



## **NATIONAL CRIME RESEARCH CENTRE**

### **CAREER OPPORTUNITY:**

The National Crime Research centre is a State Corporation established by the National Crime Research Act No. 4 of 1997. Its mandate is to carry out research into the causes of crime and its prevention and to disseminate research findings and recommendations to agencies concerned with the administration of criminal justice for purposes of policy planning and formulation.

The Centre is seeking to recruit highly competent proactive and self-driven individuals to fill the following positions of:

#### **1. VACANCY/POST NO. NCRC/1/8/2025 Assistant Director Research (NCRC3) Three (3) Posts.**

The appointment to this grade shall be on Five (5) years contract renewable subject to performance and retirement age. The officer at this level will report to the Director/CEO.

##### **a) Key Responsibilities**

- i. Developing, implementing and reviewing policies, standards, procedures and programmes on crime research;
- ii. Ensuring quality assurance of crime research;
- iii. Undertaking capacity building of researchers on quality research processes;
- iv. Carrying out coordinated research into, and evaluating the impact of, programmes pursued by the agencies responsible for the administration of criminal justice;
- v. Collating all crime-related data;
- vi. Carrying out research into any criminal activity and in particular: crime causation and prevention; group or culture related crimes; socio-political and economic causes of criminal behaviour including drug trafficking, peddling or addiction; the modus operandi of persons engaged in any criminal activity; and juvenile delinquency;

- vii. Carrying out research into deviations from the criminal justice system with a view to increasing the awareness and responsibility of the community in the rehabilitation of criminal offenders;
- viii. Carrying out research into the efficacy and adequacy of criminal investigation and prosecution agencies, the penal system and treatment of criminal offenders;
- ix. Preparing crime research reports;
- x. Monitoring and evaluating implementation of research recommendations;
- xi. Liaising with any other research bodies engaged in the pursuit of similar or related research functions;
- xii. Planning and budgeting for the Department; and
- xiii. Undertaking risk mitigation in the Department.

**b) Minimum Qualifications and Experiences**

**For appointment to this grade, a candidate must have;**

- (i) A minimum period of ten (10) years relevant work experience, of which five (5) years must have been in a supervisory position;
- (ii) Bachelor's degree in Social Science disciplines (such as Sociology, Criminal Justice, Criminology, Psychology, Law and Political Science), Statistics or any other equivalent qualification from a recognized institution;
- (iii) Master's degree in Social Science disciplines (such as Sociology, Criminal Justice, Criminology, Psychology, Law and Political Science), Statistics or any other equivalent qualification from a recognized institution;
- (iv) Doctorate degree in Social Science disciplines (such as Sociology, Criminal Justice, Criminology, Psychology, Law and Political Science), Statistics or any other equivalent qualification from a recognized institution;
- (v) Professional qualification and membership to professional body where applicable and in good standing;
- (vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications; and

- (viii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**c) Skills and competencies**

- (i) Leadership skills;
- (ii) Innovative thinking;
- (iii) Interpersonal relationship skills;
- (iv) Strong analytical skills;
- (v) Negotiation skills;
- (vi) Report writing skills;
- (vii) Problem solving skills;
- (viii) Communication skills;
- (ix) Ability to work under pressure;
- (x) Ability to work independently and in a team; and
- (xi) Excellent administrative capabilities.

**2. VACANCY/POST NO. NCRC/2/8/2025 Assistant Director Finance (NCRC3) One (1) Post**

The officer at this level will report to the Director/CEO. The appointment to this grade shall be on Five (5) years contract renewable subject to performance and retirement age. The officer at this level will report to the Director/CEO.

**a) Key Responsibilities**

**Duties and responsibilities at this level will entail:**

- i. Providing leadership and managing talent in the Department;
- ii. Coordinating the preparation of financial reports, interpreting financial statements and making recommendations;
- iii. Reviewing financial systems proposed and making recommendations for management consideration;
- iv. Reviewing investment strategies and making recommendations for management action;
- v. Reviewing and evaluating cost rationalization opportunities;
- vi. Liaising with auditors to ensure appropriate monitoring of the Centre's finances
- vii. Monitoring compliance with financial requirements;
- viii. Supervising the maintenance of financial records and ensuring safe custody of Centre's financial assets;
- ix. Supervising treasury management;

- x. Supervising the preparation of budget estimates and monitoring compliance with approved budget;
- xi. Overseeing the development and implementation of departmental work plans, budgets and timely reports for the Department;
- xii. Overseeing review and development of quality management system and implementation of quality management systems audit recommendations; and
- xiii. Undertaking risk mitigation in the Department.

**b) Person Specifications**

**For appointment to this grade, a candidate must have: -**

- i. At least ten (10) years relevant work experience, of which five (5) years must have been in a supervisory position;
- ii. Bachelor's degree in any of the following disciplines in Commerce (accounting or finance option), business administration (accounting option), or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - finance, accounting, business administration, commerce or equivalent qualification from a recognized institution;
- iv. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or its equivalent, and in good standing;
- v. Management course lasting not less four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications; and
- vii. Fulfilled the requirements of Chapter 6 of the Constitution.

**c) Skills and competencies**

- i. Leadership skills;
- ii. Strategic and innovative thinking;
- iii. Interpersonal relationship skills;
- iv. Strong analytical skills;
- v. Negotiation skills;
- vi. Report writing skills;
- vii. Problem solving skills;
- viii. Communication skills;
- ix. Ability to work under pressure;

- x. Ability to work independently and in a team;
- xi. Ability to work with and supervise multigenerational staff; and
- xii. Excellent administrative capabilities.

### **3. VACANCY/POST NO. NCRC/3/8/2025 Assistant Director Human Resource (NCRC 3) One (1) Post.**

The officer at this level will report to the Director/CEO. The appointment to this grade shall be on Five (5) years contract renewable subject to performance and retirement age. The officer at this level will report to the Director/CEO.

#### **a) Key Responsibilities**

Duties and responsibilities at this level will entail:

- i. Providing strategic policy direction in all matters Human Resource Management and Administration;
- ii. Formulating, implementing and reviewing Human Resource Management and Administration policies and strategies;
- iii. Managing human resource and career development;
- iv. Interpreting and implementing the human resource management and administration policies and circulars;
- v. Developing and implementing staff training programmes;
- vi. Managing staff recruitment, selection, induction and placement;
- vii. Ensuring an effective employee industrial relations and communication process;
- viii. Coordinating the development, implementation and review of performance management system;
- ix. Ensuring a competitive staff compensation and benefits package;
- x. Managing staff payroll, leave and performance appraisal system;
- xi. Managing staff probation, confirmation, promotion and exit processes;
- xii. Managing staff disciplinary process and grievances;
- xiii. Managing staff medical scheme and welfare programmes;
- xiv. Coordinating work-related counselling and stress management services for staff;
- xv. Administering employment contracts, pensions and gratuities;
- xvi. Maintaining the staff establishment, employee records and human resource information systems;
- xvii. Developing and implementing Centre's Succession Management Policy and Strategy;

- xviii. Coordinating the compilation of human resource and administration reports;
- xix. Coordinating the provision of general administrative services including office allocation and cleanliness, messengerial services, transport/logistics and security;
- xx. Managing repairs, maintenance and improvement of equipment and assets;
- xxi. Participating in the development and implementation of the Centre's Strategic Plan;
- xxii. Planning and budgeting for the Department;
- xxiii. Providing secretariat services to the Human Resource Management Advisory Committee; and
- xxiv. Undertaking risk mitigation in the Department.

#### **b) Person Specifications**

**For appointment to this grade, a candidate must have:**

- (i) At least ten (10) years relevant work experience, of which five (5) years must have been in a supervisory position;
- (ii) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- (iii) Master's degree in Human Resource Management or equivalent qualification from a recognized institution;
- (iv) Professional qualification and membership of Institute of Human Resources Management (IHRM) or its equivalent, and in good standing;
- (v) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

#### **c) Skills and competencies**

- (i) Leadership skills;
- (ii) Strategic and innovative thinking;
- (iii) Interpersonal relationship skills;
- (iv) Strong analytical skills;
- (v) Negotiation skills;
- (vi) Report writing skills;

- (vii) Problem solving skills;
- (viii) Communication skills;
- (ix) Ability to work under pressure;
- (x) Ability to work independently and in a team;
- (xi) Ability to work with and supervise multigenerational staff; and
- (xii) Excellent administrative capabilities.

**4. VACANCY/POST NO. NCRC/4/8/2025: Principal Planning Officer (NCRC4) One (1) Post.**

The appointment shall be Permanent and Pensionable. The officer at this level will report to the Director/CEO.

**a) Key Responsibilities**

**Duties and responsibilities at this level will entail:**

- (i) Monitoring the implementation of the Department's budgets;
- (ii) Drafting policy position papers on pertinent strategic issues at the Centre;
- (iii) Preparing institutional work plans and budget in collaboration with other departments;
- (iv) Preparing implementation reports;
- (v) Participating in the alignment of the Centre's strategies, annual budget, plans and policies with the National Development Goals;
- (vi) Participating in the development of the Centre's Strategic Plan;
- (vii) Participating in the development of the Centre's performance contract and guiding its implementation;
- (viii) Monitoring the implementation of the Centre's Strategic Plan;
- (ix) Preparing Centre's performance reports;
- (x) Initiating Centre's development Master-plan;
- (xi) Providing technical support on project/programme design and development;
- (xii) Developing monitoring and evaluation tools for programmes and projects;
- (xiii) Designing and developing surveys for projects/programmes monitoring and evaluation;
- (xiv) Undertaking programmes/projects monitoring and evaluation;

## **b) Person Specifications**

### **For appointment to this grade, a person must have:**

- (i) At least eight (8) years' work experience, three (3) of which must have been in a supervisory position;
- (ii) Bachelor's degree in Economics, Statistics, Project Management, Development Studies, Business Administration, Monitoring and Evaluation or any other related qualifications from a recognized institution;
- (iii) Master's Degree in Economics, Statistics, Project Management, Development Studies, Business Administration, Monitoring and Evaluation or any other related qualifications from a recognized institution;
- (iv) Professional qualification and membership to professional body where applicable and in good standing;
- (v) Management course not lasting less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

## **C) Skills and competencies**

- (i) Leadership skills;
- (ii) Strategic and innovative thinking;
- (iii) Interpersonal relationship skills;
- (iv) Strong analytical skills;
- (v) Negotiation skills;
- (vi) Report writing skills;
- (vii) Problem solving skills;
- (viii) Ability to work under pressure;
- (ix) Ability to work independently and in a team;
- (x) Communication skills;
- (xi) Ability to work with and supervise multigenerational staff; and
- (xii) Excellent administrative capabilities.



**5. VACANCY/POST NO. NCRC/5/8/2025 Senior Research Officer (NCRC 5) Five (5) Posts.**

The appointment shall be Permanent Pensionable The officer at this level will report to Principal Research Officer

**a) Key Responsibilities**

- (i) Assisting in developing and implementing policies, standards, procedures and programmes on crime research and analysis;
- (ii) Carrying out coordinated research into, and evaluating the impact of, programmes pursued by the agencies responsible for the administration of criminal justice;
- (iii) Collating all crime-related data;
- (iv) Carrying out research into any criminal activity and in particular: crime causation and prevention; group or culture related crimes; socio-political and economic causes of criminal behaviour including drug trafficking, peddling or addiction; the modus operandi of persons engaged in any criminal activity; and juvenile delinquency;
- (v) Carrying out research into deviations from the criminal justice system with a view to increasing the awareness and responsibility of the community in the rehabilitation of criminal offenders;
- (vi) Carrying out research into the efficacy and adequacy of criminal investigation and prosecution agencies, the penal system and treatment of criminal offenders;
- (vii) Preparing crime research reports;
- (viii) Monitoring and evaluating implementation of research recommendations; and
- (ix) Liaising with any other research bodies engaged in the pursuit of similar or related research functions.

**b) Person Specifications**

**For appointment to this grade, a candidate must have:**

- (i) A minimum period of four (4) years relevant work experience;
- (ii) Bachelor's degree Social Science disciplines (such as Sociology, Criminal Justice, Criminology, Psychology, Law and Political Science), Statistics or any other equivalent qualification from a recognized institution;
- (iii) Master's degree in Social Science disciplines (such as Sociology, Criminal Justice, Criminology, Psychology, Law and Political Science), Statistics or any other equivalent qualification from a recognized institution;
- (iv) Professional qualification and membership to professional body where

- applicable and in good standing;
- (v) Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Proficiency in computer applications; and
- (vii) Fulfills the requirements of Chapter Six (6) of the Constitution.

**C) Skills and competencies**

- (i) Leadership skills;
- (ii) Innovative thinking;
- (iii) Interpersonal relationship skills;
- (iv) Strong analytical skills;
- (v) Negotiation skills;
- (vi) Report writing skills;
- (vii) Problem solving skills;
- (viii) Communication skills;
- (ix) Ability to work under pressure;
- (x) Ability to work independently and in a team; and
- (xi) Excellent administrative capabilities.

**6. VACANCY/POST NO. NCRC/6/8/2025 Senior Officer Administrator  
(NCRC 5) One (1) Post.**

The appointment shall be permanent and Pensionable. The officer at this level will report to the Assistant Director Human Resource and Administration.

**a) Key Responsibilities**

**Duties and responsibilities at this level will entail:**

- (i) Maintaining office diary;
- (ii) Typing and data processing;
- (iii) Undertaking reprography;
- (iv) Operating and managing office equipment;
- (v) Attending to visitors/clients and customer inquiries;
- (vi) Handling correspondences, telephone calls, office documents and equipment;
- (vii) Planning and organizing meetings, appointments, workshops/conferences and seminars;
- (viii) Ensuring security of office equipment;
- (ix) Ensuring security, confidentiality, integrity and availability of office data, records and documents, including classified materials;

- (x) Implementing and monitoring procedures for record keeping of correspondence and file movements;
- (xi) Maintaining an up to date filing system in the office including archiving of records;
- (xii) Preparing responses to routine correspondences;
- (xiii) Managing office protocol and etiquette; and
- (xiv) Managing petty cash.

## **b) Person Specifications**

### **For appointment to this grade, an officer must have:**

- (i) A minimum of four (4) years relevant work experience;
- (ii) Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: Shorthand III (minimum 120 w.p.m.); Typewriting III (50 w.p.m.)/Computerized Document Processing III; Business English III/Communications II; Commerce II; Office Practice II; Office Management III/Office Administration and Management III; and Secretarial Duties II; **OR** Diploma in Secretarial Studies from the Kenya National Examinations Council;
- (iii) Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution; **OR** Bachelor's Degree AND a Diploma in Secretarial Studies from a recognized institution;
- (iv) Professional qualification (such as Public Relations and Customer Care Course lasting not less than (2) weeks from a recognized institution) and membership to a professional body where applicable and in good standing;
- (v) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **c) Skills and competencies**

- (i) Leadership skills;
  - (i) Strategic and innovative thinking;
  - (ii) Interpersonal relationship skills;
  - (iii) Strong analytical skills;
  - (iv) Negotiation skills;

- (v) Report writing skills;
- (vi) Problem solving skills;
- (vii) Communication skills;
- (viii) Ability to work under pressure;
- (ix) Ability to work independently and in a team;
- (x) Ability to work with and supervise multigenerational staff; and
- (xi) Excellent administrative capabilities.

**7. VACANCY/POST NO. NCRC/7/8/2025: Senior Knowledge Management Officer (NCRC5) One (1) Post.**

The appointment shall be Permanent and Pensionable. The officer at this level will report to the Assistant Director Research.

**a) Key Responsibilities**

**Duties and responsibilities at this level will entail:**

- (i) Participating and implementing effective Knowledge Management strategies, policies and programs;
- (ii) Promoting, facilitating and communicating a culture of Knowledge sharing across all the departments;
- (iii) Managing the Centre's Crime Data Repository and publications;
- (iv) Assisting in coordinating Knowledge transfer between the Centre and its stakeholders;
- (v) Extracting knowledge from the external repository for filtering in order to provide greater relevance to the Centre;
- (vi) Measuring, mapping and quantifying the Centre's knowledge and the performance of Knowledge Management solutions;
- (vii) Advising on the development and implementation of the Centre's Knowledge Management System;
- (viii) Developing departmental and cross-departmental systems and processes to ensure an effective and integrated approach in identifying, capturing, evaluating, retrieving and sharing the Centre information to enhance efficiency and communication;
- (ix) Aligning the knowledge management system to Centre's initiatives;
- (x) Integrating information from the Centre's directorates, departments and divisions to facilitate easy access; and
- (xi) Editing and typesetting of the Centre's publications, proofreading and publishing the Centre's reports.

## **b) Person Specifications**

### **For appointment to this grade, a candidate must have:**

- (i) At least four (4) years relevant work experience;
- (ii) Bachelor's degree in Information Technology, Library Science, Mass Communication, Journalism; or related disciplines;
- (iii) Professional qualification and membership to a professional body where applicable and in good standing;
- (iv) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Fulfilled the requirements of Chapter six (6) of the Constitution.

### **c) Skills and competencies**

- (i) Leadership skills;
- (ii) Strategic and innovative thinking;
- (iii) Interpersonal relationship skills;
- (iv) Strong analytical skills;
- (v) Negotiation skills;
- (vi) Report writing skills;
- (vii) Problem solving skills;
- (viii) Communication skills;
- (ix) Ability to work under pressure;
- (x) Ability to work independently and in a team;
- (xi) Ability to work with and supervise multigenerational staff; and
- (xii) Excellent administrative capabilities.

## **8. VACANCY/POST NO. NCRC/8/8/2025 Human Resource Management Officer (NCRC 6) One (1) Post.**

The appointment shall be permanent and Pensionable. The officer at this level will report to the Principal Human Resource and Administration.

### **a) Key Responsibilities**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

**Duties and responsibilities at this level will entail assisting in:**

- (i) Verifying information relating to staff recruitment, selection, induction and placement;
- (ii) Compiling performance appraisal;
- (iii) Payroll administration;
- (iv) Maintaining staff establishment and updating human resource records;
- (v) Making proposals on human resource planning and succession management;
- (vi) Drafting correspondences;
- (vii) Managing employee leave records;
- (viii) Liaising with insurance, pension and medical providers; and
- (ix) Implementing health, safety and mainstreaming programs.

## **b) Person Specifications**

### **For appointment to this grade, a candidate must have:**

- (i) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **c) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team.

## **9. VACANCY/POST NO. NCRC/9/8/2025: Supply Chain Management Officer (NCRC6) One (1) Post.**

The appointment shall be Permanent and Pensionable. The officer at this level will report to the Principal Supply Chain Officer.

This is the entry and training grade for degree holders in this cadre. An officer at this level will work under the guidance of a senior officer.

### **Duties and responsibilities at this level will entail assisting in:**

- i. Implementing the annual procurement plan;
- ii. Providing secretariat to committees' incidental to procurement of goods and services and disposal of assets;

- iii. Building capacity of the organization in procurement management;
- iv. Ensuring all goods and services purchased comply with the Centre's standards;
- v. Reviewing and monitoring procurement budget expenditures against the procurement plan;
- vi. Conducting analysis reports on performance for forecast and budgets;
- vii. Providing technical support on matters relating to procurement processes and procedure;
- viii. Reviewing tender notices;
- ix. Reviewing notification of award/regrets and tender acceptance process;
- x. Compiling and evaluating tenders;
- xi. Formulating supplies, procurement and inventory manuals; and
- xii. Safeguarding tenders, quotations and request for proposals.

**a) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following: Procurement, Purchasing, Business Administration, Commerce or any other equivalent qualification from a recognized institution;
- ii. Membership to professional body where applicable and in good standing;
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**b) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team.

**10. VACANCY/POST NO. NCRC/10/8/2025 Accountant 1 (NCRC6) One (1) Post.**

The officer at this position will report to the Principal Accountant.

The appointment shall be Permanent and Pensionable.

**a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

**Duties and responsibilities at this level will entail assisting in:**

- (i) Preparing cheques and posting payments and receipts;
- (ii) Contacting clients about invoices and handling queries relating to accounts;
- (iii) Verifying payments and receipt vouchers and committal documents;
- (iv) Movement and safe custody of cash;
- (v) Data capture, filing and maintaining ledgers;
- (vi) Maintaining financial records;
- (vii) Preparing budget estimates, accounts and management reports; and
- (viii) Supporting audits and reconciliation.

**b) Person Specifications**

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: Commerce (Accounting or Finance option), Business Administration (Accounting option), or Certified Public Accountant Part III or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

**c) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team.

**11. VACANCY/POST NO. NCRC/11/8/2025 Legal Officer 1 (NCRC6) One (1) Post.**

The officer will report to the Principal Legal Officer. The appointment shall be Permanent and Pensionable

This is the entry and training grade for degree holders in this cadre. An officer in



this level will work under the guidance of a senior officer.

**Duties and responsibilities at this level will entail assisting in:**

- (i) Handling pre-litigation legal disputes and inquiries;
- (ii) Drafting contracts, pleadings, legal instruments and internal policies;
- (iii) Conducting legal research and preparing legal opinions and memoranda on matters relevant to the Centre;
- (iv) Providing and interpreting legal information;
- (v) Participating in policy development and advising on legal and policy issues;
- (vi) Providing legal risk reviews and advising on risk mitigation;
- (vii) Development of individual performance targets;
- (viii) Preparation of work plans and budgets;
- (ix) Initiating, vetting and negotiating contracts, formal agreements and other legal instruments to meet the laid down requirements for execution; and
- (x) Registering the Centre's documents for intellectual property.

**(a) Person Specifications**

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in Law (LL. B) degree from a recognized institution;
- (ii) Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- (iii) Membership to the Law Society of Kenya (LSK) and in good standing;
- (iv) Admission to the roll of Advocates of the High Court of Kenya;
- (v) Current Advocates Practicing Certificate;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the provisions of Chapter Six of the Constitution.

**12. VACANCY/POST NO. NCRC/12/8/2025 Internal Auditor (NCRC6)**

**One (1) Post.**

The officer at this position will report to the Principal Legal Officer. The appointment shall be Permanent and Pensionable

**a) Job Description**

This is the entry and training grade for degree holders in this cadre. An officer

at this level will work under the guidance of a senior officer.

**Duties and responsibilities will entail assisting in:**

- (i) Undertaking audit assignments in line with the approved audit work plan and programs;
- (ii) Evidence gathering and opening and updating of the audit file;
- (iii) Performing substantive and compliance testing of accountable records and documents and preparing working papers;
- (iv) Providing input in the preparation of audit reports for completed audit engagements;
- (v) Updating risk registers;
- (vi) Conducting verifications of statutory reporting from Finance and Accounts; and
- (vii) Preparing and implementing annual work plans, budgets and reports.

**b) Person Specifications**

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: - Commerce (Finance or Accounting option), Finance, Economics or Business Management/Administration or equivalent qualification from a recognized institution;
- (ii) Have passed Part II of Certified Public Accountants exams;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter six (6) of the Constitution.

**c) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team

**13. VACANCY/POST NO. NCRC/13/8/2025 Corporate Communications Officer (NCRC6) One (1) Post.**

The appointment shall be Permanent and Pensionable. This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

**Duties and responsibilities at this level will entail assisting in:**

- (i) Preparing speeches, media briefs and newsletters;
- (ii) Maintaining online presence through the website and social media pages;
- (iii) Ensuring website is regularly updated;
- (iv) Overseeing the branding of NCRC;
- (v) Developing corporate Information, Educational and Communication (IEC) materials;
- (vi) Documenting events through videography, photography and press cuttings;
- (vii) Packaging and disseminating publications, content and events using the appropriate formats and media; and
- (viii) Developing and updating media and stakeholder mailing list.

**a) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in Communication, Public Relations or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**b) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team.

**14. VACANCY/POST NO. NCRC/14/8/2025 Records Management Officer 1 (NCRC6) One (1) Post.**

The officer will report to the Principal Administration Officer. The appointment shall be Permanent and Pensionable

**a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer at this level will work under the guidance of a senior officer.

**Duties and responsibilities at this level will entail assisting in:**

- (i) Reviewing and developing guidelines, procedure manuals, classification and document retention schedules and presenting them for review;
- (ii) Planning, organizing and implementing records and archives management programme in line with statutory requirements and monitoring compliance;
- (iii) Ensuring the safety, security, integrity and confidentiality in the provision of all records management services by supervising access to records storage area and labeling all records;
- (iv) Coordinating appraisal of records and making periodic recommendations for permanent preservation or disposal in liaison with Kenya National Archives and Documentation Services;
- (v) Supervising registry operations;
- (vi) Contributing in the review, development and implementation of the Standard Operating Procedures in Quality Management Systems of audit recommendations; and

**b) Person Specifications**

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following disciplines: Records and Archives Management; Records and Information Technology; Records and Information Science or its equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**c) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team.

**15. VACANCY/POST NO. NCRC/15/8/2025 Office Administrator 1 (NCRC6) One (1) Post.**

The Officer will report to the Principal Human Resource and Management Officer. The appointment shall be Permanent and Pensionable

**a) Job Specifications**

This is the entry and training grade for degree holders in this cadre. An officer in this level will work under the guidance of a senior officer.

**Duties and responsibilities at this level will entail assisting in:**

- (i) Maintaining office diary;
- (ii) Typing and data processing;
- (iii) Undertaking reprography;
- (iv) Operating and managing office equipment;
- (v) Attending to visitors/clients and customer inquiries;
- (vi) Handling correspondences, telephone calls, office documents and equipment;
- (vii) Planning and organizing meetings, appointments, workshops/conferences and seminars;
- (viii) Ensuring security of office equipment;
- (ix) Ensuring security, confidentiality, integrity and availability of office data, records and documents, including classified materials;
- (x) Implementing and monitoring procedures for record keeping of correspondence and file movements;
- (xi) Maintaining an up to date filing system in the office including archiving of records;
- (xii) Preparing responses to routine correspondences;
- (xiii) Managing office protocol and etiquette; and
- (xiv) Managing petty cash.

**b) Person Specifications**

**For appointment to this grade a candidate must have:**

- i. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution; **OR** Bachelor's degree **AND** a Post Graduate Diploma in Secretarial Studies from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

#### **a) Skills and competencies**

- (i) Interpersonal relationship skills;
- (ii) Analytical skills;
- (iii) Report writing skills;
- (iv) Communication skills; and
- (v) Ability to work in a team.

#### **Documents to be submitted**

Interested applicants for this position must submit duly filled NCRC job application form, from NCRC website through [www.crimeresearch.go.ke/vacancies/](http://www.crimeresearch.go.ke/vacancies/) detailed CV, copies of academic certificates and other testimonials.

#### **The Successful candidates will be required to submit the following documents;**

- a) Certificate of clearance from Directorate of Criminal Investigations (DCI)
- b) Certificate of Clearance from the Higher Education Loans Board (HELB)
- c) Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- d) Duly filled and stamped self declaration/ clearance form from the Ethics and Anti Corruption Commission (EACC)

The self declaration form, Ethics and Anti-Corruption Commission (EACC) should indicate the Principal Research Officer as the position for which declaration is being submitted.

Only shortlisted candidates shall be contacted and invited for interview

#### **Application Procedure**

Interested candidates are advised to visit the Centre's website [www.crimeresearch.go.ke/vacancies/](http://www.crimeresearch.go.ke/vacancies/) and apply online as guided.

All applications should reach the Centre on or before **25<sup>th</sup> August, 2025** latest by **5.00 PM**. East African Time

#### **The Director/CEO**

**National Crime Research Centre**

**ACK Garden Annex, 1<sup>st</sup> Ngong Avenue, off Bishops Road**

**P. O. Box 21180-00100**

**NAIROBI**

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Persons abled differently, the marginalized and minorities are encouraged to apply.