

KENYA INDUSTRIAL PROPERTY INSTITUTE



VISION

“A world class institution in administration of industrial property rights”

MISSION

“To protect and promote industrial property rights and foster innovation for sustainable development in Kenya”

Applications are invited from qualified persons for the following positions: -

**1. DEPUTY MANAGING DIRECTOR, TECHNICAL SERVICES - GRADE KP ‘2’
(REF. NO. KIPI/ADM/HR/2023/2)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 165,700/= - Ksh. 290,000/= p.m
House Allowance	: Ksh. 80,000/= p.m
Commuter Allowance	: Ksh. 24,000/= p.m
Medical Cover	: As per KIPI’s medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Managing Director, will be responsible for:

- i. Overseeing the formulation and implementation of standards, norms, plans, policies, laws and regulations concerning development of industrial property rights in Kenya;
- ii. Ensuring efficient and effective organization, direction, administration, management and coordination of activities and programmes in the Department;
- iii. Developing proposals for modernization of the Department;
- iv. Overseeing undertaking of research and preparation of reports on relevant issues in the field of industrial property;
- v. Overseeing development of outreach programmes;

- vi. Coordinating, monitoring and evaluating all the departmental programmes, activities and budget;
- vii. Overseeing the provision of industrial property information to the public;
- viii. Liaising with international intellectual property organizations to promote industrial property protection in Kenya;
- ix. Managing departmental performance targets; and
- x. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Master’s Degree in Intellectual Property, Science, Law, Engineering, Information Technology or Business Administration or equivalent qualifications from a recognised institution;
- ii. A Bachelor’s Degree in Science, Engineering, Law, Technology or Business Administration or equivalent qualifications from a recognised institution;
- iii. A management and leadership course lasting not less than four (4) weeks;
- iv. Satisfactorily served at a senior position in the Institute or a comparable position in similar organizations for a minimum period of three (3) years;
- v. Membership to relevant professional body;
- vi. Computer competence;
- vii. Extensive knowledge in the field of industrial property;
- viii. Demonstrated high degree of professional competence and managerial capability;
- ix. A strong interpersonal skill;
- x. A high degree of integrity and responsibility; and
- xi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**2. MANAGER, RESEARCH, INNOVATION AND IP INFORMATION - GRADE KP ‘3’
(REF. NO. KIPI/ADM/HR/RI/2023/3)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 133,500/= - Ksh. 247,700/= p.m
House Allowance	: Ksh. 60,000/= p.m
Commuter Allowance	: Ksh. 20,000/= p.m
Medical Cover	: As per KIPI’s medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Deputy Managing Director, Technical Services, the manager will be responsible for:

- i. Formulating and implementing operational policies, work plans, procedures, projects and budgets in relation to research, dissemination of IP information, IP training and IP awareness creation;
- ii. Identifying research priorities for the Institute in relation to IP and developing a comprehensive research agenda;
- iii. Undertaking research and preparing reports on relevant issues on industrial property and identifying emerging fields of research endeavour;
- iv. Managing and administering the IP resource Centre and Technology and Innovation Support Centre (TISC);
- v. Facilitating access to online patent, scientific and technical resources and publications;
- vi. Developing and implementing IP training and IP awareness programmes, and coordinating preparation of materials relevant for the training and awareness programmes;
- vii. Liaising with other functional areas to identify IP information to be disseminated to the public;
- viii. Building partnership with stakeholders to promote innovation and exploitation of inventions for economic development;
- ix. Setting, monitoring and ensuring achievement of performance targets in the Division;
- x. Coordinating preparation of newsletters, reports and journals for publication; and
- xi. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Master's Degree in Science, Engineering, Economics, Law, Commerce, Intellectual Property or equivalent qualifications from a recognised institution;
- ii. A Bachelor's Degree in Science, Engineering, Economics, Law, Commerce or equivalent qualifications from a recognised institution;
- iii. Demonstrated knowledge and experience in the field of intellectual property;
- iv. A management and leadership course lasting not less than four (4) weeks;
- v. Membership to relevant professional body;
- vi. Good analytical skills with the ability to research and interpret information;
- vii. Excellent level of report writing, presentation and communication skills;
- viii. Computer competency; and
- ix. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

3. MANAGER, FINANCE AND ACCOUNTS - GRADE KP '3'
(REF. NO. KIPI/ADM/HR/FA/2023/4)
ONE (1) POSTION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 133,500/= - Ksh. 247,700/= p.m
House Allowance	: Ksh. 60,000/= p.m
Commuter Allowance	: Ksh. 20,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Deputy Managing Director, Corporate Services, the manager will be responsible for:

- i. Formulating and implementing finance and accounting policies and procedures;
- ii. Designing and implementing an effective system of internal controls that adheres to financial policies and procedures;
- iii. Formulating and implementing a system for prudent financial management;
- iv. Keeping safe custody of assets and accountable documents;
- v. Preparing and presenting annual budgets and management reports;
- vi. Coordinating reconciliation of accounts as well as preparation of timely and accurate financial statements;
- vii. Coordinating with the External Auditors and implementing audit recommendations;
- viii. Coordinating efficient and timely payments for goods and services;
- ix. Supervising staff;
- x. Managing performance targets; and
- xi. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Master's Degree in Business Administration, Commerce or Social Sciences or equivalent qualification from a recognised University;
- ii. A Bachelor's Degree in Commerce or Business Administration or equivalent qualification from a recognised University;
- iii. CPA Part II or III or equivalent qualification;
- iv. Satisfactorily served at a senior role in Finance or Accounts in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- v. Demonstrated high understanding of finance and accounting matters;
- vi. Strong interpersonal skills;
- vii. Membership to relevant professional body;
- viii. A management and leadership course lasting not less than four (4) weeks;

- ix. A high degree of integrity and responsibility;
- x. Computer competency; and
- xi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

4. HUMAN RESOURCE MANAGER - GRADE KP '3'
(REF. NO. KIPI/ADM/HR/2023/5)
ONE (1) POSTION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 133,500/= - Ksh. 247,700/= p.m
House Allowance	: Ksh. 60,000/= p.m
Commuter Allowance	: Ksh. 20,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Deputy Managing Director, Corporate Services, the manager will be responsible for overall management of human resource services including:

- i. Coordinating the implementation of policies and procedures governing human resource management in the Institute;
- ii. Serving as Secretary to the Human Resource Advisory Committee;
- iii. Coordinating management of human resource services;
- iv. Coordinating human resource planning, recruitment, selection, discipline, placement, induction, appointments, promotions and confirmation of staff;
- v. Administering staff remuneration, remittances, pension and gratuities;
- vi. Coordinating provision of staff insurance, medical cover, occupational health, safety and welfare;
- vii. Coordinating job evaluation, staff performance appraisal and incentive scheme;
- viii. Coordinating performance management including time management, staff appraisal, staff training and career development;
- ix. Supervising staff;
- x. Managing performance targets; and
- xi. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Master's Degree in Business Administration or Social Sciences or equivalent qualifications from a recognised institution;
- ii. A Bachelor's Degree in Social Sciences or equivalent qualifications from a recognised institution;

- iii. A Postgraduate Diploma in Human Resource Management or CPS (K) or equivalent qualifications from a recognised institution;
- iv. Satisfactorily served as Assistant Human Resource Manager in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- v. A management and leadership course lasting not less than four (4) weeks;
- vi. Membership to relevant professional body
- vii. A high degree of integrity, responsibility and confidentiality;
- viii. Conversant with labour laws and regulations;
- ix. Good interpersonal and communication skills;
- x. Computer competency; and
- xi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

5. ASSISTANT MANAGER, LEGAL SERVICES - GRADE KP '4'
(REF. NO. KIPI/ADM/HR/LS/2023/5)
TWO (2) POSITIONS

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 99,500/= - Ksh. 198,200/= p.m
House Allowance	: Ksh. 50,000/= p.m
Commuter Allowance	: Ksh. 16,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

Duties and Responsibilities

Reporting to the Manager, Legal Services, the Assistant Manager will be responsible for:

- i. Hearing opposition and expungement proceedings and making written rulings under the provisions of the Trade Marks Act;
- ii. Advising the Institute on compliance with the Constitution of Kenya, the Industrial Property Act, the Trade Marks Act and other relevant national laws as well as international industrial property instruments that Kenya has acceded to or ratified;
- iii. Signing certificates issued under the Trade Marks Act;
- iv. Preparing requisite documents and attending proceedings on infringement of industrial property rights;
- v. Liaising with external lawyers on court proceedings involving the Institute and other legal matters;
- vi. Preparing drafting instructions to amend the Trade Marks Act and the Industrial Property Act as well as the subsidiary legislation made thereunder and preparing drafting instructions for new legislation in the industrial property field;
- vii. Interpreting and implementing legal policies, procedures, rules and regulations;

- viii. Negotiating and drafting of commercial contracts and international agreements on behalf of the Institute;
- ix. Screening and registering technology transfer agreements and licences; and
- ix. Any other duty that may be assigned.

Requirements for Appointment

- i. An L.L.M Degree or a Master's Degree in Intellectual Property or equivalent qualifications from a recognised institution;
- ii. An L.L.B Degree or equivalent qualifications from a recognised institution;
- iii. A post graduate Diploma in Law;
- iv. Possession of a current practising certificate;
- v. Be a Certified Public Secretary;
- vi. Satisfactorily served in the grade of Senior Legal Officer in the Institute or a comparable position with similar responsibilities for at least 3 years;
- vii. A management and leadership course lasting not less than four (4) weeks;
- viii. Membership to relevant professional body;
- ix. Computer competency; and
- x. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

6. ASSISTANT MANAGER, FINANCE AND ACCOUNTS - GRADE KP '4'
(REF. NO. KIPI/ADM/HR/FA/2023/7)
ONE (1) POSITION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 99,500/= - Ksh.198,200/= p.m
House Allowance	: Ksh. 50,000/= p.m
Commuter Allowance	: Ksh. 16,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

Duties and Responsibilities

Reporting to the Manager, Finance and Accounts, the Assistant Manager will be responsible for:

- i. Implementing accounting systems;
- ii. Overseeing timely preparation and payment of tax and other statutory deductions;
- iii. Monitoring of expenditure against budgets;
- iv. Approving payments;
- v. Preparing budgets;
- vi. Inducting new staff;
- vii. Monitoring of revenue against target;
- viii. Preparing and presentation of timely and accurate financial statements and reports;
- ix. Liaising with external auditors; and
- x. Any other duty that may be assigned.

Requirements for Appointment

- i. A Master's Degree in Business Administration, Commerce or Social Sciences or equivalent qualification from a recognised University;
- ii. A Bachelor's Degree in Commerce, Business Administration or equivalent qualification from a recognised University;
- iii. Satisfactorily served as a senior finance officer or accountant in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- iv. Membership to relevant professional body;
- v. Diploma in Accounting;
- vi. CPA Part II or III or equivalent qualification;
- vii. A management and leadership course lasting not less than four (4) weeks;
- xii. Membership to relevant professional body;
- viii. Computer competency; and
- ix. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

7. ASSISTANT MANAGER, SUPPLY CHAIN MANAGEMENT - GRADE KP '4'
(KIPI/ADM/HR/SCM/2023/8)
ONE (1) POSITION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 99,500/= - Ksh. 198,200/= p.m
House Allowance	: Ksh. 50,000/= p.m
Commuter Allowance	: Ksh. 16,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Managing Director, the Assistant Manager will be responsible for provision of procurement services to the Institute including:

- i. Monitoring all risks related to procurement and ensuring that appropriate controls are implemented to mitigate and eliminate the risks;
- ii. Serving as Secretary to the Tender Evaluation Committee;
- iii. Organizing and managing procurement function and interpreting procurement policies;
- iv. Advising on procurement procedures and ensuring procurement processes are adhered to;
- v. Operationalizing and implementing all procurement laws, regulations and guidelines;
- vi. Preparing of periodic procurement reports;
- vii. Undertaking pre-qualification of suppliers;
- viii. Preparing annual procurement plan;
- ix. Supervising staff in the Section;
- x. Coordinating the processing of tender documents and submitting to the relevant Committees for evaluation;
- xi. Implementing procurement decisions;
- xii. Developing an effective stores management system;
- xiii. Managing contracts to ensure timely renewals;
- xiv. Preparing and processing of procurement requests for quotations and tenders;
- xv. Formulating and implementing systems for security and safe custody of the Institute's assets;
- xvi. Managing and advising on asset disposal as and when required;
- xvii. Processing timely payment of suppliers of goods and services;
- xviii. Managing performance targets; and
- xix. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Master’s Degree in Purchasing and Supplies Management or equivalent qualification from a recognised University;
- ii. Bachelor’s Degree in Purchasing and Supplies Management or equivalent qualification from a recognised institution;
- iii. A Diploma in Purchasing and Supplies Management or equivalent qualification from a recognised institution;
- iv. Satisfactorily served as Senior Supplies Chain Management Officer in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- v. Membership to Kenya Institute of Supplies Management;
- vi. A management and leadership course lasting not less than four (4) weeks;
- vii. Good interpersonal and communication skills;
- vii. A high degree of integrity and responsibility;
- viii. Computer competency; and
- ix. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**8. ASSISTANT MANAGER, INTERNAL AUDIT - GRADE KP ‘4’ - (KIPI/ADM/HR/IA/2023/9)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 99,500/= - Ksh. 198,200/= p.m
House Allowance	: Ksh. 50,000/= p.m
Commuter Allowance	: Ksh. 16,000/= p.m
Medical Cover	: As per KIPI’s medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Board, the Assistant Manager will be responsible for:

- i. Serving as Secretary to the Audit Committee of the Board of Directors and advising on matters related to internal controls;
- ii. Coordinating the operations of the Internal Audit Section;
- iii. Developing and implementing internal audit policies and procedures;
- iv. Assessing internal controls to mitigate business and operational risks;
- v. Advising management on effective controls to safeguard against fraud;
- vi. Liaising with External Auditors on annual audits and ensure that audit recommendations are implemented;
- vii. Designing internal audit plans as per audit guidelines, best practices and charter;
- viii. Presenting periodic audit reports to the Audit Committee and provide assurance of the Institute’s internal controls;

- ix. Assessing the reliability and integrity of financial and operating information and compliance with set policies;
- x. Reviewing appropriate reports submitted by Departments, Divisions and Sections to confirm the accuracy and correctness of information;
- xi. Ensuring maintenance of high audit standards of performance in the Section;
- xii. Supervising staff;
- xiii. Conducting special investigations as may be required from time to time;
- xiv. Managing performance targets; and
- xv. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Master’s Degree in Business Administration, Commerce or equivalent qualification from a recognised University;
- ii. A Bachelor’s Degree in Commerce or equivalent qualification from a recognised University;
- iii. CPA Part III, CISA or equivalent qualification;
- iv. A management and leadership course lasting not less than four (4) weeks;
- v. Membership to relevant professional body;
- vi. Computer competency; and
- vii. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**9. SENIOR PATENT EXAMINER - GRADE KP ‘5’ (REF. NO. KIPI/ADM/HR/PA/2023/10)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI’s medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Manager, Patent, the Senior Patent Examiner will be responsible for:

- (i) Substantive examination of patents and utility models or industrial designs applications to determine whether they meet the requirement of the Industrial Property Act;
- (ii) Processing regional and international applications for transmittal to respective regional and international offices;

- (iii) Classification of applications according to International Patent Classification System (IPC) and Locarno Classification System;
- (iv) Conducting patent, utility model, and industrial design searches and providing technical information to the public;
- (v) Responding to enquiries and correspondences from applicants of patents, utility models and industrial designs; and
- (vi) Participating in outreach activities, seminars trainings to create intellectual property awareness; and
- (vii) Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Bachelor’s Degree in Science, Engineering or equivalent qualifications from a recognised institution;
- ii. Satisfactorily served as Patent Examiner in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- iii. Certificate in intellectual property;
- iv. Membership to relevant professional body;
- v. Demonstrated competence in patent examination;
- vi. Computer competency; and
- vii. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**10. SENIOR ACCOUNTANT - GRADE KP ‘5’ (KIPI/ADM/HR/FA/2023/11)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI’s medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

Duties and Responsibilities

Reporting to the Assistant Manager, Finance and Accounts, the Senior Accountant will be responsible for:

- (i) Preparing periodic performance analysis reports;
- (ii) Preparing financial statements and management reports;
- (iii) Managing receipts and payments;
- (iv) Ensuring safe custody of accountable documents;
- (v) Processing payments from monthly payroll by-products; and

- (vi) Ensuring timely payments of suppliers; and
- (vii) Any other duty that may be assigned.

Requirements for Appointment

- i. A Bachelor's Degree in Commerce, Business Administration or equivalent qualification from a recognised University;
- ii. CPA Part II or equivalent qualification;
- iii. Satisfactorily served as Accountant in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- iv. A high degree of integrity and responsibility;
- v. Membership to relevant professional body;
- vi. Computer competency; and
- vii. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

11. SENIOR HUMAN RESOURCE OFFICER - GRADE KP '5' (KIPI/ADM/HR/2023/12) ONE (1) POSITION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Human Resource Manager, the Senior Human Resource Officer will be responsible for:

- i. Implementing the human resource policies, procedures, rules and regulations;
- ii. Administering appointments, placement, promotions and confirming staff in the Institute;
- iii. Administering pension, gratuities and approval of leave;
- iv. Administering staff performance management and career development;
- v. Coordinating training needs assessment;
- vi. Administering staff insurance and salary advances;
- vii. Managing staff counselling and induction;
- viii. Overseeing conflict resolution among staff;
- ix. Managing Human Resource related systems and databases;
- x. Preparing advertisements and notices for vacant positions at the Institute;
- xi. Verifying information relating to recruitment, appointment, Human Resource Management Records and compliment control; and

xii. Any other duty that may be assigned.

(b) Requirements for Appointment

- (i) A Bachelor's Degree in Human Resource Management or Business Administration or equivalent qualifications from a recognised institution;
- (ii) A Certificate in HR management or CPS Part II or equivalent qualifications from a recognised institution;
- (iii) Satisfactorily served as Human Resource Officer in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- (iv) A high degree of integrity and responsibility;
- (v) Membership to relevant professional body;
- (vi) Good interpersonal skills;
- (vii) Computer competency;
- (viii) Being conversant with labour laws and regulations; and
- (ix) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**12. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER - GRADE KP '5'
(KIPI/ADM/HR/SCM/2023/13)
ONE (1) OFFICER**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Manager, Supply Chain Management, the Senior Supply Chain Management Officer will be responsible for:

- i. Preparing periodic procurement plans;
- ii. Preparing prequalified list of Suppliers;
- iii. Implementing procurement policies and regulations;
- iv. Liaising with the Ministry on E-Procurement (IFMIS);
- v. Maintaining an up-to-date database of suppliers;
- vi. Carrying out stock-taking;
- vii. Keeping stocks in safe custody;
- viii. Maintaining proper procurement records;
- ix. Preparing tender documents; and
- x. Any other duty that may be assigned.

(b) Requirements for Appointment

- (i) A Bachelor's Degree in Purchasing and Supplies Management or equivalent qualification from a recognised University;
- (ii) A Diploma in Purchasing and Supplies Management or equivalent qualification from a recognised institution;
- (iii) Satisfactorily served as Supply Chain Management Officer in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- (iv) Membership to Kenya Institute of Supplies Management;
- (v) Good interpersonal skills;
- (vi) A high degree of integrity and responsibility;
- (vii) Computer competency; and
- (viii) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

13. SENIOR ICT OFFICER - GRADE KP '5' (KIPI/ADM/HR/ICT/2023/14) ONE (1) POSITION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Manager, ICT, the Senior ICT Officer will be responsible for:

- i. Providing technical support and guidance for the ICT infrastructure;
- ii. Maintaining connectivity on data exchange between external databases and KIPI databases;
- iii. Analysing, designing, coding, testing and implementing ICT systems;
- iv. Maintaining computer systems and providing user support;
- v. Maintaining ICT equipment and related peripherals;
- vi. Receiving, installing and certifying ICT equipment;
- vii. Carrying out system back-ups;
- viii. Troubleshooting and ensuring availability of ICT services;
- ix. Ensuring compatibility of existing systems and network infrastructure;
- x. Ensuring systems integrity, availability and security;
- xi. Developing and maintaining of the Institute's website; and

xii. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Bachelor's Degree in Computer Science or Information Technology or equivalent qualification from a recognised University;
- ii. MCSE or IMIS or CCNA or Diploma in IT or equivalent qualification from a recognised institution;
- iii. Satisfactorily served in the grade of ICT Officer I in the Institute or a comparable position with similar responsibilities for at least three (3) years;
- iv. A management and leadership course lasting not less than four (4) weeks;
- v. Strong interpersonal skills;
- vi. A high degree of integrity and responsibility; and
- vii. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**14. SENIOR STRATEGY AND PLANNING OFFICER - GRADE KP '5'
(REF. NO. KIPI/ADM/HR/SP/2023/15)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Manager, Strategy & Planning, the Senior Strategy & Planning Officer will be responsible for:

- (i) Assisting in preparation of strategic plans; Performance Contract and implementation programmes;
- (ii) Preparation of the Institute's work plan;
- (iii) Assisting all Departments, Division, Sections and Units to prepare their work plans;
- (iv) Coordinating and evaluating implementation of the Institute's Strategic Plan, Performance Contract and other activities of the Institute;
- (v) Preparing periodic reports on the status of implementation of the Strategic Plan , Performance Contract and other activities of the Institute;
- (vi) Monitoring and evaluating the performance of projects and programmes and prepare reports;
- (vii) Participating in budget preparation for the Institute; and

(viii) Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Bachelor's Degree in Economics, Business Administration, Statistics, Public Policy and Administration or equivalent qualification from a recognised institution;
- ii. A Certificate in Statistical Package for Social Sciences;
- iii. Satisfactorily served as Strategy and Planning Officer in the Institute or a comparable position with similar responsibilities for a minimum period of three (3) years;
- iv. A high degree of integrity and responsibility;
- v. Membership to relevant professional body;
- vi. Excellent report writing and presentation skills;
- vii. Computer competency; and
- viii. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**15. LEGAL OFFICER - GRADE KP '5' - (REF. NO. KIPI/ADM/HR/LS/2023/16)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 84,500/= - Ksh. 173,800/= p.m
House Allowance	: Ksh. 45,000/= p.m
Commuter Allowance	: Ksh. 12,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Manager, Legal Services, the Legal Officer will be responsible for

- i) Hearing opposition and expungement proceedings and making written rulings under the provisions of the Trade Marks Act;
- ii) Advising the Institute on compliance with the Constitution of Kenya, the Industrial Property Act, the Trade Marks Act and other relevant national laws as well as international industrial property instruments that Kenya has acceded to or ratified;
- iii) Signing certificates issued under the Trade Marks Act;
- iv) Preparing requisite documents and attending proceedings on infringement of industrial property rights;
- v) Liaising with external lawyers on litigation and other legal matters;
- vi) Preparing drafting instructions to amend the Trade Marks Act and the Industrial Property Act as well as the subsidiary legislation made there under and preparing drafting instructions for new legislation in the industrial property field;
- vii) Interpreting and implementing legal policies, procedures, rules and regulations;

- viii) Negotiating and drafting of commercial contracts and international agreements on behalf of the Institute;
- ix) Screening and registering technology transfer agreements and licences; and
- x) Any other duty that may be assigned.

(b) Requirements for Appointment

- i) An L.L.B Degree or equivalent qualifications from a recognised institution;
- ii) A post graduate Diploma in Law;
- iii) Possession of a current practising certificate;
- iv) Membership to relevant professional body;
- v) Computer competency; and
- vi) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**16. PATENT EXAMINER - GRADE KP '6' (REF. NO. KIPI/ADM/HR/PA/2023/17)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 71,500/= - Ksh. 149,500/= p.m
House Allowance	: Ksh. 35,000/= p.m
Commuter Allowance	: Ksh. 8,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Senior Patent Examiner, the Patent Examiner will be responsible for

- i) Examination of patent, utility model, and industrial design applications for compliance with formality requirements as provided under the Industrial Property Act;
- ii) Classification of applications according to International Patent Classification System (IPC) and Locarno Classification System;
- iii) Conducting patent, utility model, and industrial design searches and provide technical advice to the public;
- iv) Substantive examination of patent and utility model or industrial design applications; and
- v) Any other duty that may be assigned.

(b) Requirements for Appointment

- i) Bachelor's Degree in Science, Engineering or equivalent qualifications from a recognised institution;
- ii) Membership to relevant professional body;
- iii) Computer competency; and
- iv) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**17. TRADE MARK EXAMINER - GRADE KP '6' (KIPI/ADM/HR/TM/2023/18)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 71,500/= - Ksh. 149,500/= p.m
House Allowance	: Ksh. 35,000/= p.m
Commuter Allowance	: Ksh. 8,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Senior Trade Mark Examiner, the Trade Mark Examiner will be responsible for

- i) Advising clients and responding to enquiries on trade mark procedures;
- ii) Ascertaining classification and identification of goods and services;
- iii) Conducting trade mark searches;
- iv) Examining applications for registrations of trade marks;
- v) Classifying trade marks according to Nice and Vienna Classification; and
- vi) Any other duty that may be assigned.

(b) Requirements for Appointment

- i) A Bachelor's Degree in Science, Law, Economics, Commerce or equivalent qualifications from a recognised institution;
- ii) Membership to relevant professional body;
- iii) Computer competency; and
- iv) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**18. ACCOUNTANT - GRADE KP '6' (REF. NO. KIPI/ADM/HR/FA/2023/19)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 71,500/= - Ksh. 149,500/= p.m
House Allowance	: Ksh. 35,000/= p.m
Commuter Allowance	: Ksh. 8,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Senior Accountant, the Accountant will be responsible for

- i) Preparing trial balance;
- ii) Updating revenue and expenditure records in the cashbook;
- iii) Preparing cash flows forecasts;
- iv) Maintaining debtors and creditors records;
- v) Preparing monthly bank reconciliation and analysis of expense and suspense accounts;
and
- vi) Any other duty that may be assigned.

(b) Requirements for Appointment

- i) A Bachelor's Degree in Commerce, Business Administration or equivalent qualification from a recognised University;
- ii) CPA Part I or equivalent qualification;
- iii) Satisfactorily served as Accounts Assistant in the Institute or comparable position with similar responsibilities for a minimum period of three (3) years;
- iv) A high degree of integrity and responsibility;
- v) Membership to relevant professional body;
- vi) Computer competency; and
- vii) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**19. ICT OFFICER - GRADE KP '6' (REF. NO. KIPI/ADM/HR/ICT/2023/20)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 71,500/= - Ksh. 149,500/= p.m
House Allowance	: Ksh. 35,000/= p.m
Commuter Allowance	: Ksh. 8,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual

Annual Leave : 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Senior ICT Officer, the ICT Officer will be responsible for

- i. Ensuring systems integrity, availability and security;
- ii. Maintaining the computer system and providing user support;
- iii. Carrying out system backups;
- iv. Managing the Institute’s website;
- v. Managing user access rights;
- vi. Configuring of Local Area Network and Wide Area Network;
- vii. Training of computer users;
- viii. Installing software and hardware;
- ix. Liaising with ICT vendors;
- x. Providing hardware and software support services; and
- xi. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Bachelor’s Degree in Computer Science or Information Technology or equivalent qualification from a recognised University;
- ii. MCSE or IMIS or CCNA or Certificate in IT or equivalent qualification from a recognised institution;
- iii. Satisfactorily served as Senior Assistant ICT Officer for at least three (3) years in the Institute or a comparable position with similar responsibilities for at least three (3) years;
- iv. A high degree of integrity and responsibility; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**20. ADMINISTRATION OFFICER - GRADE KP ‘6’ (REF. NO. KIPi/ADM/HR/2023/21)
ONE (1) OFFICER**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 71,500/= - Ksh. 149,500/= p.m
House Allowance	: Ksh. 35,000/= p.m
Commuter Allowance	: Ksh. 8,000/= p.m
Medical Cover	: As per KIPi’s medical policy
Leave Allowance	: As per KIPi Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Assistant Manager Administration, the Administration Officer will be responsible for

- i) Supervising cleaning service providers and ensuring offices, buildings and compound are cleaned to the required standards;

- ii) Ensuring effective management and maintenance of office facilities and equipment;
- iii) Monitoring service contracts implementation and ensure timely renewal;
- iv) Coordinating the transport function;
- v) Coordinating servicing and maintenance of motor vehicles;
- vi) Ensuring Institute properties are well maintained; and
- vii) Any other duty that may be assigned.

(b) Requirements for Appointment

- i) A Bachelor's Degree in Social Sciences, Business Administration or equivalent qualification from a recognised University;
- ii) Diploma in management or equivalent qualification from a recognised institution;
- iii) Demonstrated high standards of professional competence and management of assets;
- iv) Strong interpersonal skills;
- v) Membership to relevant professional body;
- vi) Computer competency; and
- vii) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**21. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR - GRADE KP '6'
(REF. NO. KIPI/ADM/HR/2023/22)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 71,500/= - Ksh. 149,500/= p.m
House Allowance	: Ksh. 35,000/= p.m
Commuter Allowance	: Ksh. 8,000/= p.m
Medical Cover	: As per KIPI's medical policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Managing Director, the Principal Assistant Office Administrator will be responsible for

- i) Using e-office to research and process data;
- ii) Operating office equipment;
- iii) Attending to visitors and clients;
- iv) Handling telephone calls;
- v) Handling customer inquiries and complaints;
- vi) Coordinating schedules of meetings and appointments;
- vii) Coordinating travel arrangements;
- viii) Ensuring security, integrity and confidentiality of data;

- ix) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- x) Maintaining the office diary;
- xi) Preparing responses to routine correspondence;
- xii) Offering Board secretarial services;
- xiii) Any other duty that may be assigned.

(b) Requirements for Appointment

Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognised Institution;

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognised Institution;

OR

- i) Satisfactorily served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years; and
- ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- i. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - (a) Shorthand III (minimum 120 w.p.m);
 - (b) Typewriting III (50 w.p.m) or Computerized Document Processing III;
 - (c) Business English III or Communications II;
 - (d) Office Practice II;
 - (e) Commerce II;
 - (f) Office Management III or Office Administration and Management III;
 - (g) Secretarial Duties II;
 - (h) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognised institution;
 - (i) Certificate in Computer applications from a recognised Institution;
 - (j) Demonstrated professional competence in management of office and administrative services;
 - (k) Good communication and interpersonal skills;
 - (l) Strong organizational skills and attention to detail;
 - (m) Membership to relevant professional body;
 - (n) Ability to handle confidential and sensitive information in a professional manner; and
- (o) Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**22. LIBRARIAN - GRADE KP '7' (REF. NO. KIPI/ADM/HR/RI/2023/23)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 59,500/= - Ksh. 125,500/= p.m.
House Allowance	: Ksh. 28,000/= p.m.
Commuter Allowance	: Ksh. 6,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

- i. Maintaining reference and circulation materials;
- ii. Managing the IP Resource Centre;
- iii. Ensuring efficient retrieval of available documents;
- iv. Compiling reports;
- v. Carrying out stocktaking;
- vi. Cataloguing and classification of all information materials;
- vii. Receiving and issuing reference materials;
- viii. Assisting users to access online technological information;
- ix. Implementing IP Resource Centre work programs; and
- x. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Diploma in Information or Library Science or equivalent qualification from a recognised Institution;
- ii. Knowledge of current and evolving information and documentation technology;
- iii. Membership to relevant professional body;
- iv. Computer competency;
- v. Good interpersonal skills; and
- vi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**23. ACCOUNTS ASSISTANT - GRADE KP '7' (REF. NO. KIPI/ADM/HR/FA/2023/24)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 59,500/= - Ksh. 125,500/= p.m.
House Allowance	: Ksh. 28,000/= p.m.
Commuter Allowance	: Ksh. 6,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Accountant, the Accounts Assistant will be responsible for:

- i. Processing cheques for payments;
- ii. Preparing payment vouchers;
- iii. Preparing trial balance;
- iv. Posting entries in the cashbook;
- v. Ensuring safe custody of records and assets;
- vi. Posting of vouchers; and
- vii. Managing petty cash;

(b) Requirements for Appointment

- i. CPA Part I or equivalent qualification;
- ii. A high degree of integrity and responsibility;
- iii. Membership to relevant professional body;
- iv. Computer competency; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**24. SENIOR ASSISTANT HUMAN RESOURCE OFFICER - GRADE KP '7'
(REF. NO. KIPI/ADM/HR/2023/25)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 59,500/= - Ksh. 125,500/= p.m.
House Allowance	: Ksh. 28,000/= p.m.
Commuter Allowance	: Ksh. 6,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Human Resource Officer, the Senior Assistant Human Resource Officer will be responsible for

- i. Processing terminal benefits and other benefits upon separation;
- ii. Assisting in coordination of staff training and welfare;
- iii. Assisting in managing personnel files and records;
- iv. Facilitating induction, orientation of new staff and industrial attachments;
- v. Assisting in management of leave roster;
- vi. Keeping custody of HR records;
- vii. Drafting correspondences and verifying payroll and compliment data; and
- viii. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Diploma in Human Resource Management or CPS Part III or equivalent qualification from a recognised institution;
- ii. A high degree of integrity and responsibility;
- iii. Membership to relevant professional body;
- iv. Computer competency;
- v. Good interpersonal skills; and
- vi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**25. SENIOR ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER - GRADE KP '7'
(REF. NO. KIPI/ADM/HR/SCM/2023/26)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 59,500/= - Ksh. 125,500/= p.m.
House Allowance	: Ksh. 28,000/= p.m.
Commuter Allowance	: Ksh. 6,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Supply Chain Management Officer, the Senior Assistant Supply Chain Management Officer will be responsible for

- i. Preparing tender notices and advertisements;
- ii. Procuring goods and services;
- iii. Participating in substantive and ad-hoc procurement committees and assisting in the preparation of committee report;

- iv. Supervising, repairs and maintenance of office assets;
- v. Undertaking marketing survey of relevant products;
- vi. Identifying and mapping of idle assets;
- vii. Maintaining of Inventory control
- viii. Issuing goods after presentation of proper documentation and updates records accordingly;
- ix. Receipting goods in the receipt voucher;
- x. Processing of the merchants payments; and
- xi. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A Diploma in Purchasing and Supplies Management or equivalent qualification from a recognised institution;
- ii. A high degree of integrity and responsibility;
- iii. Membership to relevant professional body;
- iv. Computer competency; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**26. SENIOR ASSISTANT OFFICE ADMINISTRATOR - GRADE KP '7'
(REF. NO. KIPI/ADM/HR/2023/27)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 59,500/= - Ksh. 125,500/= p.m.
House Allowance	: Ksh. 28,000/= p.m.
Commuter Allowance	: Ksh. 6,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

- i. Reporting to Assistant Manager, Administration, the Senior Assistant Office Administrator will be responsible for
- ii. Using e-office to research and process data;
- iii. Word and data processing;
- iv. Operating office equipment;
- v. Maintaining office diary, appointments and travel itineraries;
- vi. Attending to visitors or clients;
- vii. Handling telephone calls;
- viii. Coordinating schedules of meetings and appointments;
- ix. Ensuring security of office records, equipment and documents including classified materials;
- x. Maintaining an up-to-date filing system in the office;

- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xii. Preparing responses to simple routing correspondence;
- xiii. Managing office protocol and etiquette;
- xiv. Ensuring security, integrity and confidentiality of data; and
- xv. Undertaking any other office administrative services duty that may be assigned.

(b) Requirements for Appointment

- i. Satisfactorily served in the grade of Assistant Office Administrator I for a minimum period of three (3) years; and
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- i. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - (a) Shorthand III (minimum 110 w.p.m);
 - (b) Typewriting III (50 w.p.m) or Computerized Document Processing III;
 - (c) Business English III or Communications II;
 - (d) Office Practice II;
 - (e) Commerce II;
 - (f) Office Management III or Office Administration and Management III; and
 - (g) Secretarial Duties II;
- ii. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other recognised Institution;
- iii. Membership to relevant professional body;
- iv. Certificate in Computer Applications from a recognised Institution; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**27. PATENT ASSISTANT I - GRADE KP '8' (REF. NO. KIPI/ADM/HR/PA/2023/28)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 49,000/= - Ksh. 105,500/= p.m.
House Allowance	: Ksh. 16,500/= p.m.
Commuter Allowance	: Ksh. 5,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Senior Patent Assistant, the Patent Assistant I will be responsible for

- i. Maintenance of records and ensuring proper maintenance of filing system;
- ii. Maintain and update registers;
- iii. Preparation of certificates;
- iv. Preparation of data for publication;
- v. Verifying captured data and records for accuracy; and
- vi. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Satisfactorily served in the grade of Patent Assistant II for a minimum period of three (3) years;
- ii. Certificate in Record Management from a recognised Institution;
- iii. Membership to relevant professional body;
- iv. Certificate in Intellectual Property; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**28. TRADE MARK ASSISTANT I - GRADE KP '8'
(REF. NO. KIPI/ADM/HR/TM/2023/29)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 49,000/= - Ksh. 105,500/= p.m.
House Allowance	: Ksh. 16,500/= p.m.
Commuter Allowance	: Ksh. 5,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Senior Trade Mark Assistant, the Trade Mark Assistant I will be responsible for

- i. Maintaining records and filing system;
- ii. Maintaining safe custody of files, documents and registers;
- iii. Preparing certificates;
- iv. Compiling data and information for publication;
- v. Updating registers;
- vi. Verifying data and records for accuracy;
- vii. Attending to enquiries from clients; and
- viii. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Satisfactorily served in the grade of Trade Mark Assistant II for a minimum period of three (3) years;

- ii. Certificate in Records Management from a recognised Institution;
- iii. Certificate in Intellectual Property;
- iv. Membership to relevant professional body;
- v. Computer competency; and
- vi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

29. ASSISTANT OFFICE ADMINISTRATOR I - GRADE KP '8'
(REF. NO. KIPI/ADM/HR/2023/30)
ONE (1) POSITION

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 49,000/= - Ksh. 105,500/= p.m.
House Allowance	: Ksh. 16,500/= p.m.
Commuter Allowance	: Ksh. 5,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Assistant Manager, Administration, the Assistant Office Administrator I will be responsible for:

- i. Using e-office to research and process data;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Maintaining office diary and travel itineraries;
- v. Attending to visitors or clients;
- vi. Handling telephone calls and appointments;
- vii. Ensuring security of office records, equipment and documents including classified materials;
- viii. Maintaining an up-to-date filing system in the office;
- ix. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- x. Preparing responses to simple routine correspondence;
- xi. Managing office protocol and etiquette;
- xii. Ensuring security, integrity and confidentiality of data; and
- xiii. Undertaking any other office administrative services duty that may be assigned.

(b) Requirements for Appointment

- i. Satisfactorily served in the grade of Assistant Office Administrator II for a minimum period of three (3) years; and
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- i. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - (a) Shorthand III (minimum 100 w.p.m);
 - (b) Typewriting III (50 w.p.m) or Computerized Document Processing III;
 - (c) Business English III or Communications II;
 - (d) Office Practice II;
 - (e) Commerce II;
 - (f) Office Management III or Office Administration and Management III;
 - (g) Secretarial Duties II;
- ii. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other recognised Institution;
- iii. Membership to relevant professional body;
- iv. Certificate in Computer Applications from a recognised Institution; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010

**30. SENIOR CLERICAL OFFICER- GRADE KP '8' (REF. NO. KIPI/ADM/HR/2023/31)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 49,000/= - Ksh. 105,500/= p.m.
House Allowance	: Ksh. 16,500/= p.m.
Commuter Allowance	: Ksh. 5,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Administration Officer, the Senior Clerical Officer will be responsible for

- i. Compiling statistical records;
- ii. Coordinating clerical work in the Institute;
- iii. Overseeing the carrying out clerical tasks related to the function;
- iv. Ensuring an efficient filing system;
- v. Ensuring safety and custody of records;
- vi. Drafting letters;
- vii. Inducting new Clerical Officers;
- viii. Overseeing general cleanliness of offices;
- ix. Supervising and guiding staff; and
- x. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. Diploma in the relevant field;

- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C plain or its approved equivalent;
- iii. Satisfactorily served in the grade of Higher Clerical Officer in the Institute or a comparable position with similar responsibilities for at least three (3) years;
- iv. Membership to relevant professional body;
- v. Computer competency; and
- vi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**31. EXECUTIVE DRIVER - GRADE KP '8' (REF. NO. KIPI/ADM/HR/2023/32)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 49,000/= - Ksh. 105,500/= p.m.
House Allowance	: Ksh. 16,500/= p.m.
Commuter Allowance	: Ksh. 5,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to Administration Officer, the Executive Driver will be responsible for

- i. Driving a motor vehicle as authorized for official duties and assignments;
- ii. Ensuring safe custody of the vehicle in possession;
- iii. Identifying and reporting malfunctioning of the vehicles;
- iv. Carrying out minor mechanical repairs;
- v. Ensuring that assigned vehicle is clean and well maintained;
- vi. Ensuring possession of all the requisite documents, approvals and tools for any journey;
- vii. Maintaining the work ticket for assigned vehicle; and
- viii. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A minimum mean grade D (plain) in KCSE or equivalent qualification from a recognised institution;
- ii. A current driving licence free from endorsements;
- iii. Suitability Test for Drivers Grade III;
- iv. Occupational Test Grade III or IV;
- v. First-Aid Certificate course lasting not less than one (1) week from a recognised institution;
- vi. Passed Practical Test for Drivers from a recognised institution;
- vii. Be in possession of a Defensive Driving Certificate from a recognised institution;
- viii. A Refresher Course for drivers every three (3) years from a recognised Institution;

- ix. A Certificate in computer applications from a recognised institution;
- x. Driving experience of a minimum period of three (3) years;
- xi. A Certificate of Good conduct.
- xii. Satisfactorily served in the grade of Senior Driver in the Institute or a comparable position with similar responsibilities for at least three (3) years;
- xiii. Strong interpersonal skills; and
- xiv. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**32. TRADE MARK ASSISTANT II - GRADE KP '9' (REF. NO. KIPI/ADM/HR/TM/2023/33)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 39,500/= - Ksh. 89,000/= p.m.
House Allowance	: Ksh. 12,000/= p.m.
Commuter Allowance	: Ksh. 4,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Senior Trade Mark Assistant, the Trade Mark Assistant II will be responsible for:

- i. Attending to enquiries from clients;
- ii. Receiving applications;
- iii. Capturing data into the computer system;
- iv. Scanning, indexing and uploading of document into computer system;
- v. Preparing certificates;
- vi. Updating trade mark and geographical indication registers;
- vii. Compiling data and information for publication;
- viii. Filing correspondences and user documents; and
- ix. Any other duty that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Satisfactorily served in the grade of Clerical Officer in the Institute for a minimum period of three (3) years;
- ii. Certificate of Proficiency Examination for Clerical Officers;
- iii. Computer competency; and
- iv. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**33. SENIOR DRIVER - GRADE KP '9' (REF. NO. KIPI/ADM/HR/2023/34)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 39,500/= - Ksh. 89,000/= p.m.
House Allowance	: Ksh. 12,000/= p.m.
Commuter Allowance	: Ksh. 4,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Administration Officer, the Senior Driver will be responsible for:

- i. Driving a motor vehicle as authorized for official duties and assignments;
- ii. Ensuring safe custody of the vehicle in possession;
- iii. Identifying and reporting malfunctioning of the vehicles;
- iv. Carrying out minor mechanical repairs;
- v. Ensuring that assigned vehicle is clean and well maintained;
- vi. Ensuring possession of all the requisite documents, approvals and tools for any journey;
- vii. Maintaining the work ticket for assigned vehicle; and
- viii. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A minimum mean grade D (plain) in KCSE or equivalent qualification from a recognised institution;
- ii. A current driving licence free from endorsements;
- iii. Suitability Test for Drivers Grade III;
- iv. Occupational Test Grade III or IV;
- v. First-Aid Certificate course lasting not less than one (1) week from a recognised institution;
- vi. Passed Practical Test for Drivers from a recognised institution;
- vii. A Defensive Driving Certificate from a recognised institution;
- viii. A Refresher Course for drivers every three (3) years from a recognised Institution;
- ix. Certificate in computer applications from a recognised institution;
- x. A Certificate of Good conduct.
- xi. Satisfactorily served in the grade of Driver in the Institute or a comparable position with similar responsibilities for at least three (3) years;
- xii. Strong interpersonal skills; and
- xiii. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**34. SENIOR RECEPTIONIST- GRADE KP '9' (REF. NO. KIPI/ADM/HR/2023/35)
ONE (1) POSITION**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 39,500/= - Ksh. 89,000/= p.m.
House Allowance	: Ksh. 12,000/= p.m.
Commuter Allowance	: Ksh. 4,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Administration Officer, the Senior Receptionist will be responsible for:

- i. Attending to incoming and outgoing telephone calls;
- ii. Directing calls to the respective offices;
- iii. Sending and receiving fax messages as directed;
- iv. Ensuring sound maintenance of switchboard facilities;
- v. Ensuring that telephone lines are in good working condition and reporting any malfunction lines;
- vi. Recording all outgoing telephone calls;
- vii. Ensuring provision of quality front office service;
- viii. Receiving visitors and directing them to the appropriate offices;
- ix. Ensuring provision of efficient telephone services.

(b) Requirements for Appointment

- i. A Diploma in Telecommunication Operations or Front Office Management, or Customer Care or its equivalent from a recognised institution;
- ii. Satisfactorily served in the grade of Receptionist in the Institute or a comparable position with similar responsibilities for at least three (3) years.
- iii. Good oral and written skills in both English and Kiswahili;
- iv. Ability to handle confidential information in a professional manner; and
- v. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010

**35. DRIVER - GRADE KP '10' (REF. NO. KIPI/ADM/HR/2023/36)
TWO (2) POSITIONS**

Terms of service	: Permanent and Pensionable
Basic Salary	: Ksh. 31,000/= - Ksh. 75,500/= p.m.
House Allowance	: Ksh. 12,000/= p.m.
Commuter Allowance	: Ksh. 4,000/= p.m.
Medical Cover	: As per KIPI's Medical Policy
Leave Allowance	: As per KIPI Human Resource Manual
Annual Leave	: 30 working days per financial year

(a) Duties and Responsibilities

Reporting to the Administration Officer, the Driver will be responsible for:

- i. Driving a motor vehicle as authorized for official duties and assignments;
- ii. Ensuring safe custody of the vehicle in possession;
- iii. Identifying and reporting malfunctioning of the vehicles;
- iv. Carrying out minor mechanical repairs;
- v. Ensuring that assigned vehicle is clean and well maintained;
- vi. Ensuring possession of all the requisite documents, approvals and tools for any journey;
- vii. Maintaining the work ticket for assigned vehicle; and
- viii. Any other duty that may be assigned.

(b) Requirements for Appointment

- i. A minimum mean grade D (plain) in KCSE or equivalent qualification from a recognised institution;
- ii. A current driving licence free from endorsements;
- iii. Suitability Test for Drivers Grade III;
- iv. Occupational Test Grade III or IV;
- v. First-Aid Certificate course lasting not less than one (1) week from a recognised institution;
- vi. Passed Practical Test for Drivers from a recognised institution;
- vii. A Defensive Driving Certificate from a recognised institution;
- viii. A Refresher Course from a recognised Institution;
- ix. A Certificate of Good conduct;
- x. Strong interpersonal skills; and
- xi. Must meet the requirements of Chapter 6 of the Constitution of Kenya, 2010