

## KIPPRA ADVERTISEMENT FOR VACANCIES

Kenya Institute for Public Policy Research and Analysis (KIPPRA) is a State Corporation established by an Act of Parliament – KIPPRA 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 Forty Three (43) positions:

S/ N o	Ref. No	Designation	Department/Division	Job Grade	No of Positions	Remarks
1	HR/7/DID/2025/01	DIRECTOR INTEGRATED SERVICES	DIRECTORATE OF INTEGRATED SERVICES	2	1	Readvertisement
2	HR/7/DDCB/2025/02	DEPUTY DIRECTOR	CAPACITY BUILDING	3	1	Readvertisement
3	HR/7/DDGOV/2025/03	DEPUTY DIRECTOR	GOVERNANCE	3	1	Readvertisement
4	HR/7/DDIESD/2025/04	DEPUTY DIRECTOR	IESD	3	1	Readvertisement
5	HR/7/DDMACRO/2025/05	DEPUTY DIRECTOR	MACROECONOMICS	3	1	Readvertisement
6	HR/7/DDPROD/2025/06	DEPUTY DIRECTOR	PRODUCTIVE SECTOR	3	1	Readvertisement
7	HR/7/DDSOCIAL/2025/07	DEPUTY DIRECTOR	SOCIAL SECTOR	3	1	Readvertisement
8	HR/7/DDSP/2025/08	DEPUTY DIRECTOR	STRATEGY AND PLANNING	3	1	Readvertisement
9	HR/7/DDTRADE/2025/09	DEPUTY DIRECTOR	TRADE AND FOREIGN POLICY	3	1	Readvertisement
10	HR/7/CS/2025/10	CORPORATION SECRETARY	LEGAL	3	1	Readvertisement
11	HR/7/PPAGOV/2025/11	PRINCIPAL POLICY ANALYST	GOVERNANCE	4	1	Readvertisement
12	HR/7/PPAIESD/2025/12	PRINCIPAL POLICY ANALYST	IESD	4	1	Readvertisement
13	HR/7/PPAMACRO/2025/13	PRINCIPAL POLICY ANALYST	MACROECONOMICS	4	1	Readvertisement
14	HR/7/PPAPRIV/2025/14	PRINCIPAL POLICY ANALYST	PRIVATE SECTOR	4	1	Readvertisement
15	HR/7/PPAPROD/2025/15	PRINCIPAL POLICY ANALYST	PRODUCTIVE SECTOR	4	1	Readvertisement
16	HR/7/PPASOC/2025/16	PRINCIPAL POLICY ANALYST	SOCIAL SECTOR	4	1	Readvertisement
17	HR/7/PPASP/2025/17	PRINCIPAL POLICY ANALYST	STRATEGY AND PLANNING	4	1	Readvertisement
18	HR/7/PPATRADE/2025/18	PRINCIPAL POLICY ANALYST	TRADE AND FOREIGN POLICY	4	1	Readvertisement
19	HR/7/PLO/2025/19	PRINCIPAL LEGAL OFFICER	LEGAL	4	1	Advertisement
20	HR/7/PIA/2025/20	PRINCIPAL INTERNAL AUDITOR	INTERNAL AUDIT	4	1	Readvertisement
21	HR/7/SPACB/2025/21	SENIOR POLICY ANALYST	CAPACITY BUILDING	5	1	Readvertisement
22	HR/7/SPAGOV/2025/22	SENIOR POLICY ANALYST	GOVERNANCE	5	1	Advertisement
23	HR/7/SPAMACRO/2025/23	SENIOR POLICY ANALYST	MACROECONOMICS	5	2	Advertisement

24	HR/7/SPAOED/2025/24	POLICY ANALYST/SENIOR	OFFICE OF EXECUTIVE DIRECTOR	5	1	Readvertisement
25	HR/7/SPAP/2025/25	SENIOR POLICY ANALYST	PARTNERSHIPS	5	2	Readvertisement
26	HR/7/SPAPROD/2025/26	SENIOR POLICY ANALYST	PRODUCTIVE SECTOR	5	2	Readvertisement
27	HR/7/SPASOCIAL/2025/27	SENIOR POLICY ANALYST	SOCIAL SECTOR	5	1	Advertisement
28	HR/7/SPASOCIAL/2025/28	SENIOR POLICY ANALYST	IESD	5	2	Advertisement
29	HR/7/SPO/2025/29	SENIOR PLANNING OFFICER	STRATEGY AND PLANNING	5	1	Advertisement
30	HR/7/SLO/2025/30	SENIOR LEGAL OFFICER	CORPORATION SECRETARY AND LEGAL SERVICES	5	1	Advertisement
31	HR/7/A/2025/31	ACCOUNTANT	FINANCE	6	1	Advertisement
32	HR/7/E/2025/32	EDITOR	KNOWLEDGE MANAGEMENT	6	1	Advertisement
33	HR/7/PA/2025/33	POLICY ANALYSTS	TRADE AND FOREIGN POLICY	6	1	Advertisement
34	HR/7/SO/2025/34	SECURITY OFFICER	HUMAN RESOURCE AND ADMINISTRATION	6	1	Readvertisement
35	HR/7/SCMA/2025/35	SUPPLY CHAIN MANAGEMENT ASSISTANT	SUPPLY CHAIN MANAGEMENT	7	1	Advertisement
36	HR/7/SOA/2025/36	SENIOR OFFICE ASSISTANT	HUMAN RESOURCE AND ADMINISTRATION	9	1	Advertisement
37	HR/7/DEM/2025/37	DIRECTOR ECONOMIC MANAGEMENT	DIRECTOR ECONOMIC MANAGEMENT	2	1	Advertisement
38	HR/PHRAO/2025/38	PRINCIPAL HUMAN RESOURCE AND ADMINISTRATION OFFICER	HUMAN RESOURCE AND ADMINISTRATION	4	1	Advertisement
39	HR/SPA/TFP/39	SENIOR POLICY ANALYST	TRADE AND FOREIGN POLICY	5	1	Advertisement
		<b>TOTAL POSITIONS</b>			<b>43</b>	

The public is notified of the following:

1. Detailed job descriptions, requirements, and how to apply are available on the website <https://recruitment.kippra.or.ke/>
2. All applications **MUST** be received on or before **5<sup>th</sup> January 2026 by 5:00 pm.**
3. KIPPRA is an **equal-opportunity employer**. Persons with disability, females, marginalized and minorities are encouraged to apply.
4. There are **NO fees** charged by KIPPRA for any application for these positions.
5. **Canvassing** for any of these positions will result in the disqualification of the candidate.
6. **ONLY shortlisted** candidates will be contacted and will be required to present originals of the following documents during the interviews.
  - a) National Identity Card.
  - b) Academic and Professional Certificates and transcripts.
  - c) Any other supporting documents and testimonials.
  - d) Memberships to relevant professional bodies and associations (where applicable).
  - e) Evidence of publications where required.
7. The Successful candidates and will be required to avail the following documents.
  - a) Clearance from Higher Education Loans Board.
  - b) Clearance from Directorate of Criminal Investigations (Police Clearance Certificate).
  - c) Printed Online Self-Declaration Application Acknowledgement Receipt or a self-Declaration Form duly stamped by the Ethics and Anti-Corruption Commission.

- d) Clearance from Kenya Revenue Authority (Tax Compliance Certificate).
- e) Clearance from a Registered Credit Reference Bureau.

Applicants are requested to submit a cover letter, CV, copies of certificates & testimonials, 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.*

*KIPPRA is an equal opportunity employer.*



## VACANT POSITIONS AT THE KENYA INSTITUTE FOR PUBLIC POLICY RESEARCH AND ANALYSIS

<b>Job Title</b>	<b>Director, Integrated Development (One position)</b>
<b>Reference</b>	HR/7/DID/2025/01
<b>Job Grade</b>	KIP 2
<b>Basic Salary Scale</b>	KES 271,411 - 382,848 per month
<b>Directorate</b>	Integrated Development
<b>Supervisor</b>	Executive Director
<b>Position Summary/Purpose</b>	Head the Integrated Development Directorate; guide the implementation of functions and duties undertaken in the directorate including policy research and analysis in Infrastructure and Economic Services, Productive Sector, Trade, and Foreign Policy and Knowledge Management for the Institute; determine and ensure directorate goals are achieved to ensure achievement of the Institute's mandate.
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>(i) Providing technical leadership in research, policy analysis, and capacity building programmes;</li> <li>(ii) Ensuring timely preparation of relevant and innovative annual work plans and inputs to the performance contract;</li> <li>(iii) Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the directorate;</li> <li>(iv) Enforcing the quality control process as established by the Institute;</li> <li>(v) Motivating staff in the directorate and ensuring teamwork as well as a good working environment;</li> <li>(vi) Ensuring the directorate generates income to the Institute as per the set targets;</li> <li>(vii) Establishing and maintaining effective relationships with key stakeholders including policymakers and implementers, development partners, and other research institutions;</li> <li>(viii) Providing advice to the Executive Director on a regular basis on ways to improve directorates' performance;</li> <li>(ix) Reviewing all research outputs from the directorate to ensure they are in line with the Institute's mandate;</li> <li>(x) Overseeing the Directorate's dissemination activities calendar;</li> <li>(xi) Overseeing project planning, budgeting, and implementation in the Directorate;</li> <li>(xii) Coordinating capacity building activities and partnerships in the Institute;</li> <li>(xiii) Supervising the implementation of the Young Professional program and other staff capacity building initiatives;</li> <li>(xiv) Monitoring the implementation of the work plan and contracted projects;</li> <li>(xv) Preparing of the quarterly and annual reports for management, Board, Performance contracting, and donors; and</li> <li>(xvi) Coordinating knowledge management and data management activities for the Institute.</li> </ul>	

**Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in economics or related social sciences from a recognized institution;
- (ii) Master's degree in economics, or related social sciences from a recognized institution;
- (iii) PhD in economics, or related social sciences from a recognized institution;
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Twelve (12) years of relevant experience three of which in senior management;
- (vi) Minimum of eight (8) publications in peer-reviewed journals;
- (vii) Minimum of twelve (12) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii) Knowledge of statistical software for data entry, analysis, extraction, and reporting;
- (ix) Training in modeling skills and use of statistical software will be an added advantage;
- (x) Computer skills including statistical package; and
- (xi) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies, and Attributes:****Functional skills**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

**Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Capacity Building (One position)</b>
<b>Reference</b>	HR/7/DDCB/2025/02
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197,923 - 279,187 per month
<b>Department</b>	Capacity Building
<b>Supervisor</b>	Director, Economic Management
<b>Position Summary/Purpose</b>	Head the Capacity Building Department; guide the implementation of functions and duties undertaken in the department including Undertaking public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>(i) Coordinating all training activities for key stakeholders;</li> <li>(ii) Developing and implementing capacity building strategy and policies;</li> <li>(iii) Fundraising for capacity building programmes;</li> <li>(iv) Coordinating all capacity building activities;</li> <li>(v) Coordinating the preparation of annual capacity building programmes;</li> <li>(vi) Organizing seminars, conferences and symposia;</li> <li>(vii) Liaising with research Institutions and other organizations on capacity building matters;</li> <li>(viii) Developing, marketing and implementing training curriculum for the Institute;</li> <li>(ix) Developing tailor made courses on various aspects of public policy;</li> <li>(x) Overseeing full implementation and development of capacity building programs in public policy and other areas of interest to the Institute;</li> <li>(xi) Provide advice to the Director on a regular basis on ways to improve capacity building in the Institute;</li> <li>(xii) Developing, market and implement training curriculum for the Institute;</li> <li>(xiii) Enforcing quality control process as Established by the Institute;</li> <li>(xiv) Formulating policies and strategies to guide the Institute's operations in capacity building;</li> <li>(xv) Ensuring timely and efficient implementation of work plans for capacity building programs;</li> <li>(xvi) Providing leadership in the department through supervision of staff;</li> <li>(xvii) Ensuring effective development of capacity building projects, plans, budgets and the implementation;</li> <li>(xviii) Facilitating Monitoring and evaluation activities and implement corrective measures;</li> <li>(xix) Providing technical leadership in department capacity building programs;</li> <li>(xx) Developing tailor made courses on various aspects of public policy;</li> <li>(xxi) Enforcing the quality control processes as Established by the Institute;</li> <li>(xxii) Overseeing day to day work in the department;</li> <li>(xxiii) Establishing and maintain effective relationships with key stakeholders;</li> <li>(xxiv) Motivating staff in the department and Ensuring teamwork as well as good working environment;</li> <li>(xxv) Ensuring the department generates income to the Institute as per the set targets;</li> <li>(xxvi) Evaluating performance of staff in the department; and</li> <li>(xxvii) Developing government's capacity in formulation of public policy bydeveloping content and train</li> </ul>	

public officers to equip them with the necessary skills.

## **Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Economics or related social sciences from a recognized institution
- (ii) Degree in Economics, or related social sciences from a recognized institution
- (iii) PhD in Economics, or related social sciences from a recognized institution
- (iv) Leadership and Management course lasting not less than 4 weeks;
- (v) Nine (9) years' relevant work experience;
- (vi) Minimum of six (6) publications in peer Reviewed journals;
- (vii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii) Training in Modeling skills and use of statistical softwares will be an added advantage;
- (ix) Demonstrated ability to design capacity building strategies;
- (x) Experience in planning and delivery training sessions;
- (xi) Excellent interpersonal, organizational and presentation skills;
- (xii) Computer Skills including statistical packages; and
- (xiii) Fulfil the requirements of Chapter six (6) of the constitution. Coordinating knowledge management and data management activities for the Institute.

## **Functional Skills, Behavioral Competencies, and Attributes:**

### **Functional skills**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

### **Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Governance (One position)</b>
<b>Reference</b>	HR/7/DDGOV/2025/03
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197,923 - 279,187 per month
<b>Department</b>	Governance
<b>Supervisor</b>	Director, Economic Management
<b>Position Summary/Purpose</b>	Head the Governance Department; guide the implementation of functions and duties undertaken in the department including providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>i. Overseeing full implementation of various research and policy analysis work in the respective department in Institute for quality assurance and for purposes of ensuring the fulfillment of KIPPRA mandate;</li> <li>ii. Providing advice to the Director on a regular basis on ways to improve departmental performance to Ensuring the organizations research mandate is achieved;</li> <li>iii. Contributing in advising the government on policy issues related to medium term and long term strategic perspectives for social and economic development;</li> <li>iv. Enforcing quality control process as Established by the Institute;</li> <li>v. Ensuring effective formulation of policies and strategies to guide the Institute's operations;</li> <li>vi. Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the department;</li> <li>vii. Providing leadership in the department through supervision of staff;</li> <li>viii. Ensuring effective development and management of project plan, budgets and their implementation;</li> <li>ix. Providing inputs for Monitoring and evaluation activities and implement corrective measures to ensuring full implementation of programmes in department;</li> <li>x. Overseeing day to day work in the department;</li> <li>xi. Establishing and maintain effective relationships with key stakeholders for the department's mandate, including policy makers and implementers, development partners and other research institutions;</li> <li>xii. Motivating staff in the department and ensuring teamwork as well as good working climate/environment;</li> <li>xiii. Overseeing development of simulation and forecasting models;</li> <li>xiv. Chairing dissemination seminars and meetings, Reviewing papers as per the Institute requirements;</li> <li>xv. Ensuring the department generates income to the Institute as per the set targets;</li> <li>xvi. Evaluating performance of staff in the department;</li> <li>xvii. Conducting research and policy analysis to inform policy through publications in the form of discussion policy papers, conference papers, book chapters and journal articles with view to disseminate research findings to government and other economic agents;</li> </ul>	

xviii.	Developing content and publish in peer Reviewed journals and book chapters to disseminate research findings and contribute to the body of knowledge at national, regional and international levels; and
xix.	Developing government's capacity in formulation of public policy by developing content and train public officers to equip them with the necessary skills.
xx.	Develop research proposals to raise targeted funds to enhance sustainability of Institute:
xxi.	Developing content and publish in peer reviewed journals to disseminate research findings and continue to the body of knowledge at national, regional and international levels.

### **Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution;
- (iv) Knowledge statistical software for data entry, analysis, extraction and reporting;
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vi) Nine (9) years' relevant work experience;
- (vii) Minimum of Six (6) publications in peer Reviewed journals and book chapters;
- (viii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers special papers as well as book chapters; and
- (ix) Training in Modeling skills will be an added advantage;
- (x) Computer Skills including statistical packages; and
- (xi) Fulfil the requirements of chapter six (6) of the Constitution.

### **Functional Skills, Behavioral Competencies, and Attributes:**

#### **Functional skills**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

#### **Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Infrastructure and Economic Service (One position)</b>
<b>Reference</b>	HR/7/DDIESD/2025/04
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197, 923 - 279,187 per month
<b>Department</b>	Infrastructure and Economic Services
<b>Supervisor</b>	Director, Integrated Development
<b>Position Summary/Purpose</b>	Head the Infrastructure and Economic Services Department; guide the implementation of functions and duties undertaken in the department including providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate
<b>Key Responsibilities</b>	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>i. Overseeing full implementation of various research and policy analysis work in the respective department in Institute for quality assurance and for purposes of ensuring the fulfillment of KIPPRA mandate;</li> <li>ii. Providing advice to the Director on a regular basis on ways to improve departmental performance to Ensuring the organizations research mandate is achieved;</li> <li>iii. Contributing in advising the government on policy issues related to medium term and long term strategic perspectives for social and economic development;</li> <li>iv. Enforcing quality control process as Established by the Institute;</li> <li>v. Ensuring effective formulation of policies and strategies to guide the Institute's operations;</li> <li>vi. Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the department;</li> <li>vii. Providing leadership in the department through supervision of staff;</li> <li>viii. Ensuring effective development and management of project plan, budgets and their implementation;</li> <li>ix. Providing inputs for Monitoring and evaluation activities and implement corrective measures to ensuring full implementation of programmes in department;</li> <li>x. Overseeing day to day work in the department;</li> <li>xi. Establishing and maintain effective relationships with key stakeholders for the department's mandate, including policy makers and implementers, development partners and other research institutions;</li> <li>xii. Motivating staff in the department and ensuring teamwork as well as good working climate/environment;</li> <li>xiii. Overseeing development of simulation and forecasting models;</li> <li>xiv. Chairing dissemination seminars and meetings, Reviewing papers as per the Institute requirements;</li> <li>xv. Ensuring the department generates income to the Institute as per the set targets;</li> <li>xvi. Evaluating performance of staff in the department;</li> <li>xvii. Conducting research and policy analysis to inform policy through publications in the form of discussion policy papers, conference papers, book chapters and journal articles with view to</li> </ul>	

<ul style="list-style-type: none"> <li>xviii. disseminate research findings to government and other economic agents;</li> <li>xviii. Developing content and publish in peer Reviewed journals and book chapters to disseminate research findings and contribute to the body of knowledge at national, regional and international levels; and</li> <li>xix. Developing government's capacity in formulation of public policy by developing content and train public officers to equip them with the necessary skills.</li> </ul>
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<b>Qualifications</b>
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For appointment to this grade, a candidate must have:
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- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Nine (9) years' relevant work experience;
- (vi) Minimum of six (6) publications in peer Reviewed journals and book chapters;
- (vii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers and special papers;
- (viii) Knowledge statistical software for data entry, analysis, extraction and reporting;
- (ix) Training in Modeling skills will be an added advantage;
- (x) Computer Skills including statistical packages; and

<b>Functional Skills, Behavioral Competencies, and Attributes:</b>
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<b>Functional skills</b>
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1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

<b>Behavioral competencies and attributes:</b>
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11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Macroeconomics (One position)</b>
<b>Reference</b>	HR/7/DDMACRO/2025/05
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197, 923 - 279,187 per month
<b>Department</b>	Macroeconomics
<b>Supervisor</b>	Director, Economic Management
<b>Position Summary/Purpose</b>	Head the Macroeconomics Department; guide the implementation of functions and duties undertaken in the department including providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>i. Overseeing full implementation of various research and policy analysis work in the respective department in Institute for quality assurance and for purposes of ensuring the fulfillment of KIPPRA mandate;</li> <li>ii. Providing advice to the Director on a regular basis on ways to improve departmental performance to Ensuring the organizations research mandate is achieved;</li> <li>iii. Contributing in advising the government on policy issues related to medium term and long term strategic perspectives for social and economic development;</li> <li>iv. Enforcing quality control process as Established by the Institute;</li> <li>v. Ensuring effective formulation of policies and strategies to guide the Institute's operations;</li> <li>vi. Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the department;</li> <li>vii. Providing leadership in the department through supervision of staff;</li> <li>viii. Ensuring effective development and management of project plan, budgets and their implementation;</li> <li>ix. Providing inputs for Monitoring and evaluation activities and implement corrective measures to ensuring full implementation of programmes in department;</li> <li>x. Overseeing day to day work in the department;</li> <li>xi. Establishing and maintain effective relationships with key stakeholders for the department's mandate, including policy makers and implementers, development partners and other research institutions;</li> <li>xii. Motivating staff in the department and ensuring teamwork as well as good working climate/environment;</li> <li>xiii. Overseeing development of simulation and forecasting models;</li> <li>xiv. Chairing dissemination seminars and meetings, Reviewing papers as per the Institute requirements;</li> <li>xv. Ensuring the department generates income to the Institute as per the set targets;</li> <li>xvi. Evaluating performance of staff in the department;</li> <li>xvii. Conducting research and policy analysis to inform policy through publications in the form of discussion policy papers, conference papers, book chapters and journal articles with view to</li> </ul>	

- xviii. disseminate research findings to government and other economic agents;
- xviii. Developing content and publish in peer Reviewed journals and book chapters to disseminate research findings and contribute to the body of knowledge at national, regional and international levels; and
- xix. Developing government's capacity in formulation of public policy by developing content and train public officers to equip them with the necessary skills.
- xx. Develop research proposals to raise targeted funds to enhance sustainability of Institute:
- xxi. Developing content and publish in peer reviewed journals to disseminate research findings and continue to the body of knowledge at national, regional and international levels.

### **Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution;
- (iv) Knowledge statistical software for data entry, analysis, extraction and reporting;
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vi) Nine (9) years' relevant work experience;
- (vii) Minimum of Six (6) publications in peer Reviewed journals and book chapters;
- (viii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers special papers as well as book chapters; and
- (ix) Training in Modeling skills will be an added advantage;
- (x) Computer Skills including statistical packages; and
- (xi) Fulfil the requirements of chapter six (6) of the Constitution.

### **Functional Skills, Behavioral Competencies, and Attributes:**

#### **Functional skills**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

#### **Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Productive Sector (One position)</b>
<b>Reference</b>	HR/7/DDPROD/2025/06
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197, 923 - 279,187 per month
<b>Department</b>	Productive Sector
<b>Supervisor</b>	Director, Integrated Development
<b>Position Summary/Purpose</b>	Head the Productive Sector Department; guide the implementation of functions and duties undertaken in the department including providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate
<b>Key Responsibilities</b>	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>i. Overseeing full implementation of various research and policy analysis work in the respective department in Institute for quality assurance and for purposes of ensuring the fulfillment of KIPPRA mandate;</li> <li>ii. Providing advice to the Director on a regular basis on ways to improve departmental performance to Ensuring the organizations research mandate is achieved;</li> <li>iii. Contributing in advising the government on policy issues related to medium term and long term strategic perspectives for social and economic development;</li> <li>iv. Enforcing quality control process as Established by the Institute;</li> <li>v. Ensuring effective formulation of policies and strategies to guide the Institute's operations;</li> <li>vi. Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the department;</li> <li>vii. Providing leadership in the department through supervision of staff;</li> <li>viii. Ensuring effective development and management of project plan, budgets and their implementation;</li> <li>ix. Providing inputs for Monitoring and evaluation activities and implement corrective measures to ensuring full implementation of programmes in department;</li> <li>x. Overseeing day to day work in the department;</li> <li>xi. Establishing and maintain effective relationships with key stakeholders for the department's mandate, including policy makers and implementers, development partners and other research institutions;</li> <li>xii. Motivating staff in the department and ensuring teamwork as well as good working climate/environment;</li> <li>xiii. Overseeing development of simulation and forecasting models;</li> <li>xiv. Chairing dissemination seminars and meetings, Reviewing papers as per the Institute requirements;</li> <li>xv. Ensuring the department generates income to the Institute as per the set targets;</li> <li>xvi. Evaluating performance of staff in the department;</li> <li>xvii. Conducting research and policy analysis to inform policy through publications in the form of discussion policy papers, conference papers, book chapters and journal articles with view to disseminate research findings to government and other economic agents;</li> <li>xviii. Developing content and publish in peer Reviewed journals and book chapters to disseminate</li> </ul>	

research findings and contribute to the body of knowledge at national, regional and international levels; and
xix. Developing government's capacity in formulation of public policy by developing content and train public officers to equip them with the necessary skills.

<b>Qualifications</b>
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For appointment to this grade, a candidate must have:
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- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Nine (9) years' relevant work experience;
- (vi) Minimum of six (6) publications in peer Reviewed journals and book chapters;
- (vii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers and special papers;
- (viii) Knowledge statistical software for data entry, analysis, extraction and reporting;
- (ix) Training in Modeling skills will be an added advantage;
- (x) Computer Skills including statistical packages; and

<b>Functional Skills, Behavioral Competencies, and Attributes:</b>
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<b>Functional skills</b>
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1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

<b>Behavioral competencies and attributes:</b>
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11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Social Sector (One position)</b>
<b>Reference</b>	HR/7/DDSOCIAL/2025/07
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197,923 - 279,187 per month
<b>Department</b>	Social Sector
<b>Supervisor</b>	Director, Economic Management
<b>Position Summary/Purpose</b>	Head the Social Sector Department; guide the implementation of functions and duties undertaken in the department including providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>i. Overseeing full implementation of various research and policy analysis work in the respective department in Institute for quality assurance and for purposes of ensuring the fulfillment of KIPPRA mandate;</li> <li>ii. Providing advice to the Director on a regular basis on ways to improve departmental performance to Ensuring the organizations research mandate is achieved;</li> <li>iii. Contributing in advising the government on policy issues related to medium term and long term strategic perspectives for social and economic development;</li> <li>iv. Enforcing quality control process as Established by the Institute;</li> <li>v. Ensuring effective formulation of policies and strategies to guide the Institute's operations;</li> <li>vi. Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the department;</li> <li>vii. Providing leadership in the department through supervision of staff;</li> <li>viii. Ensuring effective development and management of project plan, budgets and their implementation;</li> <li>ix. Providing inputs for Monitoring and evaluation activities and implement corrective measures to ensuring full implementation of programmes in department;</li> <li>x. Overseeing day to day work in the department;</li> <li>xi. Establishing and maintain effective relationships with key stakeholders for the department's mandate, including policy makers and implementers, development partners and other research institutions;</li> <li>xii. Motivating staff in the department and ensuring teamwork as well as good working climate/environment;</li> <li>xiii. Overseeing development of simulation and forecasting models;</li> <li>xiv. Chairing dissemination seminars and meetings, Reviewing papers as per the Institute requirements;</li> <li>xv. Ensuring the department generates income to the Institute as per the set targets;</li> <li>xvi. Evaluating performance of staff in the department;</li> <li>xvii. Conducting research and policy analysis to inform policy through publications in the form of discussion policy papers, conference papers, book chapters and journal articles with view to disseminate research findings to government and other economic agents;</li> </ul>	

xviii.	Developing content and publish in peer Reviewed journals and book chapters to disseminate research findings and contribute to the body of knowledge at national, regional and international levels; and
xix.	Developing government's capacity in formulation of public policy by developing content and train public officers to equip them with the necessary skills.
xx.	Develop research proposals to raise targeted funds to enhance sustainability of Institute:
xxi.	Developing content and publish in peer reviewed journals to disseminate research findings and continue to the body of knowledge at national, regional and international levels.

### **Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution;
- (iv) Knowledge statistical software for data entry, analysis, extraction and reporting;
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vi) Nine (9) years' relevant work experience;
- (vii) Minimum of Six (6) publications in peer Reviewed journals and book chapters;
- (viii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers special papers as well as book chapters; and
- (ix) Training in Modeling skills will be an added advantage;
- (x) Computer Skills including statistical packages; and
- (xi) Fulfil the requirements of chapter six (6) of the Constitution.

### **Functional Skills, Behavioral Competencies, and Attributes:**

#### **Functional skills**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

#### **Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Strategy and Planning (One position)</b>
<b>Reference</b>	HR/7/DDSP/2025/08
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197,923 - 279,187 per month
<b>Department</b>	Strategy and Planning
<b>Supervisor</b>	Executive Director
<b>Position Summary/Purpose</b>	Head the Strategy and Planning Department; guide the implementation of functions and duties undertaken in the department including facilitating development of annual institute plans, strategic risks facing the institute and recommend mitigation measures, Performance contract planning and ensuring timely reporting. Monitoring and evaluation of the implementation of the strategic plan, annual work plan and Performance contract , Undertaking institutional research and innovation; Ensuring Quality Assurance of KIPPRA products; Organizing and coordination of dissemination activities;
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>(i) Coordinating formation of plans to guide the overall direction of the Institute;</li> <li>(ii) Facilitating development of Annual Institute Plans;</li> <li>(iii) Recommending strategies to achieve Institute's objectives and plans;</li> <li>(iv) Identifying strategic risks facing the Institute and recommend mitigating measures;</li> <li>(v) Assisting in Performance Contract Planning and Ensuring timely reporting;</li> <li>(vi) Undertaking analysis of business and macro environmental changes that may affect ongoing projects and proposing intervention strategies;</li> <li>(vii) Carrying out feasibility studies and preparation of other documents related to capital projects;</li> <li>(viii) Carrying out analysis of major capital expenditures and their inclusion in the business planning processes in coordination with the relevant departments;</li> <li>(ix) Conducting evaluation of completed projects and report to management;</li> <li>(x) Conducting Research on new products and services in order to advise on areas of improvement;</li> <li>(xi) Timely data and performance reporting using benchmarks and trends;</li> <li>(xii) Influencing decision making based on data;</li> <li>(xiii) Reviewing Planning &amp; Policy Structures;</li> <li>(xiv) Producing data in support of decision making and planning activities by the Institute;</li> <li>(xv) Monitoring and evaluation of the implementation of KIPPRA Strategic Plan;</li> <li>(xvi) Monitoring and evaluation of the implementation of KIPPRA annual work plan;</li> <li>(xvii) Monitoring and evaluation of the implementation of KIPPRA Performance Contract;</li> <li>(xviii) Monitoring and Evaluation of KIPPRA activities;</li> <li>(xix) Supporting the M&amp;E activities of the Institute by writing and submitting quarterly progress reports to key stakeholders;</li> <li>(xx) Providing technical guidance to head of departments in development of M&amp;E tools within their department;</li> <li>(xxi) Evaluating of the Institute's impact on Public Policy influence through annual Reviews of contributions of KIPPRA activities;</li> <li>(xxii) Developing and implement Monitoring and Evaluation framework;</li> <li>(xxiii) Developing and implement the risk management framework;</li> <li>(xxiv) Undertaking institutional research and innovation;</li> </ul>	

- (xxv) Ensuring Quality Assurance of KIPPRA products;
- (xxvi) Organizing and coordination of dissemination activities;
- (xxvii) Overseeing day to day work in the department;
- (xxviii) Establishing and maintain effective relationships with key stakeholders for the departments mandate;
- (xxix) Motivating staff in the department and Ensuring teamwork as well as good working climate/environment; and
- (xxx) Evaluating performance of staff in the department.

### **Qualifications**

For appointment to this grade, a candidate must have:

- i. Bachelors Degree in social sciences or equivalent qualification from a recognized institution;
- ii. Masters Degree in Monitoring and Evaluation, or related social sciences from a recognized institution from a recognized institution;
- iii. Nine (9) years' relevant work experience ;
- iv. Professional qualification in Monitoring and Evaluation is an added advantage;
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Minimum of three (3) publications on institutional research/Minimum of six (6) publications in peer Reviewed journals;
- vii. Computer Skills; and
- viii. Fulfil the requirements for Chapter six (6) of the Constitution.

### **Functional Skills, Behavioral Competencies, and Attributes:**

#### **Functional skills**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

#### **Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Deputy Director, Trade and Foreign Policy (One position)</b>
<b>Reference</b>	HR/7/DDTRADE/2025/09
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197, 923 - 279,187 per month
<b>Department</b>	Trade and Foreign Policy
<b>Supervisor</b>	Director, Integrated Development
<b>Position Summary/Purpose</b>	Head the Trade and Foreign Policy Department; guide the implementation of functions and duties undertaken in the department including providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate
<b>Key Responsibilities</b>	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>i. Overseeing full implementation of various research and policy analysis work in the respective department in Institute for quality assurance and for purposes of ensuring the fulfillment of KIPPRA mandate;</li> <li>ii. Providing advice to the Director on a regular basis on ways to improve departmental performance to Ensuring the organizations research mandate is achieved;</li> <li>iii. Contributing in advising the government on policy issues related to medium term and long term strategic perspectives for social and economic development;</li> <li>iv. Enforcing quality control process as Established by the Institute;</li> <li>v. Ensuring effective formulation of policies and strategies to guide the Institute's operations;</li> <li>vi. Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the department;</li> <li>vii. Providing leadership in the department through supervision of staff;</li> <li>viii. Ensuring effective development and management of project plan, budgets and their implementation;</li> <li>ix. Providing inputs for Monitoring and evaluation activities and implement corrective measures to ensuring full implementation of programmes in department;</li> <li>x. Overseeing day to day work in the department;</li> <li>xi. Establishing and maintain effective relationships with key stakeholders for the department's mandate, including policy makers and implementers, development partners and other research institutions;</li> <li>xii. Motivating staff in the department and ensuring teamwork as well as good working climate/environment;</li> <li>xiii. Overseeing development of simulation and forecasting models;</li> <li>xiv. Chairing dissemination seminars and meetings, Reviewing papers as per the Institute requirements;</li> <li>xv. Ensuring the department generates income to the Institute as per the set targets;</li> <li>xvi. Evaluating performance of staff in the department;</li> <li>xvii. Conducting research and policy analysis to inform policy through publications in the form of discussion policy papers, conference papers, book chapters and journal articles with view to disseminate research findings to government and other economic agents;</li> </ul>	

xviii.	Developing content and publish in peer Reviewed journals and book chapters to disseminate research findings and contribute to the body of knowledge at national, regional and international levels; and
xix.	Developing government's capacity in formulation of public policy by developing content and train public officers to equip them with the necessary skills.

<b>Qualifications</b>
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For appointment to this grade, a candidate must have:
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- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Nine (9) years' relevant work experience;
- (vi) Minimum of six (6) publications in peer Reviewed journals and book chapters;
- (vii) Minimum of nine (9) research papers including KIPPRA discussion papers, policy papers, working papers and special papers;
- (viii) Knowledge statistical software for data entry, analysis, extraction and reporting;
- (ix) Training in Modeling skills will be an added advantage;
- (x) Computer Skills including statistical packages; and

<b>Functional Skills, Behavioral Competencies, and Attributes:</b>
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<b>Functional skills</b>
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1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

<b>Behavioral competencies and attributes:</b>
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11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Corporation Secretary (One position)</b>
<b>Reference</b>	HR/7/CS/2025/10
<b>Job Grade</b>	KIP 3
<b>Basic Salary Scale</b>	KES 197,923 - 279,187 per month
<b>Department</b>	Corporation and legal services
<b>Supervisor</b>	Executive Director
<b>Position Summary</b>	The Corporation Secretary is the head of the Corporation Secretary and Legal Services Department, with the responsibility to provide legal guidance to the Institute and Board on their duties and responsibilities and on matters of governance, to ensure compliance with Laws and Code of Governance.
<b>Key Responsibilities</b>	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Providing legal guidance to the Institute and the Board on their duties and responsibilities and on matters of governance;</li> <li>(ii) Preparing Board work plan, Board calendar, and Board Budget;</li> <li>(iii) Follow up with management staff to ensure Board papers are ready and disseminated on time;</li> <li>(iv) Providing corporate governance advisory to the Board;</li> <li>(v) Promoting compliance with Laws, regulations, and codes of governance;</li> <li>(vi) Overseeing monitoring and evaluation of compliance with regulations, contractual obligations and policies and implementing corrective actions;</li> <li>(vii) Facilitating Board induction and carrying out Board training needs assessment;</li> <li>(viii) Facilitating Board evaluation process to ensure improvement in corporate governance practices;</li> <li>(ix) Ensuring proper constitution of Board committees with clear terms of reference;</li> <li>(x) Ensuring governance and legal audit are carried out;</li> <li>(xi) Registering KIPPRA documents for intellectual property;</li> <li>(xii) Maintaining statutory records and books including a register of present and past Board members, register of charges, and minutes of Board meetings;</li> <li>(xiii) Maintaining and updating governance documents including Board charter, work plan, conflict of interest, statutory registers, and gift register;</li> <li>(xiv) Facilitating policy research on legal issues;</li> <li>(xv) Ensuring reviewing of legal documents/instruments, opinions, and briefs;</li> <li>(xvi) Coordinating preparation of reports, briefs, and memoranda;</li> <li>(xvii) Taking legal action where necessary to protect the interest of the KIPPRA in pursuance of its mandate;</li> <li>(xviii) Managing liaison with external law firms on litigation involving KIPPRA;</li> <li>(xix) Providing legal counsel on legal and legislative issues impacting KIPPRA;</li> <li>(xx) Providing legal support and services to the programmes in which KIPPRA will be involved;</li> <li>(xxi) Preparing drafts and negotiating contracts, leases, formal agreements, and other legal instruments between KIPPRA and other parties;</li> <li>(xxii) Participating in settlement and arbitration of disputes to protect organizational interests;</li> <li>(xxiii) Providing company secretarial services to the Board;</li> <li>(xxiv) Overseeing drafting of legal documents;</li> <li>(xxv) Interpreting and implementing laws and rulings including the government policies and regulations;</li> <li>(xxvi) Representing KIPPRA in relevant functions and activities;</li> <li>(xxvii) Appraising of staff in the department;</li> <li>(xxviii) Overseeing day to day operations of the Department; and</li> <li>(xxix) Motivating and supervising staff in the department and ensuring a good work environment.</li> </ul>	

<b>Qualifications</b>
For appointment to this grade, a candidate must have:
(i) Bachelor of Laws degree from a recognized institution;
(ii) Master's degree in Law;
(iii) Postgraduate Diploma from Kenya School of Law;
(iv) Minimum period of nine (9) years post admission in legal affairs, three of which in management;
(v) Admitted as an Advocate of the High Court;
(vi) Member of the Law Society of Kenya and in good standing;
(vii) Member of Institute of Certified Secretaries;
(viii) Leadership course lasting not less than four (4) weeks from a recognized institution;
(ix) Computer skills; and
(x) Fulfil the requirements for Chapter six (6) of the Constitution.
<b>Functional Skills, Behavioral Competencies and Attributes:</b>
<b>Functional Skills</b>
1. Computing skills;
2. Leadership skills;
3. Analytical skills;
4. Problem-solving skills;
5. Supervisory skills;
6. Conceptual skills; and 7. Conflict resolution skills.
<b>Behavioral Competencies/Attributes</b>
1. Communication skills;
2. Interpersonal skills; and
3. Time management.

<b>Job Title</b>	<b>Principal Policy Analyst, Governance (One position)</b>
<b>Reference</b>	HR/7/PPAGOV/2025/11
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Governance
<b>Supervisor</b>	Deputy Director, Governance
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> <li>(ix) Training in Modelling skills will be an added advantage;</li> </ul>

(x) Computer skills including statistical packages; and  
(xi) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

11. Critical thinking;
12. Strategic thinking;
13. Ability to work under pressure;
14. Knowledge statistical software for data entry, analysis, extraction and reporting;
15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst, Infrastructure and Economic Services (IESD) (One position)</b>
<b>Reference</b>	HR/7/PPAIESD/2025/12
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Infrastructure and Economic Services Department
<b>Supervisor</b>	Deputy Director, IESD
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> </ul>

<p>(ix) Training in Modelling skills will be an added advantage; (x) Computer skills including statistical packages; and (xi) Fulfil the requirements of Chapter six (6) of the Constitution.</p>
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**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

1. Critical thinking;
2. Strategic thinking;
3. Ability to work under pressure;
4. Knowledge statistical software for data entry, analysis, extraction and reporting;
5. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst Macroeconomics (One position)</b>
<b>Reference</b>	HR/7/PPAMACRO/2025/13
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Macroeconomics Department
<b>Supervisor</b>	Deputy Director Macroeconomics
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> <li>(ix) Training in Modelling skills will be an added advantage;</li> <li>(x) Computer skills including statistical packages; and</li> </ul>

(xi) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

11. Critical thinking;
12. Strategic thinking;
13. Ability to work under pressure;
14. Knowledge statistical software for data entry, analysis, extraction and reporting;
15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst, Private Sector (One position)</b>
<b>Reference</b>	HR/7/PPAPRIV/2025/14
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Private Sector
<b>Supervisor</b>	Deputy Director, Private Sector
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> </ul>

- (ix) Training in Modelling skills will be an added advantage;
- (x) Computer skills including statistical packages; and
- (xi) Fulfil the requirements of Chapter six (6) of the Constitution

#### **Functional Skills, Behavioral Competencies and Attributes:**

##### **Functional skills**

- 1. Leadership skills;
- 2. Strategic management skills;
- 3. Problem-solving skills;
- 4. Conflict management skills;
- 5. Communication skills;
- 6. Interpersonal skills;
- 7. Organizational skills;
- 8. Negotiation skills;
- 9. Team building; and
- 10. Analytical skills.

##### **Behavioral competencies/Attributes**

- 11. Critical thinking;
- 12. Strategic thinking;
- 13. Ability to work under pressure;
- 14. Knowledge statistical software for data entry, analysis, extraction and reporting;
- 15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst, Productive Sector (One position)</b>
<b>Reference</b>	HR/7/PPAPROD/2025/15
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Productive Sector
<b>Supervisor</b>	Deputy Director, Productive Sector
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> <li>(ix) Training in Modelling skills will be an added advantage;</li> </ul>

(x) Computer skills including statistical packages; and  
(xi) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

11. Critical thinking;
12. Strategic thinking;
13. Ability to work under pressure;
14. Knowledge statistical software for data entry, analysis, extraction and reporting;
15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst, Social Sector (One position)</b>
<b>Reference</b>	HR/7/PPASOCIAL/2025/16
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Social Sector
<b>Supervisor</b>	Deputy Director, Social Sector
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> <li>(ix) Training in Modelling skills will be an added advantage;</li> </ul>

(x) Computer skills including statistical packages; and  
(xi) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

11. Critical thinking;
12. Strategic thinking;
13. Ability to work under pressure;
14. Knowledge statistical software for data entry, analysis, extraction and reporting;
15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst, Strategy and Planning (One position)</b>
<b>Reference</b>	HR/7/PPASP/2025/17
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Strategy and Planning
<b>Supervisor</b>	Deputy Director, Strategy and Planning
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs;</li> <li>(xvi) Supervising and overseeing the day-to-day execution of research projects;</li> <li>(xvii) Supervising young professionals' research activities;</li> <li>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</li> <li>(iii) PhD in Economics, or related social sciences from a recognized institution;</li> <li>(iv) Management course lasting not less than 4 weeks from a recognized institution;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Six (6) years' relevant work experience;</li> <li>(vii) Minimum of four (4) publications in peer Reviewed journals;</li> <li>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;</li> </ul>

- (ix) Training in Modelling skills will be an added advantage;
- (x) Computer skills including statistical packages; and
- (xi) Fulfil the requirements of Chapter six (6) of the Constitution.

#### **Functional Skills, Behavioral Competencies and Attributes:**

##### **Functional skills**

- 1. Leadership skills;
- 2. Strategic management skills;
- 3. Problem-solving skills;
- 4. Conflict management skills;
- 5. Communication skills;
- 6. Interpersonal skills;
- 7. Organizational skills;
- 8. Negotiation skills;
- 9. Team building; and
- 10. Analytical skills.

##### **Behavioral competencies/Attributes**

- 11. Critical thinking;
- 12. Strategic thinking;
- 13. Ability to work under pressure;
- 14. Knowledge statistical software for data entry, analysis, extraction and reporting;
- 15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Policy Analyst, Trade and Foreign Policy (One position)</b>
<b>Reference</b>	HR/7/PPATRADE/2025/18
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Trade and Foreign Policy
<b>Supervisor</b>	Deputy Director, Trade and Foreign Policy
<b>Position Summary</b>	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <p>(i) Undertaking relevant objective policy research;</p> <p>(ii) Conducting capacity building activities for government and other stakeholders;</p> <p>(iii) Undertaking policy analysis and provide policy advice to government;</p> <p>(iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</p> <p>(v) Participating in enhancing the Institute's networks and partnerships;</p> <p>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</p> <p>(vii) Publishing of research work including referred journals and book chapters;</p> <p>(viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</p> <p>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</p> <p>(x) Participating in the preparation of KIPPRA flagship report;</p> <p>(xi) Participating in policy engagement forums such as task forces, working groups among others;</p> <p>(xii) Managing the collection and updating data and ensuring the overall quality of this data;</p> <p>(xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;</p> <p>(xiv) Participating in the preparation of quarterly and annual reports;</p> <p>(xv) Assuring quality of research outputs;</p> <p>(xvi) Supervising and overseeing the day-to-day execution of research projects;</p> <p>(xvii) Supervising young professionals' research activities;</p> <p>(xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</p> <p>(xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</p>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <p>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</p> <p>(ii) Master's Degree in Economics, or related social sciences from a recognized institution;</p> <p>(iii) PhD in Economics, or related social sciences from a recognized institution;</p> <p>(iv) Management course lasting not less than 4 weeks from a recognized institution;</p> <p>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</p> <p>(vi) Six (6) years' relevant work experience;</p> <p>(vii) Minimum of four (4) publications in peer Reviewed journals;</p> <p>(viii) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers,</p>

working papers, special papers as well as book chapters;

(ix) Training in Modelling skills will be an added advantage;

(x) Computer skills including statistical packages; and

(xi) Fulfil the requirements of Chapter six (6) of the Constitution

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

11. Critical thinking;
12. Strategic thinking;
13. Ability to work under pressure;
14. Knowledge statistical software for data entry, analysis, extraction and reporting;
15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Legal Officer (One position)</b>
<b>Reference</b>	HR/7/PLO/2025/19
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Corporation Secretary and Legal Services Department
<b>Supervisor</b>	Corporation Secretary
<b>Position Summary</b>	To Principal Legal officer liaises with external law firms on litigations by preparing witness statements and collecting evidence, Providing legal opinion on matters pertaining to KIPPRA, Updating the institute on relevant new legislation, reviewing of contract agreements, leases and other legal instruments. Ensuring compliance with regulations, contractual obligations and policies and implement corrective actions
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail:-</p> <ul style="list-style-type: none"> <li>(i) Liaising with external law firms on litigations by preparing witness statements and collecting evidence;</li> <li>(ii) Providing legal opinion on matters pertaining to KIPPRA;</li> <li>(iii) Updating the Institute on relevant new legislations;</li> <li>(iv) Filing periodic statutory returns with the regulators;</li> <li>(v) Drawing standard contract templates;</li> <li>(vi) Reviewing contract agreements, leases and other legal instruments;</li> <li>(vii) Undertaking research on legal issues relating to KIPPRA;</li> <li>(viii) Ensuring compliance with Laws, regulations, standards and codes;</li> <li>(ix) Monitoring and evaluate compliance with regulations, contractual obligations and policies and implement corrective actions;</li> <li>(x) Conducting investigations on court cases on matters before filing suit;</li> <li>(xi) Maintaining safe custody of contracts and legal documents; and</li> <li>(xii) Participating in preparation of work plans, Budgets and reports.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:-</p> <ul style="list-style-type: none"> <li>(i) Bachelor of Laws (LL.B) degree from a recognized institution;</li> <li>(ii) Master's Degree in Law;</li> <li>(iii) Postgraduate Diploma from Kenya School of Law;</li> <li>(iv) Minimum period of six (6) years post admission in Legal Affairs;</li> <li>(v) Admitted as an Advocate of the High Court;</li> <li>(vi) Member of the Law Society of Kenya in good standing;</li> <li>(vii) Member of Institute of Certified Secretaries;</li> <li>(viii) Management course lasting not less than four (4) weeks from a recognized institution;</li> <li>(ix) Computer skills; and</li> <li>(x) Fulfil the requirements for Chapter six (6) of the Constitution.</li> </ul>
<b>Functional Skills, Behavioral Competencies and Attributes:</b>	
<p><b>Functional skills</b></p> <ol style="list-style-type: none"> <li>1. Leadership skills;</li> <li>2. Strategic management skills;</li> <li>3. Problem-solving skills;</li> <li>4. Conflict management skills;</li> <li>5. Communication skills;</li> <li>6. Interpersonal skills;</li> <li>7. Organizational skills;</li> <li>8. Negotiation skills;</li> <li>9. Team building; and</li> </ol>	

10. Analytical skills.

**Behavioral competencies/Attributes**

- 11. Critical thinking;
- 12. Strategic thinking;
- 13. Ability to work under pressure;
- 14. Knowledge statistical software for data entry, analysis, extraction and reporting;
- 15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Principal Internal Auditor (One position)</b>
<b>Reference</b>	HR/7/PIA/2025/20
<b>Job Grade</b>	KP/4
<b>Basic Salary Scale</b>	KES 147,181 - 207,612 per month
<b>Department</b>	Internal Audit Department
<b>Supervisor</b>	Deputy Director Internal Audit
<b>Position Summary</b>	The Principal Internal Auditor shall Develop internal audit policies and procedures, Implement and review the Internal audit charter, Develop annual internal audit work plans and budget, review internal audit reports, assess the adequacy of compliance, control and governance processes put in place by the management and also provide an independent objective assurance designed to add value and improve the Institute's operations by assisting the management and Audit Committee in the effective discharge of their duties and responsibilities.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <p>(i) Developing Internal Audit Policies and Procedures;</p> <p>(ii) Developing, implement and Reviewing the internal audit charter;</p> <p>(iii) Developing internal audit strategic plan;</p> <p>(iv) Developing annual internal audit work plans and budgets;</p> <p>(v) Reviewing of internal audit reports;</p> <p>(vi) Preparing final internal audit activities reports;</p> <p>(vii) Supervising Internal Audit staff;</p> <p>(viii) Liaising with external auditors and other external assurance providers;</p> <p>(ix) Providing advisory services to Management and the Board;</p> <p>(x) Evaluating internal controls framework;</p> <p>(xi) Executing the annual internal audit work plan;</p> <p>(xii) Supervising assurance internal audit activities;</p> <p>(xiii) Providing assurance on the effectiveness of Institute's risk management framework;</p> <p>(xiv) Liaising and work closely with the law Enforcement agencies, commissions and professional bodies mandated to conduct investigations into incidents of fraud and other irregularities to prevent, detect and investigate identified malpractices;</p> <p>(xv) Ensuring follow up on implementation of audit recommendations; and</p> <p>(xvi) Ensuring compliance with the Internal Audit Charter, Public Finance Management Act, 2015 Regulations and any other guidelines issued from time to time by the Government and the Institute of Internal Auditors.</p>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have: -</p> <p>(i) Bachelors Degree in accounting or other relevant fields from a recognized institution;</p> <p>(ii) Masters Degree in accounting or other relevant fields from a recognized institution.</p> <p>(iii) CPA (K) and CIA, CISA or any equivalent qualification from a recognized institution;</p> <p>(iv) Active Member of ICPAK or IIA;</p> <p>(v) Minimum six (6) relevant work experience;</p> <p>(vi) Management course lasting not less than four (4) weeks from a recognized institution;</p> <p>(vii) Computer skills in audit and accounting softwares; and</p> <p>(viii) Fulfil the requirements for Chapter six (6) of the Constitution.</p>
<b>Functional Skills, Behavioral Competencies and Attributes:</b>	
<b>Functional skills</b>	
1. Leadership skills;	

2. Strategic management skills;
3. Problem-solving skills;
4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

**Behavioral competencies/Attributes**

11. Critical thinking;
12. Strategic thinking;
13. Ability to work under pressure;
14. Knowledge statistical software for data entry, analysis, extraction and reporting;
15. Problems are highly complex, requiring significant research and creative thinking.

<b>Job Title</b>	<b>Senior Policy Analyst, Capacity Building (One position)</b>
<b>Reference</b>	HR/7/SPACB/2025/21
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Capacity Building
<b>Supervisor</b>	Principal Policy Analyst, Capacity Building
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <p>(i)Promoting capacity building program for the Institute;</p> <p>(ii)Developing and reviewing the Institute capacity building strategy and policy;</p> <p>(iii)Ensuring stakeholder capacity building needs assessment is conducted;</p> <p>(iv)Developing training manuals and materials;</p> <p>(v)Establishing and manage the repository for training manuals and materials;</p> <p>(vi) Coordinating the capacity building activity in the Institute;</p> <p>(vii)Undertaking Monitoring and evaluation of the capacity building programs;</p> <p>(viii) Developing partnership agreements in capacity building with key stakeholders;</p> <p>(ix) Undertaking relevant objective policy research and analysis to provide policy advice to government;</p> <p>(x)Conducting capacity building activities for government and other stakeholders;</p> <p>(xi)Enhancing the Institute's networks and partnerships especially in capacity building;</p> <p>(xii)Undertaking policy analysis and provide policy advice to government;</p> <p>(xiii)Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</p> <p>(xiv)Disseminating research findings through seminars, roundtables, workshops and conferences;</p> <p>(xv)Publishing of research work including referred journals and book chapters;</p> <p>(xvi)Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</p> <p>(xvii)Contributing to the preparation of work plans to achieve the Institute's mandate;</p> <p>(xviii)Participating in policy engagement forums such as task forces, working groups among others;</p> <p>(xix)Updating on current economic developments to guide in identifying policy issues for the Institute focus;</p> <p>(xx)Preparing quarterly and annual reports;</p> <p>(xxi)Assuring quality of capacity building program;</p> <p>(xxii)Developing content and publish in peer reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</p>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <p>(i)Bachelor's degree in economics or related social sciences from a recognized institution from a recognized institution;</p> <p>(ii)Master's degree in economics or related social sciences from a recognized institution from a recognized institution;</p> <p>(iii)Minimum experience of three (3) years relevant work experience;</p> <p>(iv)Minimum of two (2) publications in peer reviewed journals;</p> <p>(v)Minimum of three (3) research papers including KIPPRA discussion papers, policy papers,</p>

working papers, special papers as well as book chapters;

(vi) Demonstrated ability to design capacity building strategies;

(vii) Experience in planning and delivery training sessions;

(viii) Excellent interpersonal, organizational and presentation skills;

(ix) Training in Modeling skills and use of statistical software's will be an added advantage;

(x) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;

(xi) Computer skills including relevant statistical packages; and

(xii) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional skills**

1. Leadership skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication skills;
5. Interpersonal skills;
6. Organizational skills;
7. Negotiation skills;
8. Team building skills;
9. Analytical skills;
10. Presentation skills; and
11. Training and modelling skills.

**Behavioral competencies and attributes**

12. Demonstrated ability to design capacity building strategies;
13. Experience in planning and delivery training sessions;
14. Integrity and accountability (Fulfil the requirements of Chapter six (6) of the constitution)
15. Critical thinking;
16. Strategic thinking;
17. Ability to work under pressure;
18. Knowledge statistical software for data entry, analysis, extraction and reporting; and
19. Problems are highly complex, requiring significant research and creative thinking

<b>Job Title</b>	<b>Senior Policy Analyst, Governance (One position)</b>
<b>Reference</b>	HR/7/SPAGOV/2025/22
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Governance
<b>Supervisor</b>	Principal Policy Analyst, Governance
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	Duties and responsibilities will entail: - <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	For appointment to this grade, a candidate must have: <ul style="list-style-type: none"> <li>(i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution ;</li> <li>(ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution ;</li> <li>(iii) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;</li> <li>(iv) Knowledge statistical software for data entry, extraction and reporting; and</li> <li>(v) Computer Skills and use of statistical softwares;</li> <li>(vi) Minimum experience of three (3) years in Policy Research and Analysis;</li> <li>(vii) Minimum of two (2) publications in peer Reviewed journals;</li> <li>(viii) Minimum of three (3) research papers including KIPPRA discussion papers, policy papers,</li> </ul>

working papers, special papers as well as book chapters;  
(ix) Training in Modeling skills will be an added advantage; and  
(x) Fulfil the requirements of chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computer skills;
2. Negotiation skills;
3. Presentation skills;
4. Supervisory skills;
5. Modelling skills;
6. Communication skills;
7. Problem-solving skills;
8. Project management skills; and
9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

1. Adaptability;
2. Innovative;
3. Critical thinking; and
4. Strategic thinking

<b>Job Title</b>	<b>Senior Policy Analyst, Macroeconomics (Two position)</b>
<b>Reference</b>	HR/7/SPAMACRO/2025/23
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Macroeconomics
<b>Supervisor</b>	Principal Policy Analyst, Macroeconomics
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>(i) For appointment to this grade, a candidate must have:</li> <li>(ii) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution ;</li> <li>(iii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution ;</li> <li>(iv) Supervisory skills course lasting not less than two (2) weeks from a recognized</li> </ul>

institution;

(v)Knowledge statistical software for data entry, extraction and reporting; and

(vi)Computer Skills and use of statistical softwares;

(vii)Minimum experience of three (3) years in Policy Research and Analysis;

(viii)Minimum of two (2) publications in peer Reviewed journals;

(ix)Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;

(x)Training in Modeling skills will be an added advantage; and

(xi)Fulfil the requirements of chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computer skills;
2. Negotiation skills;
3. Presentation skills;
4. Supervisory skills;
5. Modelling skills;
6. Communication skills;
7. Problem-solving skills;
8. Project management skills; and
9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

1. Adaptability;
2. Innovative;
3. Critical thinking; and
4. Strategic thinking

<b>Job Title</b>	<b>Senior Policy Analyst, Office of Executive Director (One position)</b>
<b>Reference</b>	HR/7/SPAOED/2025/24
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Office of Executive Director
<b>Supervisor</b>	Executive Director
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution;</li> <li>(ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution;</li> <li>(iii) Minimum experience of three (3) years relevant work experience;</li> </ul>

- (iv)Minimum of two (2) publications in peer Reviewed journals;
- (v)Knowledge statistical software for data entry, analysis, extraction and reporting;
- (vi)Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- (vii)Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii)Training in Modeling skills will be an added advantage;
- (ix)Computer Skills including relevant statistical packages; and
- (x)Fulfil the requirements of Chapter six (6) of the constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

- 1. Computer skills;
- 2. Negotiation skills;
- 3. Presentation skills;
- 4. Supervisory skills;
- 5. Modelling skills;
- 6. Communication skills;
- 7. Problem-solving skills;
- 8. Project management skills; and
- 9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

- 1. Adaptability;
- 2. Innovative;
- 3. Critical thinking; and
- 4. Strategic thinking

<b>Job Title</b>	<b>Senior Policy Analyst, Partnerships (Two position)</b>
<b>Reference</b>	HR/7/SPAP/2025/25
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Partnerships
<b>Supervisor</b>	Principal Policy Analyst, Partnerships
<b>Position Summary</b>	Senior policy analyst in partnership department is responsible for undertaking activities towards promoting the Institute's strategic partnerships, networks and linkages at national and county levels, and with regional and international institutions to strengthen resource mobilization, to ensure Institutional stability and to manage the expectation of partners.
<b>Key Responsibilities</b>	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Developing and reviewing Partnerships and Networking Strategy and Policy;</li> <li>(ii) Identifying capacity building activities for networking and partnering;</li> <li>(iii) Ensuring coordination and implementation of client work;</li> <li>(iv) Coordinating collaborative research activities with other partners;</li> <li>(v) Organizing national and regional conferences;</li> <li>(vi) Drafting Memorandum of Understanding and any other partnership agreements;</li> <li>(vii) Ensuring contracts related to partnership activities are well managed and maintained;</li> <li>(viii) Participating in the preparation of quarterly and annual reports;</li> <li>(ix) Conducting capacity building activities for government and other stakeholders;</li> <li>(x) Developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(xi) Participating in enhancing the Institute's networks and partnerships;</li> <li>(xii) Undertaking relevant objective policy research and analysis to provide policy advice to government;</li> <li>(xiii) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(xiv) Publishing of research work including referred journals and book chapters;</li> <li>(xv) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(xvi) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(xvii) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xviii) Assuring quality of collaborative and consultancy research outputs;</li> <li>(xix) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and</li> <li>(xx) Developing content and publish in peer reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>	
<b>Qualifications</b>	
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelor's degree in economics or related social sciences from a recognized institution;</li> <li>(ii) Master's degree in economics or related social sciences from a recognized institution;</li> <li>(iii) Knowledge in resource mobilization, communication, marketing, international relations and public relations;</li> <li>(iv) Strong presentation writing and negotiation skills including the ability to initiate and elaborate partnership projects and grant projects;</li> <li>(v) Project management skills;</li> <li>(vi) Supervisory skills course lasting not less than two (2) weeks from a recognized</li> </ul>	

institution;

(vii) Minimum of three (3) years relevant work experience;

(viii) Minimum of two (2) publications in peer Reviewed journals;

(ix) Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;

(x) Training in Modeling skills and use of statistical soft wares will be an added advantage;

(xi) Computer skills including relevant statistical packages; and

(xii) Fulfil the requirement of chapter six (6) of the constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computer skills;
2. Negotiation skills;
3. Presentation skills;
4. Supervisory skills;
5. Modelling skills;
6. Communication skills;
7. Problem-solving skills;
8. Project management skills; and
9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

10. Adaptability;
11. Innovative;
12. Critical thinking; and
13. Strategic thinking.

<b>Job Title</b>	<b>Senior Policy Analyst, Productive Sector (Two positions)</b>
<b>Reference</b>	HR/7/SPAPROD/2025/26
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Productive Sector
<b>Supervisor</b>	Principal Policy Analyst, Productive Sector
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution;</li> <li>(ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution;</li> <li>(iii) Minimum experience of three (3) years relevant work experience;</li> <li>(iv) Minimum of two (2) publications in peer Reviewed journals;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> </ul>

- (vi)Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- (vii)Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii)Training in Modeling skills will be an added advantage;
- (ix)Computer Skills including relevant statistical packages; and
- (x)Fulfil the requirements of Chapter six (6) of the constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

- 1. Computer skills;
- 2. Negotiation skills;
- 3. Presentation skills;
- 4. Supervisory skills;
- 5. Modelling skills;
- 6. Communication skills;
- 7. Problem-solving skills;
- 8. Project management skills; and
- 9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

- 10. Adaptability;
- 11. Innovative;
- 12. Critical thinking; and
- 13. Strategic thinking.

<b>Job Title</b>	<b>Senior Policy Analyst, Social Sector (One position)</b>
<b>Reference</b>	HR/7/SPASOCIAL/2025/27
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Social Sector
<b>Supervisor</b>	Principal Policy Analyst, Social Sector
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution;</li> <li>(ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution;</li> <li>(iii) Minimum experience of three (3) years relevant work experience;</li> <li>(iv) Minimum of two (2) publications in peer Reviewed journals;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> </ul>

- (vi)Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- (vii)Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii)Training in Modeling skills will be an added advantage;
- (ix)Computer Skills including relevant statistical packages; and
- (x)Fulfil the requirements of Chapter six (6) of the constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computer skills;
2. Negotiation skills;
3. Presentation skills;
4. Supervisory skills;
5. Modelling skills;
6. Communication skills;
7. Problem-solving skills;
8. Project management skills; and
9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

10. Adaptability;
11. Innovative;
12. Critical thinking; and
13. Strategic thinking.

<b>Job Title</b>	<b>Senior Policy Analyst, Infrastructure and Economic Services (IESD) (One position)</b>
<b>Reference</b>	HR/7/SPAIESD/2025/28
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Infrastructure and Economic Services
<b>Supervisor</b>	Principal Policy Analyst, IESD
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b> Duties and responsibilities will entail: -	<ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution;</li> <li>(ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution;</li> <li>(iii) Minimum experience of three (3) years relevant work experience;</li> <li>(iv) Minimum of two (2) publications in peer Reviewed journals;</li> <li>(v) Knowledge statistical software for data entry, analysis, extraction and reporting;</li> <li>(vi) Supervisory skills course lasting not less than two (2) weeks from a recognized institution</li> <li>(vii) Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers,</li> </ul>

special papers as well as book chapters;  
(viii)Training in Modeling skills will be an added advantage;  
(ix)Computer Skills including relevant statistical packages; and  
(x)Fulfil the requirements of Chapter six (6) of the constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computer skills;
2. Negotiation skills;
3. Presentation skills;
4. Supervisory skills;
5. Modelling skills;
6. Communication skills;
7. Problem-solving skills;
8. Project management skills; and
9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

10. Adaptability;
11. Innovative;
12. Critical thinking; and
13. Strategic thinking.

<b>Job Title</b>	<b>Senior Planning and Strategy Officer (One position)</b>
<b>Reference</b>	HR/7/SPSO/2025/29
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Strategy and Planning Department
<b>Supervisor</b>	Principal Planning and Strategy Officer
<b>Position Summary</b>	Undertaking activities promoting strategic planning, implementation, monitoring and evaluation of the Institute's Strategic Plan and annual work plans, and strategies to achieve the Institute's mandate; identify strategic risks facing the Institute and recommend mitigation measures and coordinate the risk management framework; Coordinate the development and implementation of the Performance Contract and ensure timely reporting; develop and implement the Institute's M&E framework, tools and instruments and undertake studies and analysis to support the Departmental and Institute mandate.
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>(i) Assisting in performance contract planning and ensuring timely reporting;</li> <li>(ii) Conducting research on new products and services;</li> <li>(iii) Participating in regular collection of Monitoring data;</li> <li>(iv) Assisting in Monitoring and evaluation of the implementation of KIPPRA Strategic Plan, Annual work plan, performance contract, procedures and KIPPRA activities;</li> <li>(v) Providing input in the M&amp;E quarterly and annual progress reports;</li> <li>(vi) Collating key public policy recommendations of the Institute;</li> <li>(vii) Facilitating in the implementation of Monitoring and Evaluation framework;</li> <li>(viii) Facilitating in the implementing the risk management framework; and</li> <li>(ix) Participating in undertaking institutional research and innovation.</li> </ul>	
<b>Qualifications</b>	
For appointment to this grade a candidate must have:	
<ul style="list-style-type: none"> <li>(i) Bachelor's degree in social sciences or equivalent qualification from a recognized institution;</li> <li>(ii) Master's degree in monitoring and evaluation, or related social sciences from a recognized institution;</li> <li>(iii) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;</li> <li>(iv) Three (3) years' relevant work experience;</li> <li>(v) Qualification in monitoring and evaluation or project management;</li> <li>(vi) Qualification in risk management is an added advantage;</li> <li>(vii) Computer Skills; and</li> <li>(viii) Fulfil the requirements for Chapter six (6) of the Constitution.</li> </ul>	
<b>Functional Skills, Behavioral Competencies and Attributes:</b>	
<b>Functional skills</b>	
<ol style="list-style-type: none"> <li>1. Supervisory skills;</li> <li>2. Strategic management skills;</li> <li>3. Problem-solving skills;</li> <li>4. Conflict management;</li> <li>5. Communication skills;</li> <li>6. Interpersonal skills,</li> <li>7. Organizational skills;</li> <li>8. Negotiation skills;</li> </ol>	

- 9. Team building; and
- 10. Ability to work under pressure.

**Behavioral competencies**

- 11. Accountability;
- 12. Adaptability;
- 13. Innovative;
- 14. Critical thinking; and
- 15. Strategic thinking.

<b>Job Title</b>	<b>Senior Legal Officer (One position)</b>
<b>Reference</b>	HR/7/SLO/2025/30
<b>Job Grade</b>	KP/5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Corporation Secretary and Legal Services Department
<b>Supervisor</b>	Principal Legal Officer
<b>Position Summary</b>	The Senior Legal officer assists function in liaising with external law firms on litigations by preparing witness statements and collecting evidence, Providing legal opinion on matters pertaining to KIPPRA and updating the Institute on new relevant legislations; Ensuring compliance with Laws, regulations, standards and codes and monitoring and evaluate compliance with regulations, contractual
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail:-</p> <ul style="list-style-type: none"> <li>(i) Liaising with external law firms on litigations by preparing witness statements and collecting evidence;</li> <li>(ii) Providing legal opinion on matters pertaining to KIPPRA;</li> <li>(iii) Updating the Institute on new relevant legislations;</li> <li>(iv) Filing periodic statutory returns with the regulators;</li> <li>(v) Drawing standard contract templates;</li> <li>(vi) Reviewing contract agreements, leases and other legal documents;</li> <li>(vii) Undertaking research on legal issues relating to KIPPRA;</li> <li>(viii) Ensuring compliance with Laws, regulations, standards and codes;</li> <li>(ix) Monitoring and evaluate compliance with regulations, contractual obligations and policies and implement corrective actions;</li> <li>(x) Conducting investigations on court cases on matters before filing suit; and</li> <li>(xi) Maintaining safe custody of contracts and legal documents.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:-</p> <ul style="list-style-type: none"> <li>(i) Bachelor of Laws (LL.B) degree from a recognized institution;</li> <li>(ii) Master's Degree in Law;</li> <li>(iii) Postgraduate Diploma from Kenya School of Law;</li> <li>(iv) Minimum period of three (3) years post admission in Legal Affairs;</li> <li>(v) Admitted as an Advocate of the High Court;</li> <li>(vi) Member of the Law Society of Kenya in good standing;</li> <li>(vii) Computer skills; and</li> <li>(viii) Fulfil the requirements for Chapter six (6) of the Constitution.</li> </ul>
<b>Functional Skills, Behavioral Competencies and Attributes:</b>	
<b>Functional skills</b>	<ol style="list-style-type: none"> <li>1. Problem-solving skills;</li> <li>2. Conflict management skills;</li> <li>3. Communication skills;</li> <li>4. Interpersonal skills;</li> <li>5. Organizational skills;</li> <li>6. Negotiation skills;</li> <li>7. Team building; and</li> </ol>

8. Analytical skills.

**Behavioral competencies/Attributes**

- 9. Critical thinking;
- 10. Strategic thinking;
- 11. Ability to work under pressure;

<b>Job Title</b>	<b>Accountant (One position)</b>
<b>Reference</b>	HR/7/A/2025/31
<b>Job Grade</b>	KIP 6
<b>Basic Salary Scale</b>	KES 104,080 – 146,814 per month
<b>Department</b>	Finance
<b>Supervisor</b>	Senior Accountant
<b>Position Summary</b>	The Accountant supports the Finance department in the planning, coordinating and controlling the Institute's financial resources in accordance with government policies and procedures to ensure accountability; and ensure compliance with the Public Finance Management Act and Regulations in management of the Institute financial resources.
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
(i) Preparing proper books of accounts and records;	
(ii) Preparing periodic accounting reports;	
(iii) Maintaining accurate accounting records of project activities;	
(iv) Supporting in preparing annual budget estimates for the Institute;	
(v) Participating in coordination of internal and external audits;	
(vi) Supervising management of petty Cash;	
(vii) Ensuring maintenance of accurate accounting general ledgers;	
(viii) Processing payment requisitions and process payroll payments;	
(ix) Ensuring accurate posting of accounting transactions in the accounting system;	
(x) Processing requests for bank transfers;	
(xi) Ensuring receipt of incoming funds;	
(xii) Verify Preparation of payments to statutory accounts such as PAYE, NHIF, NSSF and HELB;	
(xiii) Assist in the development and implementation of financial controls and procedures;	
(xiv) Participating in preparation of financial statements;	
(xv) Preparing monthly bank reconciliation reports and Ensuring accurate cashbook postings;	
(xvi) Participating in preparing investment records and documents;	
(xvii) Implementing the financial controls Established by the Institute;	
(xviii) Keeping custody of assigned accountable documents;	
(xix) Preparing periodic accounting and financial reports;	
(xx) Undertaking cash and bank management activities;	
(xxi) Implementing project and donor finances management activities;	
(xxii) Examining and verifying vouchers;	
(xxiii) Balancing of cash book and advances ledgers; and	
(xxiv) Receiving and processing invoices and claims and ensuring completeness of the supporting documents.	
<b>Qualifications</b>	
For appointment to this grade, an officer must have:	
(i) Bachelor's degree in Commerce, Finance, Economics or equivalent qualification from a recognized	

institution.

- (ii) Be CPA (K) or its equivalent;
- (iii) Be a member of ICPAK and in good standing Active ICPAK membership;
- (iv) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (v) Knowledge of computerized accounting packages; and
- (vi) Fulfil the requirements of Chapter six (6) of the Constitution

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computing skills;
2. Communication skills;
3. Analytical skills; and
4. Planning and organizational skills.

**Behavioral competencies and attributes**

1. Honest and Reliable;
2. Team player; and
3. Ability to work under pressure.

<b>Job Title</b>	<b>Editor (One position)</b>
<b>Reference</b>	HR/7/E/2025/32
<b>Job Grade</b>	KIP 6
<b>Basic Salary Scale</b>	KES 104,080 – 146,814 per month
<b>Department</b>	Knowledge Management
<b>Supervisor</b>	Principal Editor
<b>Position Summary</b>	The purpose of Editor; is to carry out editorial activities and lay out typeset and design the edited manuscripts; Proof read and prepare editorial comments and ensure all the institute publications meet all the set standards.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Carrying out editorial activities on received manuscripts;</li> <li>(ii) Lay out, typeset and design the edited manuscripts;</li> <li>(iii) Proofreading final copy to eliminate typographical errors;</li> <li>(iv) Preparing any editorial comments or suggestions on the manuscript;</li> <li>(v) Implementing design briefs;</li> <li>(vi) Implementing the publication policies and procedures;</li> <li>(vii) Participating in compiling the Institutes reports;</li> <li>(viii) Developing content for publicity and promotional materials;</li> <li>(ix) Developing content for the website;</li> <li>(x) Facilitating the drafting of media articles and other communication messages; and</li> <li>(xi) Creating awareness and providing support on house style manual.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>(i) Bachelors Degree in any of the following disciplines: - Information Science, Publishing, Communication, or equivalent qualification from a recognized institution;</li> <li>(ii) Professional qualification and affiliation;</li> <li>(iii) Computer Skills in desktop publishing software; and</li> </ul>

(iv) Fulfil the requirement of chapter six (6) of the constitution.

**Functional Skills, behavioral Competencies and Attributes:**

**Functional Skills**

1. Communication skills;
2. Leadership skills;
3. Interpersonal skills;
4. Teamwork; and
5. Supervisory skills.

**Behavioral competencies and attributes**

6. Strategic Thinking; and
7. Ability to work under pressure

<b>Job Title:</b>	<b>Policy Analyst, Trade and Foreign Policy (One Position)</b>
<b>Reference</b>	HR/7/PATRADE/2025/33
<b>Grade</b>	KP/6
<b>Basic Salary Scale</b>	Kshs. 104,080 – 146,814 p.m.
<b>Department</b>	Trade and Foreign Policy
<b>Supervisor</b>	Senior Policy Analyst, Trade and Foreign Policy
<b>Position Summary</b>	To conduct objective research and analysis on Public Policy issues with the aim of providing advice to policy makers; advise the government and government agencies on public policy; develop and maintain research resources and databases on public policy and disseminate research findings through seminars, roundtable meetings and workshops/Conferences.

**Key Responsibilities**

- (i) Undertaking relevant objective policy research;
- (ii) Conducting capacity building activities for government and other stakeholders;
- (iii) Undertaking policy analysis and provide policy advice to government;
- (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;
- (v) Participating in enhancing the Institute's networks and partnerships;
- (vi) Disseminating research findings through seminars, roundtables, workshops and conferences;
- (vii) Publishing of research work including referred journals, and book chapters;
- (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;
- (ix) Contributing to the preparation of work plans to achieve the Institute's mandate;
- (x) Participating in the preparation of KIPPRA flagship report;
- (xi) Participating in policy engagement forums such as task forces, working groups among others;
- (xii) Collecting and updating data and ensuring the overall quality of this data; and
- (xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus;
- (xiv) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and
- (xv) Developing content and publishing in peer reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.

**Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Economics or related social sciences from a recognized institution;
- (ii) Masters Degree in Economics or related social sciences from a recognized institution from a recognized

institution ;

(iii) Computer Skills;

(iv) Knowledge of basic statistical software for data entry, extraction and reporting; and

(v) Fulfil the requirement of chapter six (6) of the constitution.

### **Functional Skills**

1. Communication and interpersonal skills,
2. Organizational skills,
3. Team building skills
4. Analytical skills
5. Presentation skills
6. Training and modelling skills
7. Computer skills (including statistical packages)

### **Competencies/ Attributes**

1. Proven ability to identify and critically assess issues and trends.
2. Sound knowledge and experience in the application of advanced research methodologies.
3. Demonstrated ability to make timely, fundamentally sound and quality decisions pertinent to research priorities, and identified research outcomes that impact on Kenyan people.
4. Confident in networking and engaging with key institutions and relevant stakeholders to minimize research gaps.
5. Well- developed and practiced negotiating skills.
6. Excellent problem-solving skills.

<b>Job Title</b>	<b>Security Officer (One position)</b>
<b>Reference</b>	HR/7/SO/2025/34
<b>Job Grade</b>	KIP 6
<b>Basic Salary Scale</b>	KES 104,080 – 146,814 per month
<b>Department</b>	Human Resource and Administration
<b>Supervisor</b>	Principal Human Resource and Admin Officer
<b>Position Summary</b>	Head of Security at the Institute; guide the implementation of functions and duties undertaken in the section including Overseeing security risk assessment and developing contingency plans, Ensuring Security and order in the Institute, Safeguarding the Institute's property including buildings, stores, motor vehicles and equipment; Providing security services and intelligence to KIPPRA staff and board on a regular basis when carrying out official duties; induction and orientation of new security staff
<b>Key Responsibilities</b>	Duties and responsibilities will entail: -  Duties and responsibilities at this level will entail:- (i) Developing and implementing security policy in the institute; (ii) Developing and implementing unit's budget and work plans; (iii) Overseeing security risk assessments and developing contingency plans; (iv) Ensuring security and order in the Institute; (v) Coordinating prevention, detection and reporting of crime; (vi) Oversee detection and reporting possession and use of prohibited substances; (vii) Safeguarding the Institute's property including buildings, stores, motor vehicles and equipment; (viii) Reporting of emergency or insecurity incidences such as fire, and assisting in orderly movement of people to safe areas within the institute's premises; (ix) Providing security services and intelligence to KIPPRA staff and board on a regular basis when carrying out official duties;

- (x) Inspecting and maintaining records for incoming and outgoing vehicles and visitors
- (xi) Liaising with senior security officers on provision of security services to KIPPRA;
- (xii) Safe custody, hoisting and lowering of the National flag;
- (xiii) Keeping register and custody of lost and found items and property;
- (xiv) Carry out physical search and prevent entry of unauthorized persons;
- (xv) Ensuring proper functioning of security control devices e.g. doors, biometric reader, vehicle security, switching on and off of light in offices, windows, common areas and security lights;
- (xvi) Controlling and reporting intruders into restricted areas;
- (xvii) Directing visitors to various destinations in the Institute;
- (xviii) Monitoring and providing reports on CCTV surveillance
- (xix) Coordinating security sensitizations to staff and the board
- (xx) Carrying out security breach investigations within the Institute and liaise with the relevant government agencies
- (xxi) Monitoring and controlling issuance, management and use of office keys
- (xxii) Coordination and supervising outsourced security services
- (xxiii) Identifying security initiatives and standards
- (xxiv) Compiling and submitting security report;
- (xxv) Conducting induction for new security staff;
- (xxvi) Conducting drills;
- (xxvii) Ensuring that action is taken on security and lapses and incidences in the Institute; a
- (xxviii) Liaising with police department on security matters within the Institute and its environs.

### **Qualifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree security related studies from a recognized institution;
- (ii) Have served as a Sergeant in the Nation Police Service or it's equivalent for a minimum period of three (3) years;
- (iii) Be physically fit;
- (iv) have valid Advanced First Aid Certificate;
- (v) have Certificate in Fire Control;
- (vi) good interpersonal team player and communication skills;
- (vii) Computer skills;
- (viii) demonstrated professional competence in security work as reflected in performance and results;
- (ix) Possession of a fraud investigation certificate from CID training school lasting not less than 2 months will be an added advantage; and
- (x) Fulfill the requirements of Chapter six (6) of the Constitution.

### **Functional Skills, Behavioral Competencies and Attributes:**

#### **Functional Skills**

1. Communication skills;
2. Problem-solving skills;
3. Emergency Response skills
4. Interpersonal Skills
5. Customer service
6. Security Procedure knowledge

#### **Behavioral competencies/ Attributes**

7. Adaptability;
8. Critical thinking; and
9. Emotional Intelligence
10. Time Management

<b>Job Title</b>	<b>Supply Chain Management Assistant (One position)</b>
<b>Reference</b>	HR/7/SCMA/2025/35
<b>Job Grade</b>	KIP 7
<b>Basic Salary Scale</b>	KES 71,273– 100,536 per month
<b>Department</b>	Supply Chain Management
<b>Supervisor</b>	Principal Supply Chain Management Officer
<b>Position Summary / Purpose</b>	The Senior Supply Chain Management Assistant is responsible for Maintaining inventory levels through stock control; Preparing local purchase and supply orders; Participating in receiving and inspection of goods; Ensuring security and safety of stores and equipment; and. Processing payments as per the contract terms
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Confirming receipt of the right quantity of goods, works or services are delivered;</li> <li>(ii) Receiving and issue purchases to user divisions;</li> <li>(iii) Participating in the preparation of quotations for stores items;</li> <li>(iv) Filing and maintaining procurement records;</li> <li>(v) Participating in the disposal of stores and equipment;</li> <li>(vi) Participating in the preparation of periodic and annual supply chain management reports; and</li> <li>(vii) Maintaining reorder levels of stores to facilitate smooth running of the Institute, by replenishing stock in good time.</li> </ul>
<b>Qualifications</b>	<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> <li>(i) Diploma in Supply Chain Management (final stage form CIPS) or its equivalent qualification from a recognized institution;</li> <li>(ii) Minimum three (3) year experience in store keeping and or inventory management;</li> <li>(iii) Computer Skills; and</li> <li>(iv) Fulfil the requirements for Chapter six (6) of the Constitution.</li> </ul>
<b>Attributes</b>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Interpersonal skills</li> <li>3. Ability to work independently, as well as in a team.</li> </ol>

<b>Job Title</b>	<b>Senior Office Assistant (One position)</b>
<b>Reference</b>	HR/7/SOA/2025/36
<b>Job Grade</b>	KIP 9
<b>Basic Salary Scale</b>	KES 23,894– 33,704 per month
<b>Department</b>	Human Resource and Administration
<b>Supervisor</b>	Principal Human Resource and Admin Officer
<b>Position Summary / Purpose</b>	The Senior Office Assistant provides catering services to the staff and guests of the company and keep the kitchen, and all offices clean at any one time. Also support the front office functions
<b>Key Responsibilities</b>	
<p>Duties and responsibilities will entail: -</p> <p>(i) Opening office building in the morning, lock up in the evening and carry out security checks;</p> <p>(ii) Cleaning, washing, dusting and polish offices, furniture, office equipment, windows, hallways and lavatories and wash curtains as well as replenish toiletries when necessary;</p> <p>(iii) Attending to spillages and leaks, collect trash and dispose garbage as appropriate;</p> <p>(iv) Changing light bulbs and fluorescent tubes as well as take steps;</p> <p>(v) Positioning and set up tables and chairs in offices, meeting rooms and auditoriums;</p> <p>(vi) Packing office equipment, documents and furniture to be moved or transported from one place to another;</p> <p>(vii) Loading and unloading goods from motor vehicles to designated offices;</p> <p>(viii) Delivering and collecting messages, letters, documents, packages and other items to and from designated offices or business premises;</p> <p>(ix) Photocopying documents, distributing and circulating memos and materials;</p> <p>(x) Preparing and providing office refreshments, cleaning utensils and kitchen facilities;</p> <p>(xi) Maintaining equipment and machinery and Ensuring they are in good working condition;</p> <p>(xii) Storing cleaning solutions and toiletries;</p> <p>(xiii) Maintaining a log of items delivered or received on a daily basis;</p> <p>(xiv) Document binding in accordance with agreed instructions;</p> <p>(xv) Receiving sort, record and distribute mail, general correspondence and documents; and</p> <p>(xvi) Operating and maintaining electronic office equipment and tools.</p>	
<b>Qualifications</b>	
<p>For appointment to this grade, a candidate must have:</p> <p>(i) KCSE D+ (Plus);</p> <p>(ii) Professional certificate;</p> <p>(iii) Computer skills;</p> <p>(iv) Three (3) years relevant experience; and</p> <p>(v) Fulfil the requirements of Chapter six (6) of the Constitution.</p>	
<b>Attributes</b>	
<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Interpersonal skills</li> <li>3. Ability to operate the telephone switchboard</li> <li>4. Ability to prepare various kinds of beverages.</li> <li>5. Possess cultural awareness and sensitivity</li> <li>6. Ability to work independently, as well as in a team.</li> </ol>	

<b>Job Title</b>	<b>Director, Economic Management (One position)</b>
<b>Reference</b>	HR/7/DEM/2025/37
<b>Job Grade</b>	KIP 2
<b>Basic Salary Scale</b>	KES 271,411 - 382,848 per month
<b>Directorate</b>	Economic Management
<b>Supervisor</b>	Executive Director
<b>Position Summary/Purpose</b>	Head the Economic Management Directorate; guide the implementation of functions and duties undertaken in the directorate including policy research and capacity building in Macroeconomics; Social Sector, Governance, Capacity Building Department and implementation of strategic partnerships; determine and ensure directorate goals are achieved to ensure achievement of the Institute's mandate.
<b>Key Responsibilities</b>	<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> <li>(i) Providing technical leadership in research, policy analysis, and capacity building programmes;</li> <li>(ii) Ensuring timely preparation of relevant and innovative annual work plans and inputs to the performance contract;</li> <li>(iii) Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the directorate;</li> <li>(iv) Enforcing the quality control process as Established by the Institute;</li> <li>(v) Motivating staff in the directorate and Ensuring teamwork as well as a good working environment;</li> <li>(vi) Ensuring the directorate generates income to the Institute as per the set targets;</li> <li>(vii) Establishing and maintaining effective relationships with key stakeholders including policymakers and implementers, development partners, and other research institutions;</li> <li>(viii) Providing advice to the Executive Director on a regular basis on ways to improve directorates' performance;</li> <li>(ix) Reviewing all research outputs from the directorate to ensure they are in line with the Institute's mandate;</li> <li>(x) Overseeing the Directorate's dissemination activities calendar;</li> <li>(xi) Overseeing project planning, budgeting, and implementation in the Directorate;</li> <li>(xii) Coordinating capacity building activities and partnerships in the Institute;</li> <li>(xiii) Supervising the implementation of the Young Professional program and other staff capacity building initiatives;</li> <li>(xiv) Monitoring the implementation of the work plan and contracted projects;</li> <li>(xv) Preparing of the quarterly and annual reports for management, Board, Performance contracting, and donors; and</li> <li>(xvi) Coordinating resource mobilization strategies and activities for the Institute.</li> </ul>
<b>Qualifications</b>	

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in economics or related social sciences from a recognized institution;
- (ii) Master's degree in Economics, or related social sciences from a recognized institution;
- (iii) PhD in Economics, or related social sciences from a recognized institution;
- (iv) Twelve (12) years of relevant experience 3 of which in Senior Management;
- (v) Knowledge statistical software for data entry, analysis, extraction, and reporting;
- (vi) Minimum of eight (8) publications in peer-reviewed journals;
- (vii) Minimum of twelve (12) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (ix) Training in Modeling will be an added advantage;
- (x) Computer Skills including statistical packages; and
- (xi) Fulfil the requirements of Chapter six (6) of the Constitution.

### **Functional Skills, Behavioral Competencies, and Attributes**

#### **Functional skills:**

1. Leadership and supervisory skills;
2. Strategic management skills;
3. Problem-solving skills;
4. Communication and interpersonal skills;
5. Organizational skills;
6. Negotiation skills;
7. Team building skills;
8. Analytical skills;
9. Presentation skills; and
10. People management skills.

#### **Behavioral competencies and attributes:**

11. Accountability;
12. Adaptability;
13. Innovative;
14. Critical thinking.

<b>Job Title</b>	<b>Principal Human Resource and Administration Officer (One position)</b>
<b>Reference</b>	HR/7/PHRAO/2025/38
<b>Job Grade</b>	KIP 4
<b>Basic Salary Scale</b>	KES 147,181-207,612 per month
<b>Department</b>	Human Resource and Administration
<b>Supervisor</b>	Deputy Director, Human Resource and Administration
<b>Position Summary</b>	To initiate, formulate and manage the implementation of human resource activities in such areas as recruitment, staffing, training and development, employee relations, welfare and remuneration within the framework of the Institute's human resource objective, policies and regulations for effective management of Human Resources at the Institute.
<b>Key Responsibilities</b>	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> <li>(i) Preparing and overseeing implementation of human resource strategies, policies, procedures, programmes, work plans and budgets;</li> <li>(ii) Establishing and managing an efficient and effective, professional and sustainable human resource system;</li> <li>(iii) Overseeing and managing performance management and incentive systems;</li> <li>(iv) Coordinating, Monitoring and evaluating staff training and development programmes;</li> <li>(v) Ensuring implementation of computerized human resources management infrastructure;</li> <li>(vi) Managing all industrial relations issues;</li> <li>(vii) Participating in the appraisal of staff in the department;</li> <li>(viii) Supervising staff in the department;</li> <li>(ix) Guiding members of staff by providing human resource advice and analyze information relating to staffs for decision making;</li> <li>(x) Advising the management of legal implications of human resource issues related to disciplinary and employee grievances, transfers, and redeployment;</li> <li>(xi) Overseeing the security functions at KIPPRA by liaising with the stakeholders on a need basis;</li> <li>(xii) Monitoring the general maintenance of KIPPRA's installations, grounds and offices;</li> <li>(xiii) Ensuring development and adherence to maintenance schedules;</li> <li>(xiv) Ensuring that general office services, transport and messenger services are provided efficiently by monitoring the utilization of resources and addressing shortages promptly;</li> <li>(xv) Coordinating human resource management activities; and</li> <li>(xvi) Assisting in managing the day-to-day operations of the department.</li> </ul>	
<b>Qualifications</b>	
For appointment to this grade, a candidate must have: -	
<ul style="list-style-type: none"> <li>(i) Bachelor's degree in Human Resource Management, Administration, or equivalent qualification from a recognized Institution;</li> </ul>	

- (ii) Master's degree in Human Resource Management or any other equivalent qualification from a recognized institution;
- (iii) Diploma Human Resource Management, Human Resource Development or Industrial Relations, or its equivalent qualification from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) At least six (6) years' experiences in Human Resource and Administration;
- (vi) Experience in using computerized Human Resource applications;
- (vii) Active full membership of IHRM;
- (viii) Computer Skills; and
- (ix) Fulfil the requirements of Chapter six (6) of the Constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Leadership Skills;
2. Negotiation Skills;
3. Communication skills;
4. Mentorship Skills;
5. Team Building Skills;
6. Problem-solving skills;
7. Analytical skills;
8. Supervisory skills;
9. Counselling skills; and
10. Presentation skills.

**Behavioral competencies and attributes:**

1. Strategic thinking;
2. Critical thinking;
3. Team player;
4. Ability to work under pressure; and
5. Motivational competencies.

<b>Job Title</b>	<b>Senior Policy Analyst, Trade and Foreign Policy (One positions)</b>
<b>Reference</b>	HR/7/SPATFP/2025/39
<b>Job Grade</b>	KIP 5
<b>Basic Salary Scale</b>	KES 128,994 – 181,958 per month
<b>Department</b>	Trade and Foreign Policy
<b>Supervisor</b>	Principal Policy Analyst, Trade and Foreign Policy
<b>Position Summary</b>	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
<b>Key Responsibilities</b>	Duties and responsibilities will entail: - <ul style="list-style-type: none"> <li>(i) Undertaking relevant objective policy research;</li> <li>(ii) Conducting capacity building activities for government and other stakeholders;</li> <li>(iii) Undertaking policy analysis and provide policy advice to government;</li> <li>(iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>(v) Participating in enhancing the Institute's networks and partnerships;</li> <li>(vi) Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>(vii) Publishing of research work including referred journals and book chapters;</li> <li>(viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>(ix) Contributing to the preparation of work plans to achieve the Institute's mandate;</li> <li>(x) Participating in the preparation of KIPPRA flagship report;</li> <li>(xi) Participating in policy engagement forums such as task forces, working groups among others;</li> <li>(xii) Collecting and updating data and ensuring the overall quality of this data;</li> <li>(xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>(xiv) Participating in the preparation of quarterly and annual reports;</li> <li>(xv) Assuring quality of research outputs</li> <li>(xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and</li> <li>(xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>
<b>Qualifications</b>	For appointment to this grade, a candidate must have: <ul style="list-style-type: none"> <li>(i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution;</li> <li>(ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution;</li> </ul>

- (iii)Minimum experience of three (3) years relevant work experience;
- (iv)Minimum of two (2) publications in peer Reviewed journals;
- (v)Knowledge statistical software for data entry, analysis, extraction and reporting;
- (vi)Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- (vii)Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (viii)Training in Modeling skills will be an added advantage;
- (ix)Computer Skills including relevant statistical packages; and
- (x)Fulfil the requirements of Chapter six (6) of the constitution.

**Functional Skills, Behavioral Competencies and Attributes:**

**Functional Skills**

1. Computer skills;
2. Negotiation skills;
3. Presentation skills;
4. Supervisory skills;
5. Modelling skills;
6. Communication skills;
7. Problem-solving skills;
8. Project management skills; and
9. Knowledge in contract management, resource mobilization, communication, marketing, international relations and public relations.

**Behavioral competencies/ Attributes**

10. Adaptability;
11. Innovative;
12. Critical thinking; and
13. Strategic thinking.