



KIPRA ADVERTISEMENT FOR VACANCIES

Kenya Institute for Public Policy Research and Analysis (KIPRA) is a State Corporation established by an Act of Parliament – KIPRA Act No. 15 of 2006, with a primary mandate of providing quality policy advice to the Government of Kenya, and other key stakeholders by conducting policy research and analysis and through capacity building, in order to contribute to the achievements of national long term development objectives.

The Kenya Institute for Public Policy Research and Analysis invites applications from qualified candidates for the following Nineteen (19) positions:

S/No	Ref. No	Designation	Department/Division	Job Grade	No of Positions	Remarks
1	HR/7/DDCB/2024/52	DEPUTY DIRECTOR	CAPACITY BUILDING	3	1	Advertisement
2	HR/7/DDGOV/2024/53	DEPUTY DIRECTOR	GOVERNANCE	3	1	Advertisement
3	HR/7/DDIESD/2024/54	DEPUTY DIRECTOR	IESD	3	1	Advertisement
4	HR/7/DDMACRO/2024/55	DEPUTY DIRECTOR	MACROECONOMICS	3	1	Advertisement
5	HR/7/DDPROD/2024/56	DEPUTY DIRECTOR	PRODUCTIVE SECTOR	3	1	Advertisement
6	HR/7/DDSOCIAL/2024/57	DEPUTY DIRECTOR	SOCIAL SECTOR	3	1	Advertisement
7	HR/7/DDSP/2024/58	DEPUTY DIRECTOR	STRATEGY AND PLANNING	3	1	Advertisement
8	HR/7/DDTRADE/2024/59	DEPUTY DIRECTOR	TRADE AND FOREIGN POLICY	3	1	Advertisement
9	HR/7/PPAGOV/2024/60	PRINCIPAL POLICY ANALYST	GOVERNANCE	4	1	Advertisement
10	HR/7/PPAMACRO/2024/61	PRINCIPAL POLICY ANALYST	MACROECONOMICS	4	1	Advertisement
11	HR/7/PPAP/2024/62	PRINCIPAL POLICY ANALYST	PARTNERSHIPS	4	1	Advertisement
12	HR/7/PPAPRIV/2024/63	PRINCIPAL POLICY ANALYST	PRIVATE SECTOR	4	1	Advertisement
13	HR/7/PPAPROD/2024/64	PRINCIPAL POLICY ANALYST	PRODUCTIVE SECTOR	4	1	Advertisement
14	HR/7/PPASOC/2024/65	PRINCIPAL POLICY ANALYST	SOCIAL SECTOR	4	1	Advertisement
15	HR/7/SPACB/2024/66	SENIOR POLICY ANALYST	CAPACITY BUILDING	5	1	Advertisement
16	HR/7/SPAIESD/2024/67	SENIOR POLICY ANALYST	IESD	5	1	Advertisement
17	HR/7/SPAPRIV/2024/68	SENIOR POLICY ANALYST	PRIVATE SECTOR	5	1	Advertisement
18	HR/7/ICTO/2024/69	INFORMATION COMMUNICATION TECHNOLOGY OFFICER	ICT	6	1	Advertisement
19	HR/7/SO/2024/70	SECURITY OFFICER	HRM & ADMIN	6	1	Advertisement
		TOTAL			19	

The public is notified of the following:

- Detailed job descriptions, requirements, and how to apply are available on the website <https://recruitment.kippra.or.ke/>
- All applications **MUST** be received on or before **26th March 2024 by 5:00 pm.**
- KIPRA is an equal-opportunity employer. Persons with disability, females, marginalized and minorities are encouraged to apply.
- There are **NO fees** charged by KIPRA for any application for these positions.
- Canvassing for any of these positions will result in the disqualification of the candidate.
- Leadership, Management and Supervisory Courses** will be an added advantage.
- ONLY shortlisted** candidates will be contacted and will be required to present originals of the following documents during the interviews.
 - National Identity Card.
 - Academic and Professional Certificates and transcripts.
 - Any other supporting documents and testimonials.
 - Memberships to relevant professional bodies and associations (where applicable).
 - Evidence of publications where required.
 - Recommendation letter (s).
- The Successful candidates and will be required to avail the following documents.
 - Clearance from Higher Education Loans Board.
 - Clearance from Directorate of Criminal Investigations (Police Clearance Certificate).
 - Printed Online Self-Declaration Application Acknowledgement Receipt or a self-Declaration Form duly stamped by the Ethics and Anti-Corruption Commission.
 - Clearance from Kenya Revenue Authority (Tax Compliance Certificate).
 - Clearance from a Registered Credit Reference Bureau.

Applicants are requested to submit a cover letter, CV, copies of certificates & testimonials, and duly filled personal data form which can be downloaded from the Institute's website. All applications should be sent through the recruitment portal (**link provided in section 1 above**).

Applications to be addressed to:

**The Executive Director,
The Kenya Institute for Public Policy Research and Analysis,
Upper Hill, Bishop Gardens Towers, 2nd Floor Bishop Road,
P.O. Box 56445, Nairobi, 00200 City Square, Tel: 2719933/4, Fax 2719951 Nairobi, Kenya.**

Late applications will not be accepted, and ONLY shortlisted candidates will be contacted.

Persons with disabilities are encouraged to apply.