



ADDENDUM TO ADVERT FOR THE RECRUITMENT OF THE KENYA INSTITUTE FOR PUBLIC POLICY RESEARCH & ANALYSIS EXECUTIVE DIRECTOR – KIP 1 DATED 01 APRIL 2025.

This addendum is in reference to our **JOB ADVERTISEMENT** for the position of the Executive Director at the Kenya Institute for Public Policy Research and Analysis (KIPPRA), published in **MYGOV** on **Tuesday, 1st April, 2025**.

The KIPPRA Board hereby **EXTENDS** the deadline for submission of applications from **21st April, 2025 to 3rd June, 2025**.

VACANCY FOR THE POSITION OF EXECUTIVE DIRECTOR

JOB PURPOSE

The Executive Director shall be the Chief Executive Officer of the Institute and shall, subject to the directions of the Board, be responsible for directing the affairs, transactions and performance of the Institute's objectives, functions and duties.

KEY RESPONSIBILITIES

- i) Planning and coordinating the overall research program of the Institute;
- ii) Identifying emerging issues for public policy research and analysis and design appropriate work plans;
- iii) Establishing guidelines and schedules for regular updating of economic models based on research;
- iv) Establishing procedures for effective communication and co-ordination with agencies of the Government, the Universities, other research bodies, donor agencies and the general public;
- v) Authorizing the submission of tenders for the award of contracts and sign any contracts on behalf of the Institute;
- vi) Preparing annual reports on behalf of the Institute;
- vii) Ensuring the maintenance of efficiency and discipline by all staff of the Institute;
- viii) Managing the budget of the Institute to ensuring that its funds are properly expended and accounted for;
- ix) Performing such other duties as the Board may, from time to time, assign;
- x) Providing strategic leadership and policy guidelines;
- xi) Convening Board meetings and acting as secretary thereof;
- xii) Keeping Board members adequately briefed on all significant developments at KIPPRA;
- xiii) Ensuring Board decisions are implemented and reported on time;
- xiv) Serving as a link between the Board and management;
- xv) Putting in place effective financial management policies and systems for Monitoring and reporting financial performance;
- xvi) Ensuring proper management and accountability of funds in line with financial and budgetary policies and procedures of government and other stakeholders;
- xvii) Identifying favorable financing partners and accordingly source, develop, submit and making follow-up on funding proposals;
- xviii) Ensuring that annual financial audit is conducted, and audit queries addressed;
- xix) Convening and chairing management team meetings;
- xx) Developing and implementing effective human resource management policies and systems;
- xxi) Acting as the spokesperson for the Institute;
- xxii) Coordinating the development and implementation of the research, administrative and financial policies of the Institute in accordance with the Institute's mandate, functions and Strategic Plan;
- xxiii) Managing, directing, organizing and administering all the activities of the Institute; organize, control and manage members of the Institute;
- xxiv) Establishing proper internal Monitoring and control systems and procedures;
- xxv) Ensuring effective communication between the management and the Board as well as between different levels of management;
- xxvi) Ensuring continuous improvements in the quality and value of services and products provided by the Institute;
- xxvii) Maintaining a conducive work environment for attracting, retaining, and motivating employees;
- xxviii)Fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xxix) Providing visionary, strategic and creative direction and leadership by positioning and representing the Institute nationally and internationally;
- xxx) Fostering local and international partnerships with institutions of research and other agencies; and
- xxxi) Mobilizing financial and other resources for the Institute;

MINIMUM QUALIFICATION AND WORK EXPERIENCE

- Doctorate Degree in Economics or other related social sciences;
- Master's Degree in Economics or other related social sciences;
- Bachelor's Degree in Economics or other related social sciences;
- Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Fifteen (15) years of relevant experience, 5 of which should have been in senior management position;
- Authored a minimum of eighteen (18) publications in peer reviewed journals, book and book chapters;
- Active member of a professional body;
- Demonstrate compliance with requirements of Chapter Six (6) and Article 232 of the Constitution.
 - Certificate of Good Conduct from the Directorate of Criminal Investigations;
 - Clearance Certificate from the Higher Education Loans Board;
 - Tax Compliance Certificate from the Kenya Revenue Authority;
 - Clearance from the Ethics and Anti-Corruption Commission;
 - Report from an Approved Credit Reference Bureau; and
 - Clearance from Commission for University Education for degrees obtained outside Kenya.

PERSON SPECIFICATIONS

For appointment to this position and grade, a candidate must have:

- Doctorate Degree in Economics or other related Social Sciences;
- Master's Degree in Economics or other related social sciences;
- Bachelor's Degree in Economics or other related social sciences;
- Leadership Course lasting not less than four (4) weeks from a recognized institution;
- Fifteen (15) years of relevant experience, 5 of which should have been in senior management position;
- Authored a minimum of eighteen (18) publications in peer Reviewed journals, book and book chapters;
- Clear knowledge of Vision 2030 and able to align research findings to the Vision;
- Demonstrated familiarity with donor funding and resource mobilization;
- Exceptional visionary leadership and negotiations skills with capacity to engage with local, regional and international organizations;
- Proven track history of creativity, innovation, self-drive, result orientation and ability to handle a sensitive public or private institution; and
- Excellent communication and presentation skills, strong interpersonal and analytical team capacities with high professional ethical standing.
- Fulfill the requirements of Chapter Six of the Constitution.

KEY COMPETENCIES AND SKILLS

- Leadership and supervisory skills;
- Strategic management skills;
- Problem-solving skills;
- Communication and interpersonal skills;
- Strategic thinking
- Result oriented;
- Creativity and Innovativeness.

TERMS OF SERVICE

The Executive Director will serve on a contract term of five (5) years renewable once subject to satisfactory performance.

HOW TO APPLY

Interested and eligible candidates may access the detailed job description, specifications and experience required for the position from the KIPPRA's Website <https://kippra.or.ke/> or www.acalconsulting.co.ke/KIPPRA. Candidates should submit their applications including the cover letter, copy of National ID, copies of academic and professional certificates, testimonials and detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration and daytime telephone.

Applicants MUST submit their completed application quoting the job reference number "Executive DIRECTOR- KIP 1" and include the required attachments via E-mail to (vacancykippra@acal.co.ke) or by submitting a hard copy addressed to;

THE CHAIRMAN,
BOARD OF DIRECTORS
THE KENYA INSTITUTE FOR PUBLIC POLICY RESEARCH AND ANALYSIS,
UPPER HILL, BISHOP GARDENS TOWERS, 2ND FLOOR BISHOP ROAD,
P.O. BOX 56445-00200,
NAIROBI, KENYA

Physical applications should be hand delivered to **ACAL Consulting, Unit No.4, Victoria Office Suites, on Riverside Drive, Nairobi**. All applications should be received by **3rd June 2025, 5:00 PM E.A.T. Candidates who had previously applied for this position need not apply.**

It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

KIPPRA is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted