



ADVERTISEMENT FOR SHORT TERM FIXED CONTRACTS' STAFF, RESEARCH ASSISTANTS' AND CASUALS' DATA BASE

The Kenya Institute for Public Policy Research and Analysis (KIPPRA) is a State Corporation established by an Act of Parliament with a primary mandate of providing quality policy advice to the Government of Kenya, private sector and other key stakeholders by conducting objective research and analysis and through capacity building in order to contribute to the achievement of national long-term development objectives by positively influencing the decision-making processes.

The Institute is in the process of establishing a database for Short Term Fixed Contract Staff, Research Assistants, Enumerators and Casuals who shall be called upon when an opportunity arises. The database will be valid for a period of two (2) years and may be reviewed on need basis. The temporary employment aims in providing an opportunity for on-the-job experience and to build upon already acquired knowledge and skills for professional development. This opportunity is open in the following functions of the Institute:

TECHNICAL DEPARTMENTS

1. Capacity Building Department
2. Partnerships Department
3. Trade and Foreign Policy Department
4. Macroeconomics Department
5. Productive Sector Department
6. Private Sector Department
7. Social Sector Department
8. Governance Department
9. Infrastructure and Economics Services Department
10. Knowledge Management Department– (Publications and Library)

Qualifications and Basic Requirements for Fixed Term Contract Technical Departments and Research Assistants

The Fixed Term Contract staff are engaged for a defined period of time for a position that is in the staff establishment and has an approved budget and the role support of both Research Departments. The role of the Research Assistant involves aiding primary researchers in gathering data and information via studies, surveys, and other methods relevant to a project and its associated activities. The functions require a Minimum of a Master's degree from a recognized Institution in the following disciplines: Economics or related Social Sciences, Curriculum Development, Gender Studies, Public Policy, Statistics, Monitoring and Evaluation, Criminology, Governance, Urban Planning, Agriculture, Political Science, Library & Information, Information Science, Publishing,

Personal Attributes:

- i. Should possess interpersonal and communication skills;
- ii. Be fluent in English; and
- iii. Knowledge of basic statistical software for data entry, extraction and reporting including (STATA, SPSS, E-VIEWS)
- iv. For graphic designers to possess computer Skills in desktop publishing software's;

SUPPORT DEPARTMENTS/DIVISION

1. Legal Services Department
2. Strategy and Planning Department
3. Finance Department
4. Internal Audit Department
5. Human Resource & Administration Department
6. Records Management Division
7. Supply Chain Management Department
8. Information Communication & Technology (ICT) Division
9. Corporate Communication Division
10. Office Administrators
11. Office Assistants

Qualifications and Basic Requirements for Fixed Term Contract Support Departments and Divisions

The Fixed Term Contract staff are engaged for a defined period of time for a position that is in the staff establishment and has an approved budget and the role support of both Research and non-research Departments. The functions require a Minimum of a Diploma or a First degree from a recognized Institution in the following disciplines: Finance/Accounting, Supply chain Management, Human Resource Management, Communication, ICT, Law, Records Management, Monitoring and Evaluation, Business Administration, Business & Office Management, Secretarial Studies, CPA (K), KNEC Craft Certificate in Secretarial Studies with Short hand III (minimum 120 w.p.m); Typewriting III (50 w.p.m) Computerized Document Processing III & Business English III/Communication III and any other relevant qualifications from a recognized Institution.

Personal Attributes:

- i. Should possess interpersonal and communication skills;
- ii. Be fluent in English; and
- iii. Computer Skills

CASUALS

The Institute is looking for Casual Employees to support the operations in the Institute on an as-needed basis. This role requires flexibility and adaptability to perform various tasks based on business requirements. The Casual Maintain workplace cleanliness and follow health & safety guidelines. Assist in (specific tasks Including, stock handling, administrative work, etc.)

Qualifications and Basic Requirements for Casuals

Must have at least a Form 4 certificate (high school completion). A college certificate in any field will be an added advantage. Must reside in Nairobi or its immediate surroundings.

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 <https://recruit.kippira.or.ke/>). Hard Copy Applications will not be accepted.

All applications should be sent through the recruitment portal (link provided in section 1 above).

All applications should reach the Institute on or before 21st May 2025 at 11:59: 00hrs

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.

***KIPPRA is an equal opportunity employer
Persons with Disability are encouraged to apply***



ISO 9001:2015 CERTIFIED