Assistant Manager, Administration.

### **Requirements for appointment**

- i. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management or any other related qualifications from a recognized institution;
- ii. Certificate in Secretarial Management Course lasting not less than three (3) weeks from a recognized institution;
- iii. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution.

**Job Title:** Information Communication Technology Officer  
**KNBS:** Level 6  
**Ref:** KNBS/ICTO/26/2020  
**No. of Posts:** 2  
**Monthly Remuneration:**  
**Basic Salary:** Kshs. 80,400 - Kshs. 112,400  
**House Allowance:** Kshs. 20,000  
**Commuter Allowance:** Kshs. 12,000

**Job Purpose:** Reporting to the Assistant Manager, ICT, the jobholder will be responsible for undertaking activities in the ICT Unit.

### **Key responsibilities**

- i. Configuring and maintaining Local Area Network and Wide Area Network;
- ii. Installing and testing ICT systems, networks and upgrades;
- iii. Carrying out systems analysis, design and programme specifications in liaison with users;
- iv. Designing, developing and testing computer programs according to instructions and specifications;
- v. Drawing up hardware specifications for information communication technology equipment;
- vi. Providing technical ICT support to users;
- vii. Resolving and restoring operational issues and ICT services;
- viii. Maintaining data centers;
- ix. Performing data backups;
- x. Carrying out work and changes to the ICT infrastructure components;
- xi. Carrying out feasibility studies for areas to be computerized;
- xii. Following up with vendors and service providers on warranty issues;
- xiii. Any other duties assigned by the Assistant Manager, ICT.

### **Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines:- Computer Science; Information Science; Information Technology; Business Information Technology or any other related qualification from a recognized institution;

**Job Title:** Senior Assistant Cartographer  
**KNBS:** Level 7  
**Ref:** KNBS/SAC/27/2020  
**No. of Posts:** 1  
**Monthly Remuneration:**  
**Basic Salary:** Kshs. 61,800 - Kshs. 91,500  
**House Allowance:** Kshs. 15,000  
**Commuter Allowance:** Kshs. 10,000

**Job Purpose:** Reporting to the Statistician, Cartographer, the jobholder will be responsible for undertaking activities in Cartography/GIS Unit.

#### **Key responsibilities**

- i. Carrying out pre-testing and piloting of geo-spatial mapping instruments;
- ii. Collecting and collating Geospatial data;
- iii. Identifying administrative boundaries for census and survey mapping;
- iv. Scanning, geo-referencing, archiving and retrieving of maps and map records;
- v. Updating the geo databases;
- vi. Preparing and producing maps as per stakeholders request;
- vii. Generating geo-codes;
- viii. Printing Enumeration Area maps.
- ix. Any other duties assigned by the Cartographer,

#### **Requirements for Appointment**

- i. Diploma in any of the following disciplines: - Cartography or Geographic Information System or any other related qualifications from a recognised institution;
- ii. Certificate in Supervisory Skills Course lasting not less two (2) weeks from a recognized institution;
- iii. Certificate in computer applications from a recognized institution.



<b>Job Title:</b>	<b>Senior Supply Chain Management Assistant</b>
<b>KNBS:</b>	<b>Level 7</b>
<b>Ref:</b>	<b>KNBS/SCMA/28/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 61,800 - Kshs. 91,500</b>
<b>House Allowance:</b>	<b>Kshs. 15,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 10,000</b>

**Job Purpose:** Reporting to the Supply Chain Management Officer, the jobholder will be responsible for undertaking activities in Supply Chain Management Unit.

### **Key responsibilities**

- i. Receiving and issuing of stores;
- ii. Preparing and maintaining stores records;
- iii. Generating Goods received Notes;
- iv. Sorting ,dispatching and filing invoices;
- v. Verifying stocks and undertaking reconciliation;
- vi. Generating stores re-order levels and stock replenishment reports;
- vii. Ensuring security of stores;
- viii. Any other duties assigned by the Supply Chain Management Officer.

### **Requirements for Appointment**

- i. Must have served in the grade of Supply Chain Management Assistant for a minimum period of three (3) years;
- ii. Diploma in Supply Chain Management from Chartered Institute of Purchasing and Supply (CIPS) - Final or any other related qualifications from a recognized institution;
- iii. Membership of Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS);
- iv. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution.

<b>Job Title:</b>	<b>Senior Assistant Office Administrator</b>
<b>KNBS:</b>	<b>Level 7</b>
<b>Ref:</b>	<b>KNBS/SAOA/29/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 61,800 - Kshs. 91,500</b>
<b>House Allowance:</b>	<b>Kshs. 15,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 10,000</b>

**Job Purpose:** Reporting to the Assistant Manager, Administration, the jobholder will be responsible for undertaking activities in the assigned office.

### **Key responsibilities**

- i. Typing letters and memos;
- ii. Taking oral dictation;
- iii. Managing e-office;
- iv. Ensuring security of office equipment and records including classified materials;
- v. Operating office equipment;
- vi. Attending to visitors/clients;
- vii. Maintaining office diary and handling enquiries;
- viii. Maintaining schedules of meetings;
- ix. Preparing responses to routine correspondence;
- x. Maintaining proper record keeping of correspondence and file movement;
- xi. Ensuring security, and confidentiality of information;
- xii. Managing office protocol and etiquette;
- xiii. Handling telephone calls and appointments;
- xiv. Any other duties assigned by the Assistant Manager, Administration.

### **Requirements for appointment**

- i. Must have served in the grade of Assistant Office Administrator for a minimum period of three (3) years;

- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- (a) Typewriting III (50 w.p.m) Computerized Document Processing III;
  - (b) Shorthand III (110 w.p.m);
  - (c) Business English III/Communication II;
  - (d) Office Practice II;
  - (e) Secretarial Duties II;
  - (f) Commerce II;
  - (g) Office Management III/Office Administration and Management III;
- iii. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from a recognized institution;
  - iv. Certificate in Computer applications from a recognized institution;

<b>Job Title:</b>	<b>Records Management Assistant</b>
<b>KNBS:</b>	<b>Level 8</b>
<b>Ref:</b>	<b>KNBS/RMA/30/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 46,500 - Kshs. 70,500</b>
<b>House Allowance:</b>	<b>Kshs. 8,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 8,000</b>

**Job Purpose:** Reporting to the Records Management Officer, the jobholder will be responsible for undertaking activities in the Records management Unit.

### **Key responsibilities**

- i. Filing of correspondence and documents;
- ii. Renewing file covers and ensuring they are well maintained;
- iii. Dispatching letters and maintaining related registers;
- iv. Receiving, opening, sorting, date stamping of official mail;
- v. Recording, registering, filing and distributing mails;
- vi. Ensuring all folios are signed off by action officers;
- vii. Tracing files;
- viii. Filing and marking letters to action officer;
- ix. Franking and recording of outgoing mails;
- x. Receiving and returning files in their respective racks;
- xi. Any other duties assigned by the Records management Officer.

### **Requirements for Appointment**

- i. Diploma in any of the following disciplines: Records Management; Archives and Records Management; Technology in Archives and Records Management; Information Management or related qualification from a recognized institution;
- ii. Certificate in computer applications from a recognized institute

<b>Job Title:</b>	<b>Senior Clerical Officer</b>
<b>KNBS:</b>	<b>Level 8</b>
<b>Ref:</b>	<b>KNBS/SCO/31/2020</b>
<b>No. of Posts:</b>	<b>2</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 46,500 - Kshs. 70,500</b>
<b>House Allowance:</b>	<b>Kshs. 8,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 8,000</b>

**Job Purpose:** Reporting to the Senior Accounts Assistant, the jobholder will be responsible for undertaking activities in Finance and Accounts Unit.

### **Key responsibilities**

- i. Preparing payment and surrender vouchers;
- ii. Filing of accounting support documents;

- iii. Retrieving of surrender vouchers ;
- iv. Processing of imprest;
- v. Writing of receipt vouchers for refund of cash by imprest holders;
- vi. Managing petty cash;
- vii. Posting entries in the vote book;
- viii. Capturing the Appropriation in Aid revenue on a daily basis;
- ix. Any other duties assigned by the Senior Accounts Assistant,

### Requirements for appointment

- i. A pass in Part II of the Certified Public Accountants (CPA) or Part II of ACCA Examination or any other related qualification from a recognized institution;
- ii. Certificate in computer applications from a recognized institution.

<b>Job Title:</b>	<b>Library Assistant</b>
<b>KNBS:</b>	<b>Level 8</b>
<b>Ref:</b>	<b>KNBS/LA/32/2020</b>
<b>No. of Posts:</b>	<b>1</b>
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	<b>Kshs. 46,500 - Kshs. 70,500</b>
<b>House Allowance:</b>	<b>Kshs. 8,000</b>
<b>Commuter Allowance:</b>	<b>Kshs. 8,000</b>

**Job Purpose:** Reporting to the Librarian the jobholder will be responsible for undertaking activities in the Library.

### Key responsibilities

- i. Registering library users;
- ii. Providing circulation desk services;
- iii. Shelving library materials;
- iv. Operating a Current Awareness Service;
- v. Providing reference services to library users;
- vi. Circulating and tracking of serials;
- vii. Providing reference service to library users;
- viii. Cataloguing and Classifying information resources;
- ix. Charging and discharging Library materials;

- x. Stamping and accessioning of new information materials;
- xi. Any other duties assigned by the Librarian.

**Requirements for Appointment**

- i. Diploma in any of the following disciplines: ~ Library and Information Science; Library and Information Studies; Library studies or any other related qualification from a recognized institution;
- ii. Certificate in computer applications from a recognized institution.

<b>Job Title:</b>	Supply Chain Management Assistant,
<b>KNBS:</b>	Level 8
<b>Ref:</b>	KNBS/SCMA/33/2020
<b>No. of Posts:</b>	2
<b>Monthly Remuneration:</b>	
<b>Basic Salary:</b>	Kshs. 46,500 ~ Kshs. 70,500
<b>House Allowance:</b>	Kshs. 8,000
<b>Commuter Allowance:</b>	Kshs. 8,000

**Job Purpose:** Reporting to the Senior Supply Chain Management Assistant, the jobholder will be responsible for undertaking activities in the Supply Chain Management Division.

**Key responsibilities**

- i. Issuing and receiving of stores;
- ii. Preparing and maintaining stores records;
- iii. Generating Goods Received Notes;
- iv. Stocktaking;
- v. Ensuring security of stores.
- vi. Any other duties assigned by the Senior Supply Chain Management Assistant

**Requirements for Appointment**

- i. Diploma in Supply Chain Management from Chartered Institute of Purchasing and Supply (CIPS) ~ Final or any other equivalent qualification from a recognized institution;
- ii. Certificate in computer applications from a recognized institution.

Applicants should fill and submit hard copies of the employment application form **Ref. KNBS/F/93/29** attached. Submit copies of academic, professional and other relevant certificates, transcripts and testimonials.

The reference number for the post applied for should be clearly marked on the envelope and addressed to:

The Director General  
Kenya National Bureau of Statistics  
P. O. Box 30266 – 00100  
Real Towers, Upper Hill, 4<sup>th</sup> floor  
Hospital Road  
**NAIROBI**

Applications must be received not later than **30<sup>th</sup> June, 2020** and only shortlisted candidates will be contacted.

**KENYA NATIONAL BUREAU OF STATISTICS IS AN EQUAL OPPORTUNITY EMPLOYER.**