



KIPPRA ADVERTISEMENT OF VACANCIES

Kenya Institute for Public Policy Research and Analysis (KIPPRA) is a State Corporation established by an Act of Parliament – KIPPRA Act CAP 112A of the Laws of Kenya, 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-Seven (47) positions

S/ No	Ref. No	Designation	Department/ Division	Job Grade	No of Positions	Remarks
1.	HR/7/DID/2025/01	DIRECTOR INTEGRATED DEVELOPMENT	DIRECTORATE OF INTEGRATED DEVELOPMENT	2	1	Readvertisement
2.	HR/7/DMMF/2025/02	DIRECTOR MACROECONOMICS, MODELLING AND FORECASTING	DIRECTORATE OF MACROECONOMICS, MODELLING AND FORECASTING	2	1	Advertisement
3.	HR/7/DCDP/2025/37	DIRECTOR CAPACITY DEVELOPMENT, PARTNERSHIPS AND KNOWLEDGE MANAGEMENT	DIRECTORATE OF CAPACITY DEVELOPMENT, PARTNERSHIPS AND KNOWLEDGE MANAGEMENT	2	1	Advertisement
4.	HR/7/DSDG/2025/38	DIRECTOR SOCIAL DEVELOPMENT AND GOVERNANCE	DIRECTORATE OF SOCIAL DEVELOPMENT AND GOVERNANCE	2	1	Advertisement
5.	HR/7/DDPCB/2025/03	DEPUTY DIRECTOR POLICY CAPACITY DEVELOPMENT	CAPACITY BUILDING	3	1	Advertisement
6.	HR/7/DDGOV/2025/04	DEPUTY DIRECTOR POLICY ANALYSIS (GOVERNANCE)	GOVERNANCE	3	1	Readvertisement
7.	HR/7/DDIESD/2025/05	DEPUTY DIRECTOR POLICY ANALYSIS, INFRASTRUCTURE & ECONOMIC SERVICES DIVISION (IESD)	IESD	3	1	Readvertisement
8.	HR/7/DDMACRO/2025/06	DEPUTY DIRECTOR POLICY ANALYSIS (MACROECONOMICS)	MACROECONOMICS	3	1	Readvertisement
9.	HR/7/DDPROD/2025/07	DEPUTY DIRECTOR POLICY ANALYSIS (PRODUCTIVE SECTOR)	PRODUCTIVE SECTOR	3	1	Readvertisement
10.	HR/7/DDSOCIAL/2025/08	DEPUTY DIRECTOR POLICY ANALYSIS (SOCIAL SECTOR)	SOCIAL SECTOR	3	1	Readvertisement
11.	HR/7/DDPRQ/2025/09	DEPUTY DIRECTOR POLICY ANALYSIS (PLANNING, RISK AND QUALITY MANAGEMENT)	STRATEGY AND PLANNING	3	1	Advertisement

S/ No	Ref. No	Designation	Department/ Division	Job Grade	No of Positions	Remarks
12.	HR/7/DDTRADE/2025/10	DEPUTY DIRECTOR POLICY ANALYSIS (TRADE AND FOREIGN POLICY)	TRADE AND FOREIGN POLICY	3	1	Readvertisement
13.	HR/7/DDLS/2025/11	DEPUTY DIRECTOR, LEGAL SERVICES	LEGAL	3	1	Advertisement
14.	HR/DDIA/IA/12	DEPUTY DIRECTOR INTERNAL AUDIT	INTERNAL AUDIT	3	1	Advertisement
15.	HR/7/DDM/2025/39	DEPUTY DIRECTOR, MODELLING	MODELLING	3	1	Advertisement
16.	HR/7/DPA/2025/40	DEPUTY DIRECTOR, PREDICTIVE ANALYTICS	PREDICTIVE ANALYTICS	3	1	Advertisement
17.	HR/7/DDGSG/2025/41	DEPUTY DIRECTOR, GENDER AND SPECIAL GROUPS	GENDER AND SPECIAL GROUPS	3	1	Advertisement
18.	HR/7/DDND/2025/42	DEPUTY DIRECTOR, NUTRITION AND DIATETICS	NUTRITION AND DIATETICS	3	1	Advertisement
19.	HR/7/DDC/2025/43	DEPUTY DIRECTOR, COMMUNICATIONS	COMMUNICATIONS	3	1	Advertisement
20.	HR/7/DDICT/2025/44	DEPUTY DIRECTOR, INFORMATION AND COMMUNICATION TECHNOLOGY	INFORMATION AND COMMUNICATION TECHNOLOGY	3	1	Advertisement
21.	HR/7/ADND/2025/13	ASSISTANT DIRECTOR, NUTRITION & DIETETICS	NUTRITION AND DIETETICS	4	1	Advertisement
22.	HR/7/ADIESD/2025/14	ASSISTANT DIRECTOR, POLICY ANALYSIS INFRASTRUCTURE & ECONOMIC SERVICES DIVISION (IESD)	IESD	4	2	Advertisement
23.	HR/7/ADMACRO/2025/15	ASSISTANT DIRECTOR, POLICY ANALYSIS (MACROECONOMICS)	MACROECONOMICS	4	1	Advertisement
24.	HR/7/PPAPRIV/2025/16	PRINCIPAL POLICY ANALYST (PRIVATE SECTOR)	PRIVATE SECTOR	4	1	Readvertisement
25.	HR/7/PPAPROD/2025/17	PRINCIPAL POLICY ANALYST (PRODUCTIVE SECTOR)	PRODUCTIVE SECTOR	4	1	Readvertisement
26.	HR/7/ADSOC/2025/18	ASSISTANT DIRECTOR, POLICY ANALYSIS (SOCIAL SECTOR)	SOCIAL SECTOR	4	1	Advertisement
27.	HR/7/ADPQR/2025/19	ASSISTANT DIRECTOR, PLANNING (Q & R)	PLANNING QUALITY AND RISK MANAGEMENT	4	1	Advertisement
28.	HR/7/PPATRADE/2025/20	PRINCIPAL POLICY ANALYST (TRADE AND FOREIGN POLICY)	TRADE AND FOREIGN POLICY	4	1	Advertisement
29.	HR/7/ADL2025/21	ASSISTANT DIRECTOR, LEGAL	LEGAL	4	1	Advertisement
30.	HR/7/ADIA/2025/22	ASSISTANT DIRECTOR, INTERNAL AUDIT	INTERNAL AUDIT	4	1	Advertisement
31.	HR/ADHRMA/2025/24	ASSISTANT DIRECTOR, HUMAN RESOURCE AND ADMINISTRATION	HUMAN RESOURCE AND ADMINISTRATION	4	1	Advertisement
32.	HR/7/SPAGSG/2025/25	SENIOR POLICY ANALYST, GENDER & SPECIAL GROUPS	GENDER & SPECIAL GROUPS	5	1	Advertisement

S/ No	Ref. No	Designation	Department/ Division	Job Grade	No of Positions	Remarks
33.	HR/7/SPOP/2025/26	SENIOR PARTNERSHIPS OFFICER	PARTNERSHIPS	5	1	Advertisement
34.	HR/7/PAOA/2025/27	PRINCIPAL ADMINISTRATION OFFICER	ADMINISTRATION	5	1	Advertisement
35.	HR/7/POA/2025/45	PRINCIPAL OFFICE ADMINISTRATOR	OFFICE OF EXECUTIVE DIRECTOR	5	1	Advertisement
36.	HR/7/PAND/2025/29	POLICY ANALYST, NUTRITION & DIETETICS	NUTRITION & DIETETICS	6	1	Advertisement
37.	HR/SS/2025/31	SENIOR STATISTICIAN	STATISTICIAN DIVISION	6	1`	Advertisement
38.	HR/SSCMO/2025/32	SENIOR SUPPLY CHAIN MANAGEMENT OFFICER	SUPPLY CHAIN MANAGEMENT	6	1	Advertisement
39.	HR/SOA/2025/30	SENIOR OFFICE ADMINISTRATOR	OFFICE OF EXECUTIVE DIRECTOR	6	1	Advertisement
40.	HR/SAOA/2025/33	SENIOR ASSISTANT OFFICE ADMINISTRATOR	DIRECTORATE CORPORATE SERVICES	6	1	Advertisement
41.	HR/ICTO/2025/34	ICT OFFICER II/I	INFORMATION COMMUNICATION TECHNOLOGY	7	2	Advertisement
42.	HR/7/SCMA/2025/35	SUPPLY CHAIN MANAGEMENT ASSISTANT	SUPPLY CHAIN MANAGEMENT	7	1	Advertisement
43.	HR/7/LO/2025/28	LEGAL OFFICER II	LEGAL SERVICES	8	1	Advertisement
44.	HR/7/A/2025/46	ACCOUNTANT II	FINANCE AND ACCOUNTS	8	1	Advertisement
45.	HR/7/SOA/2025/36	SENIOR OFFICE ASSISTANT	HUMAN RESOURCE AND ADMINISTRATION	9	1	Advertisement
		TOTAL POSITIONS			47	

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 **Tuesday, 21st April 2026** by **11:59:00 hrs.**
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 Board Chairperson,

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**

Job Title	Director Integrated Development (One position)
Reference	HR/7/DID/2025/01
Job Grade	KIP 2
Directorate	Directorate of Integrated Development
Supervisor	Executive Director
Position Summary	The Director, Integrated Development is head of Directorate of Integrated Development with the responsibility of Overseeing delivery of research-oriented outputs as per set targets; Spearheading leadership and technical advice in public policy research and analysis to stakeholders; Initiating partnerships and collaborative research with stakeholders; Designing leadership in supervision, coaching, mentoring, training, and development of staff to build a high-performing and motivated team.
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Overseeing delivery of research-oriented outputs as per set targets (ii) Spearheading leadership and technical advice in public policy research and analysis to stakeholders (iii) Overseeing resource mobilization and implementation of the contracted projects (iv) Directing effective dissemination of research outputs (v) Overseeing quality control processes of research outputs (vi) Initiating partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Directorate functions (viii) Steering corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Overseeing risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Spearheading the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Initiating staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Designing leadership in supervision, coaching, mentoring, training, and development of staff to build a high-performing and motivated team (xiii) Spearheading the timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the Directorate, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Directorate's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding directorate meetings to provide strategic direction, coordinate activities across departments, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Directorate's work plans (xvii) Developing and maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Carrying out the formulation and review of public policies and strategies (xix) Coordinating and monitoring the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Directorate to ensure alignment with the Institute's mandate and strategic objectives 	

- (xxi) Carrying out the Directorate's dissemination activities and calendar
- (xxii) Overseeing project planning, budgeting, and implementation within the Directorate
- (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities
- (xxiv) Supervising the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years' three (3) of which must have been at least at the Grade of Deputy Director Policy Analyst / Senior Principal Policy Analyst or in a comparable relevant position;
- (ii) Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (iii) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (iv) PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vi) Minimum of six (6) publications in peer-reviewed journals, books and book chapters
- (vii) Minimum of ten (10) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Director Macroeconomics, Modelling and Forecasting (One position)
Reference	HR/7/DMMF/2025/02
Job Grade	KIP 2
Directorate	Directorate of Macroeconomics, Modelling and Forecasting
Supervisor	Executive Director
Position Summary	The Director Macroeconomics, Modelling and Forecasting is head of Directorate of Macroeconomics, Modelling and Forecasting with the responsibility of Overseeing delivery of research- oriented outputs as per set targets; Spearheading leadership and technical advice in public policy research and analysis to stakeholders; Initiating partnerships and collaborative research with stakeholders; Designing leadership in supervision, coaching, mentoring, training, and development of staff to build a high-performing and motivated team.
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Overseeing delivery of research-oriented outputs as per set targets (ii) Spearheading leadership and technical advice in public policy research and analysis to stakeholders (iii) Overseeing resource mobilization and implementation of the contracted projects (iv) Directing effective dissemination of research outputs (v) Overseeing quality control processes of research outputs (vi) Initiating partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Directorate functions (viii) Steering corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Overseeing risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Spearheading the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Initiating staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Designing leadership in supervision, coaching, mentoring, training, and development of staff to build a high-performing and motivated team (xiii) Spearheading the timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the Directorate, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Directorate's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding directorate meetings to provide strategic direction, coordinate activities across departments, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Directorate's work plans (xvii) Developing and maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Carrying out the formulation and review of public policies and strategies (xix) Coordinating and monitoring the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Directorate to ensure alignment with the Institute's mandate and strategic objectives (xxi) Carrying out the Directorate's dissemination activities and calendar 	

- (xxii) Overseeing project planning, budgeting, and implementation within the Directorate
- (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities
- (xxiv) Supervising the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years' three (3) of which must have been at least at the Grade of Deputy Director Policy Analyst / Senior Principal Policy Analyst or in a comparable relevant position;
- (ii) Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (iii) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (iv) PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vi) Minimum of six (6) publications in peer-reviewed journals, books and book chapters
- (vii) Minimum of ten (10) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Director Capacity Development, Partnerships and Knowledge Management (One position)
Reference	HR/7/DCDP/2025/38
Job Grade	KIP 2
Directorate	Directorate of Capacity Development, Partnerships and Knowledge Management
Supervisor	Executive Director
Position Summary	The Director Capacity Development, Partnerships and Knowledge Management is head of Capacity Development, Partnerships and Knowledge Management Directorate with the responsibility of Overseeing delivery of research-oriented outputs as per set targets; Spearheading leadership and technical advice in public policy research and analysis to stakeholders; Overseeing resource mobilization and implementation of the contracted projects; Directing effective dissemination of research outputs
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Overseeing delivery of research-oriented outputs as per set targets (ii) Spearheading leadership and technical advice in public policy research and analysis to stakeholders (iii) Overseeing resource mobilization and implementation of the contracted projects (iv) Directing effective dissemination of research outputs (v) Overseeing quality control processes of research outputs (vi) Initiating partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Directorate functions (viii) Steering corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Overseeing risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Spearheading the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Initiating staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Designing leadership in supervision, coaching, mentoring, training, and development of staff to build a high-performing and motivated team 	

- (xiii) Spearheading the timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the Directorate, ensuring alignment with the Institute’s strategic plan and performance contract
- (xiv) Overseeing the development and review of the Directorate’s procurement and assets disposal plans in line with approved budgets and institutional policies
- (xv) Guiding directorate meetings to provide strategic direction, coordinate activities across departments, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute’s mandate
- (xvi) Overseeing the timely and efficient implementation of the Directorate’s work plans
- (xvii) Developing and maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions
- (xviii) Carrying out the formulation and review of public policies and strategies
- (xix) Coordinating and monitoring the implementation of work plans and contracted projects
- (xx) Overseeing all research outputs from the Directorate to ensure alignment with the Institute’s mandate and strategic objectives
- (xxi) Carrying out the Directorate’s dissemination activities and calendar
- (xxii) Overseeing project planning, budgeting, and implementation within the Directorate
- (xxiii) Coordinating the execution of partnership activities in line with the Institute’s priorities
- (xxiv) Supervising the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, an officer must have;

- (i) Cumulative service period of fifteen (15) years’ three (3) of which must have been at least at the Grade of Deputy Director Policy Analyst / Senior Principal Policy Analyst or in a comparable relevant position;
- (ii) Bachelor’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution

- (iii) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (iv) PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vi) Minimum of six (6) publications in peer-reviewed journals, books and book chapters
- (vii) Minimum of ten (10) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results—

Job Title	Director Social Development and Governance
Reference	HRDSGD/2025/38
Job Grade	KIP 2
Division	Directorate of Social Development and Governance
Reports to	Executive Director
Position Summary	The Director, Social Development and Governance is head of Social Development and Governance Directorate with the responsibility of Overseeing delivery of research-oriented outputs as per set targets; Spearheading leadership and technical advice in public policy research and analysis to stakeholders; Overseeing resource mobilization and implementation of the contracted projects; Directing effective dissemination of research outputs
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (xxvi) Overseeing delivery of research-oriented outputs as per set targets (xxvii) Spearheading leadership and technical advice in public policy research and analysis to stakeholders (xxviii) Overseeing resource mobilization and implementation of the contracted projects (xxix) Directing effective dissemination of research outputs (xxx) Overseeing quality control processes of research outputs (xxxi) Initiating partnerships and collaborative research with stakeholders (xxxii) Guiding on improving performance, efficiency, and impact of Directorate functions (xxxiii) Steering corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (xxxiv) Overseeing risk management, ensuring robust systems for accountability, business continuity, and internal controls (xxxv) Spearheading the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xxxvi) Initiating staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xxxvii) Designing leadership in supervision, coaching, mentoring, training, and development of staff to build a high-performing and motivated team 	

- (xxxviii) Spearheading the timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the Directorate, ensuring alignment with the Institute’s strategic plan and performance contract
- (xxxix) Overseeing the development and review of the Directorate’s procurement and assets disposal plans in line with approved budgets and institutional policies
- (xl) Guiding directorate meetings to provide strategic direction, coordinate activities across departments, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute’s mandate
- (xli) Overseeing the timely and efficient implementation of the Directorate’s work plans
- (xlii) Developing and maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions
- (xlili) Carrying out the formulation and review of public policies and strategies
- (xliv) Coordinating and monitoring the implementation of work plans and contracted projects
- (xlv) Overseeing all research outputs from the Directorate to ensure alignment with the Institute’s mandate and strategic objectives
- (xlvi) Carrying out the Directorate’s dissemination activities and calendar
- (xlvii) Overseeing project planning, budgeting, and implementation within the Directorate
- (xlviii) Coordinating the execution of partnership activities in line with the Institute’s priorities
- (xlix) Supervising the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (l) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, an officer must have;

- (viii) Cumulative service period of fifteen (15) years’ three (3) of which must have been at least at the Grade of Deputy Director Policy Analyst / Senior Principal Policy Analyst or in a comparable relevant position;
- (ix) Bachelor’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution

- (x) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (xi) PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- (xii) Leadership course lasting not less than four (4) weeks from a recognized institution
- (xiii) Minimum of six (6) publications in peer-reviewed journals, books and book chapters
- (xiv) Minimum of ten (10) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (xiii) Leadership and supervisory skills
- (xiv) Strategic management skills
- (xv) Problem solving skills
- (xvi) Analytical skills
- (xvii) Organizational skills
- (xviii) Negotiation skills
- (xix) Proficiency in economic modelling
- (xx) Proficiency in computer applications including statistical software
- (xxi) Presentation skills
- (xxii) Communication and interpersonal skills
- (xxiii) Team building skills
- (xxiv) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Capacity Development (One position)
Reference	HR/7/DDPCB/2025/03
Job Grade	KIP 3
Division	Capacity Development
Supervisor	Director Capacity Development and Knowledge Management
Position Summary	The Deputy Director, Capacity Development is the head of Capacity Development Division with the responsibility of providing strategic and transformative leadership in Policy Capacity Development of human and institutions for effective public policy making, and related processes and practices in the department; Overseeing formulation of policies and strategies to guide the institute's operations in Policy Capacity Development; Coordinating, fostering, and maintaining strategic relationships with academic institutions, research bodies, government agencies, and other multi-stakeholder groups to advance policy goals in the department
Job Specifications	
<p>Duties and responsibilities of the will cadre entail:</p> <ul style="list-style-type: none"> (i) Providing strategic and transformative leadership in Policy Capacity Development of human and institutions for effective public policy making, and related processes and practices in the department (ii) Overseeing formulation of policies and strategies to guide the institute's operations in Policy Capacity Development (iii) Coordinating, fostering, and maintaining strategic relationships with academic institutions, research bodies, government agencies, and other multi-stakeholder groups to advance policy goals in the department (iv) Guiding the development, marketing and implementation of capacity development programs and curriculum in the discharge of the department's mandate (v) Providing managerial and technical advisory to the Director of Policy Capacity Development, Partnerships and Knowledge Management on matters related with Policy Capacity Development (vi) Promoting quality assurance in Policy Capacity Development, and all Policy Capacity Development outputs and reports from department as per the Institutes mandate (vii) Providing leadership in resource mobilization and utilization for Policy Capacity Development programmes (viii) Steering effective relationships with key stakeholders including policy makers and implementers, development partners and other institutions within capacity development (ix) Promoting, reviewing, coordinating, monitoring and evaluating the Institute's capacity-development policy and strategy (x) Fostering strategic departmental partnerships, networks, linkages for a capacity development at the county, national, regional and international levels (xi) Spearheading formulation, implementation and review of the departmental annual work plans, budgets and procurement and asset disposal plans in line with the Board's performance targets and strategic plan (xii) Leading in the execution of risk management policy and strategies at the department to ensure a robust system, processes of accountability, risk management, internal controls, business continuity and succession management within the department (xiii) Fostering a corporate culture that promotes ethical practices and good citizenship within the department; (xiv) Overseeing implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Department (xv) Overseeing implementation and review of corruption prevention and mitigation strategies in the department (xvi) Oversight the delivery of performance management system within the departments 	

- (xvii) Providing leadership in the Department through supervision, coaching, mentoring, training and development of the departmental staff including the Young Professionals to ensure an effective and motivated team
- (xviii) Enforcing standards for quality assurance and control processes as established by the Institute to ensure all the departmental deliverables meet the minimum acceptable standards
- (xix) Managing and the implementation of departmental Performance management targets
- (xx) Overseeing timely and efficient implementation of work plans for Policy Capacity Development programmes
- (xxi) Planning and executing frameworks for monitoring and evaluation of Policy Capacity Development programmes towards implementing collective measures to ensure full implementation of programmes in department
- (xxii) Overseeing the management of Policy Capacity Development programmes through adequate budgeting
- (xxiii) Coordinating preparation of plans, strategies and policies for Policy Capacity Development programmes and activities
- (xxiv) Motivating staff in the department and building teamwork as well as conducive working environment
- (xxv) Evaluating performance of staff in the department; and recommending rewards based on the Institute policies
- (xxvi) Mobilizing resources including income as per the set targets to enable it to fund its Policy Capacity Development programmes
- (xxvii) Guiding Young Professionals initiatives at the Institute to promote their effective participation in public policy processes
- (xxviii) Ensuring the delivery of Young Professional capacity development and research outputs
- (xxix) Leading the preparation of the quarterly and annual reports for management, Board, Performance contracting and donors
- (xxx) Enforcing the quality control processes as established by the Institute to ensure that all activities meet set requirements
- (xxxi) Organizing seminars, conferences and symposia for Policy Capacity Development
- (xxxii) Developing Information Education and Communication materials
- (xxxiii) Reviewing and evaluating the effectiveness of the Policy Capacity Development programme, and
- (xxxiv) Managing day to day work in the department

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of fifteen (15) years, three (3) of which should have been at the grade of an Assistant Director, Policy Capacity Development or comparable position
- (ii) Bachelor's degree in: Education, Economics, Public policy, Development studies, Public administration, Governance, Strategic management, Curriculum development, or related social sciences
- (iii) Master's degree in Education, Economics, Public policy, Development studies, Public administration, Governance, Strategic management, Curriculum development, or related social sciences
- (iv) PhD degree: Education, Economics, Public policy, Development studies, Public administration, Governance, Strategic management, Curriculum development, or related social sciences
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vi) Membership in relevant professional body where applicable
- (vii) Proficiency in computer applications, including Statistical software
- (viii) Proficiency in social and economic modelling
- (ix) Proficiency in developing Policy Capacity Development curriculum and programmes
- (x) Proficiency in developing public policies
- (xi) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Governance (One position)
Reference	HR/7/DDGOV/2025/04
Job Grade	KIP 3
Division	Governance
Supervisor	Director Social Development and Governance
Position Summary	The Deputy Director, Policy Analysis Governance s is the head of Governance Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar (xxii) Overseeing project planning, budgeting, and implementation within the Department (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, 	

- performance contracting, and donors
(xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Infrastructure and Economic Services (One position)
Refence	HR/7/DDIESD/2025/05
Job Grade	KIP 3
Division	Infrastructure and Economic Services
Supervisor	Director Integrated Development
Position Summary	The Deputy Director, Policy Analysis Infrastructure and Economic Services is the head of Infrastructure and Economic Services Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute’s programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute’s strategic plan and performance contract (xiv) Overseeing the development and review of the Department’s procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute’s mandate (xvi) Overseeing the timely and efficient implementation of the Department’s work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute’s mandate and strategic objectives (xxi) Coordinating the Department’s dissemination activities and calendar 	

- (xxii) Overseeing project planning, budgeting, and implementation within the Department
- (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities
- (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Macroeconomics (One position)
Reference	HR/7/DDMACRO/2025/06
Job Grade	KIP 3
Division	Macroeconomics
Supervisor	Director Macroeconomics, Modelling and Forecasting
Position Summary	The Deputy Director, Policy Analysis Macroeconomics is the head of Macroeconomics Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar (xxii) Overseeing project planning, budgeting, and implementation within the Department (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, 	

- performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master’s degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

Leadership and supervisory skills

- (i) Strategic management skills
- (ii) Problem solving skills
- (iii) Analytical skills
- (iv) Organizational skills
- (v) Negotiation skills
- (vi) Proficiency in economic modelling
- (vii) Proficiency in computer applications including statistical software
- (viii) Presentation skills
- (ix) Communication and interpersonal skills
- (x) Team building skills
- (xi) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Productive Sector (One position)
Reference	HR/7/DDPROD/2025/07
Job Grade	KIP 3
Division	Productive Sector
Supervisor	Director, Integrated Development
Position Summary	The Deputy Director, Policy Analysis Productive Sector is the head of Productive Sector Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar (xxii) Overseeing project planning, budgeting, and implementation within the Department (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, 	

- (xxv) performance contracting, and donors
Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Social Sector (One position)
Reference	HR/7/DDSOCIAL/2025/08
Job Grade	KIP 3
Division	Social Sector
Supervisor	Director, Social Development and Governance
Position Summary	The Deputy Director, Policy Analysis Social Sector is the head of Social Sector Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar (xxii) Overseeing project planning, budgeting, and implementation within the Department (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, 	

performance contracting, and donors
(xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Planning Risk and Quality Management (One position)
Reference	HR/7DDPRQ/2025/09
Job Grade	KIP 3
Division	Planning Risk and Quality Management
Supervisor	Executive Director
Position Summary	The Deputy Director, Planning Risk and Quality Management is the head of Planning Risk and Quality Division with the responsibility of Spearheading the formulation, review, and implementation of KIPPRA's Strategic Plan to provide long-term direction and ensure alignment with national development priorities and the Institute's mandate; Leading planning meetings and coordinating mid-term and end-term evaluations of institutional programmes and strategic plans. Overseeing operational and annual planning across the Institute, including the preparation of performance contracts and cost-budgeted work plans, ensuring that all departmental activities cascade from the Strategic Plan
Job Specifications	
<p>Duties and responsibilities at this level will entail:</p> <ul style="list-style-type: none"> (i) Spearheading the formulation, review, and implementation of KIPPRA's Strategic Plan to provide long-term direction and ensure alignment with national development priorities and the Institute's mandate. (ii) Overseeing operational and annual planning across the Institute, including the preparation of performance contracts and cost-budgeted work plans, ensuring that all departmental activities cascade from the Strategic Plan. (iii) Leading planning meetings and coordinating mid-term and end-term evaluations of institutional programmes and strategic plans. (iv) Championing productivity measurement of planned activities to inform evidence-based decision-making. (v) Spear-heading mid-term and end-term evaluations of institutional programmes and strategic plans (vi) Overseeing monitoring, evaluation, and implementation of strategic and operational plans to track progress, measure results, and inform management decisions. (vii) Spearheading the preparation and consolidation of institutional performance reports, risk management reports, and quality management reports, including quarterly, annual, and strategic implementation reports for management, the Board, and stakeholders. (viii) Leading the analysis of institutional performance, trends, and emerging risks to provide policy and strategic advisory services to management. (ix) Championing tracking and preparation of periodic reports on implementation of strategic plan, risk management framework, quality procedures and policies, annual cost budgeted workplan, and performance contract. (x) Overseeing evaluation gaps in evidence presented to evaluate delivery of strategic plan, risk 	

management frameworks, quality procedures and policies, annual cost budgeted workplan, and performance contract.

- (xi) Providing leadership on gaps in evidence presented to evaluate delivery of strategic plan, risk management frameworks, quality procedures and policies, annual cost budgeted workplan, and performance contract
- (xii) Leading the development, implementation, and maintenance of KIPPRA's Risk Management Framework to ensure proactive identification, analysis, and mitigation of institutional risks.
- (xiii) Overseeing the institutional risk register, oversee risk assessments and mitigation plans, and provide regular risk management reports to management and the Board.
- (xiv) Leading compliance monitoring to ensure adherence to strategic plans, policies, risk frameworks, and quality standards, including follow-up on corrective and preventive actions.
- (xv) Serving as the point of contact with internal and external auditors on risk and compliance matters.
- (xvi) Supervising maintenance and updating of the risk database and registers for assigned departments.
- (xvii) Leading in development of template for follow-ups to ensure corrective and preventive actions are implemented.
- (xviii) Supervising monitoring of potential threats to organizational objectives.
- (xix) Leading evaluation potential threats to organizational objectives and quality
- (xx) Championing implementation of reports and advice on corrective and preventive actions
- (xxi) Spearheading assessment and reporting of risk database and registers for assigned departments.
- (xxii) Supervising risk assessments and development risk mitigation plans.
- (xxiii) Spearheading analysis of trends and emerging risks to inform management decision-making.
- (xxiv) Spearheading preparation of quarterly and annual risk management reports for management.
- (xxv) Leading the development and implementation of KIPPRA's Quality Management System (QMS), ensuring adherence to service standards, ISO requirements, and continuous improvement initiatives.
- (xxvi) Fostering operational performance reviews, quality audits, and peer reviews to strengthen accountability, efficiency, and institutional effectiveness.
- (xxvii) Spearheading advisory and technical support on planning, quality management, and risk management matters across the Institute.
- (xxviii) Overseeing organizing documents needed for internal and external quality audits and reviews
- (xxix) Leading in analyzing feedback from external and internal reviewers for quality control.
- (xxx) Liaising with internal and external auditors on risk and compliance matters.
- (xxxi) Leading implementation of risk mitigation strategies, corrective actions, monitoring and evaluation across departmental programs

(xxxii)	Spearheading capacity development of staff in strategic planning, results-based management, risk mitigation, and quality management practices.
(xxxiii)	Providing effective communication within the Institute, ensuring coordination between departments, management, and operational levels.
(xxxiv)	Championing innovation, learning, and continuous improvement to enhance institutional performance.
(xxxv)	Providing effective engagement with stakeholders to harmonize KIPPRA's institutional efforts with sectoral and national initiatives.
(xxxvi)	Spearheading tracking of planning, policies and procedures, risk management and quality management documents for development and review.
(xxxvii)	Approving the developed templates for capturing rapporteur notes during meetings organized in the department.
(xxxviii)	Approving templates for development and review of planning, policies and procedures, risk management and quality management documents.
(xxxix)	Approving templates to track and prepare periodic reports on implementation of strategic plan, risk management framework, quality procedures and policies, annual cost budgeted workplan, and performance contract.
(xl)	Supervising collection of information for innovation and strategic improvement of the institution.
(xli)	Spearheading planning meetings organized with management.
(xlii)	Championing capacity building for planning, risk management and quality management.
(xliii)	Spearheading complex data analysis to guide management decisions and policy formulation.
(xliv)	Spearheading staff capacity building of KIPPRA in strategic planning, results-based management, risk mitigation, and quality management practices
(xlv)	Liaising with external stakeholders and development partners to harmonize KIPPRA's planning, reporting, and quality management efforts with sector and national initiative

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of fifteen (15) years, three (3) of which should have been at the level of Assistant Director Planning or comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Economics, statistics, mathematics, or equivalent qualifications from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Economics, Business Administration, Finance, Commerce, or equivalent qualifications from a recognized Institution;
- (iv) Certificate in enterprise risk management (ERM) frameworks or results-based management (RBM) or M&E tools or Quality control tools and methodologies or ISO standards or institutional audit processes;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Shown merit and ability as reflected in work performance and results;
- (vii) Proficiency in Computer applications.

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Trade and Foreign Policy (One position)
Reference	HR/7/DDTRADE/2025/10
Job Grade	KIP 3
Division	Trade and Foreign Policy
Supervisor	Director, Integrated Development
Position Summary	The Deputy Director, Policy Analysis Trade and Foreign Policy is the head of Trade and Foreign Policy Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team 	

- (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute’s strategic plan and performance contract
- (xiv) Overseeing the development and review of the Department’s procurement and assets disposal plans in line with approved budgets and institutional policies
- (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute’s mandate
- (xvi) Overseeing the timely and efficient implementation of the Department’s work plans
- (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions
- (xviii) Supervising the formulation and review of public policies and strategies
- (xix) Coordinating and monitor the implementation of work plans and contracted projects
- (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute’s mandate and strategic objectives
- (xxi) Coordinating the Department’s dissemination activities and calendar
- (xxii) Overseeing project planning, budgeting, and implementation within the Department
- (xxiii) Coordinating the execution of partnership activities in line with the Institute’s priorities
- (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master’s degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Legal Services (One position)
Reference	HR/7/DDLS/2025/11
Job Grade	KIP 3
Division	Legal Services

Supervisor	Administratively to the Executive Director Functionally to the KIPPRA Board
Position Summary	The Deputy Director, Legal Services is the head of Legal Services Division with the responsibility of Providing strategic leadership in legal affairs, corporate governance, regulatory compliance, and institutional integrity; Advising the Board of Directors and Management on legal and governance implications of corporate decisions, policies, and operations; Overseeing the provision of legal opinions to the Board and Management on contracts, policies, employment matters, and regulatory obligations.
Job Specifications	
<p>Duties and responsibilities at this level will entail:</p> <ul style="list-style-type: none"> (i) Providing strategic leadership in legal affairs, corporate governance, regulatory compliance, and institutional integrity. (ii) Advising the Board of Directors and Management on legal and governance implications of corporate decisions, policies, and operations. (iii) Overseeing the provision of legal opinions to the Board and Management on contracts, policies, employment matters, and regulatory obligations. (iv) Enforcing compliance with the Constitution, applicable legislation (State Corporations Act, Employment Act, Public Procurement and Asset Disposal Act, Data Protection Act, etc.), and regulatory guidelines. (v) Directing the drafting, reviewing, and interpretation of legal instruments, policies, and operational guidelines to ensure legal soundness and institutional efficiency. (vi) Overseeing negotiation, drafting, reviewing, and execution of all institutional contracts and agreements. (vii) Providing overall leadership in managing litigation, arbitration, and alternative dispute resolutions involving the institution. (viii) Leading and managing the Legal Services and Board Secretariat functions, including staff supervision, mentorship, and performance evaluation. (ix) Developing and maintaining relationships with key stakeholders, including shareholders, investors, legal and regulatory bodies and other business partners. (x) Promoting continuous capacity building, legal research, and development of staff in line with emerging governance and legal trends. (xi) Establishing systems for monitoring contract performance, renewals, and disputes. (xii) Coordinating Board and Committee meetings, including scheduling, preparation and circulation of agendas and Board papers, minute-taking, and follow-up on resolutions. (xiii) Championing institutional awareness and staff training on data privacy obligations and rights. (xiv) Overseeing the procurement of legal services providers and their effective management to ensure 	

delivery of quality services.

- (xv) Keeping custody of the Institute's seal.
- (xvi) Spearheading the development, implementation and review of Directorate annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Institute's performance targets and strategic plan;
- (xvii) Spearheading the development, implementation and review of Directorate annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Institute's performance targets and strategic plan.
- (xviii) Providing strategic leadership in execution of risk management policy and strategies that ensure the Directorate has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management.
- (xix) Providing strategic leadership to ensure continuous improvement of business processes and controls in the department and develop mechanisms for corporate consultations, increase public participation and involvement in the Institute's policies and programs
- (xx) Leading in implementation of a robust performance management system within the Directorate through providing oversight of the delivery of the Annual performance contract and strategic plan.
- (xxi) Spearheading the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Directorate.
- (xxii) Fostering a corporate culture that promotes ethical practices and good citizenship within the Directorate.
- (xxiii) Providing strategic leadership in supervision, coaching, Mentoring, training and development of the Directorate staff to ensure an effective and motivated team. Further, nurture the staff to work collaboratively towards realization of the Institute's vision, strategic goals and objectives.
- (xxiv) Coordinating Board meetings with the Secretary to the Board.
- (xxv) Preparing annual governance and legal compliance audit and implementation reports for the Board and oversight institutions.
- (xxvi) Attending Board meetings and communicate resolutions of the Board Secretary for cascading to the Heads of Directorates and Departments.
- (xxvii) Providing timely information on renewals or termination of contracts/agreements.
- (xxviii) Collating all physical and electronic records, including confidential and sensitive Company documents.
- (xxix) Aligning the legal and governance function with the corporation's strategic plan and national legal frameworks.
- (xxx) Maintaining statutory registers and ensure compliance with the Mwongozo Code, State Corporations Act, and Companies Act.
- (xxxi) Monitoring institutional legal risks and establishing mitigation frameworks.
- (xxxii) Liaising with external legal counsel, the Attorney General's office, and regulatory bodies in legal proceedings.

- (xxxiii) Monitoring adherence to anti-corruption laws and institutional codes of conduct.
- (xxxiv) Acting as a liaison for external and internal audits and implementation of audit recommendations.
- (xxxv) Undertaking legal research on best practices on matters relating to KIPPRA's core business and propose appropriate determinations, decisions, or recommendations thereon.
- (xxxvi) Assessing legal risks and opportunities and advise the Board and Management.
- (xxxvii) Enforcing proper management and accountability of funds in line with the financial and budgetary policies and procedures of the government and other stakeholders;
- (xxxviii) Responding to the annual financial audit and audit queries addressed.
- (xxxix) Coordinating the Corporate Governance Statement for the annual financial report.
- (xl) Steering timely preparation and filing of statutory returns, corporate disclosures, and reports to relevant regulatory authorities

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years, three (3) of which must have been at the grade of Assistant Director, Legal Services or in a relevant comparable position.
- (ii) Bachelor of Laws (LL.B) degree from a recognized institution.
- (iii) Masters Degree in Law or any other relevant qualification from a recognized institution.
- (iv) Admitted as an Advocate of the High Court.
- (v) Member of the Law Society of Kenya in good standing.
- (vi) Member of the Institute of Certified Secretaries (Kenya) in good standing
- (vii) Leadership course lasting not less than four (4) weeks.
- (viii) Shown merit and ability as reflected in work performance and results.
- (ix) Proficiency in computer applications.

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software

- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Internal Audit (One position)
Reference	HR/7/DDIA/12
Job Grade	KIP 3
Division	Internal Audit
Supervisor	Administratively to the Executive Director Functionally to the KIPPRA Board Audit Committee
Position Summary	The Deputy Director, Internal Audit is the head of Internal Audit Division with the responsibility of Serving as secretary to Board Audit Committee; Designing and developing internal audit Strategy, policies, charters and risk based audit work plans,; Spearheading the development, implementation and review of Directorate's Strategy, annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Institute's performance targets and strategic plan; Enforcing audit compliance with the Public Finance Management Act, 2012, Public Act, 2015, and IIA standards.
Job Specifications	
<p>Duties and responsibilities at this level will entail:</p> <ul style="list-style-type: none"> (i) Serving as secretary to Board Audit Committee (ii) Designing and developing internal audit Strategy, policies, charters and risk based audit work plans, (iii) Spearheading the development, implementation and review of Directorate's Strategy, annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Institute's performance targets and strategic plan; (iv) Overseeing the development and ensure effective utilization of the Directorate's budget. (v) Ensuring effectiveness of governance, control frameworks, and reporting systems (vi) Enforcing audit compliance with the Public Finance Management Act, 2012, Public Act, 2015, and IIA standards. (vii) Overseeing the development and ensuring effective utilization of the Directorate's budget. (viii) Reviewing all draft audit reports before presentation to management and Board to ensure compliance with audit standards. 	

- (ix) Overseeing audit follow-ups on implementation of internal and external audit recommendations.
- (x) Spearheading investigations and special audits where applicable
- (xi) Liaising with external auditors and other external assurance providers and regulatory bodies/agencies.
- (xii) Evaluating and reporting on the effectiveness of governance, control frameworks, and reporting systems
- (xiii) Providing assurance to the Board and Management on the effectiveness of the Institute's risk management framework.
- (xiv) Preparing final internal audit reports for presentation to Management and the Board.
- (xv) Reporting to the Board and Management on the effectiveness of the Institute's risk management framework;
- (xvi) Evaluating progress and status of steps taken to address any current and past audit reports and report on a quarterly basis to management and Board.
- (xvii) Articulating issues related to the Department and represent it in various meetings and/or forums;
- (xviii) Reporting on the annual external audit report to the Board Audit Committee.
- (xix) Coordinating and managing the day to day operational and administrative functions of the Department.

Qualifications

Person Specifications

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

- (i) Cumulative service period of fifteen (15) years, three (3) of which must have been at the grade of Assistant Director, Internal audit or comparable position
- (ii) Bachelor's Degree in any of the following fields: Accounts, Finance, Commerce (Finance or Accounts option), Business Administration (Finance or Accounts option), or equivalent qualification from a recognized institution.
- (iii) Master's Degree in any of the following disciplines: Accounts, Finance, Commerce, Business Administration, or equivalent qualification from a recognized institution.
- (iv) Certified Public Accountant Kenya (CPA K) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) or Certified Fraud Examiner (CFE) or equivalent qualification from a recognized institution.
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vi) Full membership in Institute of Certified Public Accountant Kenya (ICPAK) or Institute Of Internal Auditors (IIA) or Information Systems Audit And Control Association (ISACA) or any other relevant professional body in good standing.
- (vii) Shown merit and ability as reflected in work performance and results.
- (viii) Proficiency in computer applications

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Modelling (One position)
Reference	HR/7/DDM/2025/39
Job Grade	KIP 3

Division	Modelling
Supervisor	Macroeconomics, Modelling and Forecasting
Position Summary	The Deputy Director, Policy Analysis Modelling is the head of Modelling Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar (xxii) Overseeing project planning, budgeting, and implementation within the Department (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors (xxv) Coordinating knowledge management and data management activities for the Institute 	
Qualifications	

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Predictive Analytics (One position)
Reference	HR/7/DPA/2025/40
Job Grade	KIP 3
Division	Predictive Analytics
Supervisor	Macroeconomics, Modelling and Forecasting
Position Summary	The Deputy Director, Policy Analysis Predictive Analytics is the head of Predictive Analytics Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar 	

- (xxii) Overseeing project planning, budgeting, and implementation within the Department
- (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities
- (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Gender and Special Groups (One position)
Reference	HR/7/DDGSG /2025/41
Job Grade	KIP 3
Division	Gender and Special Groups
Supervisor	Social Development and Governance
Position Summary	The Deputy Director, Policy Analysis Gender and Special Groups is the head of Gender and Special Groups Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives 	

- (xxi) Coordinating the Department’s dissemination activities and calendar
- (xxii) Overseeing project planning, budgeting, and implementation within the Department
- (xxiii) Coordinating the execution of partnership activities in line with the Institute’s priorities
- (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master’s degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Policy Analysis Nutrition and Dietetics (One position)
Reference	HR/7/DDND /2025/42
Job Grade	KIP 3
Division	Nutrition and Dietetics
Supervisor	Social Development and Governance
Position Summary	The Deputy Director, Policy Analysis Nutrition and Dietetics is the head of Nutrition and Dietetics Division with the responsibility of Leading the delivery of research-oriented outputs as per set targets; Leading and providing technical advice in public policy research and analysis to stakeholders; Spearheading resource mobilization and implementation of the contracted projects; Overseeing effective dissemination of research outputs
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Leading the delivery of research-oriented outputs as per set targets (ii) Leading and providing technical advice in public policy research and analysis to stakeholders (iii) Spearheading resource mobilization and implementation of the contracted projects (iv) Overseeing effective dissemination of research outputs (v) Steering quality control processes of research outputs (vi) Managing partnerships and collaborative research with stakeholders (vii) Guiding on improving performance, efficiency, and impact of Department functions (viii) Managing corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Guiding risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Steering the implementation of corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Overseeing staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Leading, supervising, coaching, mentoring, and facilitating staff training to build a high-performing and motivated team (xiii) Leading in timely preparation, implementation, monitoring, and review of annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiv) Overseeing the development and review of the Department's procurement and assets disposal plans in line with approved budgets and institutional policies (xv) Guiding department meetings to provide strategic direction, coordinate activities, monitor progress on set objectives, and ensure timely decision-making and accountability in line with the Institute's mandate (xvi) Overseeing the timely and efficient implementation of the Department's work plans (xvii) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xviii) Supervising the formulation and review of public policies and strategies (xix) Coordinating and monitor the implementation of work plans and contracted projects (xx) Overseeing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xxi) Coordinating the Department's dissemination activities and calendar 	

- (xxii) Overseeing project planning, budgeting, and implementation within the Department
- (xxiii) Coordinating the execution of partnership activities in line with the Institute's priorities
- (xxiv) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
- (xxv) Coordinating knowledge management and data management activities for the Institute

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Assistant Director or in comparable position
- ii. Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iii. Master's degree in economics, statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- iv. PhD in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related social sciences from a recognized institution
- v. Leadership course lasting not less than four (4) weeks from a recognized institution
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters
- vii. Minimum of six (6) published research papers or reports

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Communications (One position)
Reference	HR/7/DDC /2025/43
Job Grade	KIP 3
Division	Communications
Supervisor	Director, Corporate Services
Position Summary	The Deputy Director, Communications is the head of Communications Division with the responsibility of Providing strategic leadership in developing, implementing, and reviewing integrated research communication policies and strategies in line with the Institute’s mandate; Overseeing the design and execution of communication frameworks, ensuring consistent internal and external messaging; Leading the preparation and implementation of annual departmental work plans, budgets, performance reports, and communication impact assessments; Spearheading the analysis of KIPPPRA programmes, research outputs, and events, and preparation of quarterly intelligence reports to inform institutional visibility and policy influence.
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> i. Providing strategic leadership in developing, implementing, and reviewing integrated research communication policies and strategies in line with the Institute’s mandate. ii. Overseeing the design and execution of communication frameworks, ensuring consistent internal and external messaging. iii. Leading the preparation and implementation of annual departmental work plans, budgets, performance reports, and communication impact assessments. iv. Spearheading the analysis of KIPPPRA programmes, research outputs, and events, and preparation of quarterly intelligence reports to inform institutional visibility and policy influence. v. Championing the translation of research outputs into accessible, engaging formats for policymakers, stakeholders, and the public. vi. Overseeing the packaging and dissemination of policy briefs, newsletters, infographics, podcasts, documentaries, and multimedia products to enhance uptake of policy analysis findings. vii. Spearheading collaboration with policy analysts in crafting clear, impactful messages for Information, Education and Communication materials, events, and policy dialogues. viii. Establishing partnerships with media and knowledge platforms for wider dissemination of policy research findings at national, regional, and international levels. ix. Leading initiatives to enhance the Institute’s corporate identity, reputation, and stakeholder perception through strategic brand positioning. x. Overseeing digital communication, website management, and social media strategy to ensure dynamic, real-time updates and engagement. 	

- xi. Supporting the production of the KIPPRA Policy Monitor, institutional newsletters, and media supplements showcasing policy research, capacity building, policy engagement and corporate initiatives.
- xii. Serving as the Institute’s principal liaison with the media and coordinate press coverage, interviews, and opinion editorials.
- xiii. Establishing crisis communication protocols and lead the Institute’s crisis response to safeguard reputation and maintain public trust.
- xiv. Anticipating potential communication risks and prepare contingency communication measures to ensure timely and coordinated responses to emerging issues.
- xv. Collaborating with the Executive Director, the senior management, and relevant departments to manage reputational risks, provide strategic advice and ensure consistent, accurate messaging to all stakeholders during crises.
- xvi. Overseeing stakeholder engagement initiatives, forums, and events to enhance the Institute’s visibility and public trust.
- xvii. Building relationships with policymakers, development partners, academia, and the private sector to strengthen policy research outreach collaborations.
- xviii. Leading the integration of infographics, video production, and AI-driven tools into research communication strategies for a wider audience reach.
- xix. Overseeing the creation of digital campaigns, and multimedia content for effective communication of research findings.
- xx. Overseeing the regular updating and optimization of KIPPRA’s digital platforms to enhance stakeholder engagement and research dissemination.
- xxi. Supervising, mentoring, and building capacity within the communications team to deliver high-quality outputs.
- xxii. Promoting professional development in areas such as digital communication, media engagement, crisis communication, and policy communication.
- xxiii. Assigning responsibilities, monitor performance, and ensuring efficient workflow across departmental functions.
- xxiv. Establishing mechanisms for tracking the effectiveness of communication and policy research outreach activities.
- xxv. Providing regular updates to management on institutional visibility, stakeholder feedback, and effectiveness of communication initiatives.
- xxvi. Recommending strategic improvements for communication systems, platforms, and processes based on evidence and analytics.
- xxvii. Spearheading the Institute’s Corporate Social Responsibility initiatives.
- xxviii. Motivating staff in the department, ensuring teamwork and maintaining a good working environment.

Qualifications

ix. Person Specifications

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

- (i) Twelve (15) years' cumulative experience in communication, three (3) of which should have been at the level of Assistant Director Communication or a comparative level
- (ii) Bachelor's degree in the following disciplines: Communication, Information Science, Public Relations, Journalism, Media Studies, Linguistics or a related field from a recognized institution
- (iii) Master's degree in the following disciplines: Communication, Public Policy Communication, International Relations, Development Communication Information Science, Public Relations, Journalism, Media Studies, Linguistics, or a related field from a recognized institution
- (iv) Proficiency in communication tools such as data visualization software, graphic design software, video production and editing software, social media analytics or monitoring and evaluation frameworks
- (v) Membership to a relevant professional body like PRSK, MSK, CIPR and in good standing
- (vi) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vii) Proficiency in computer applications
- (viii) Shown merit and ability as reflected in work performance and results

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills
- (xii) Shown merit and ability as reflected in work performance and results

Job Title	Deputy Director, Information Communication Technology (One position)
Reference	HR/7/DDICT /2025/44
Job Grade	KIP 3
Division	Information Communication Technology
Supervisor	Director Corporate Services
Position Summary	The Deputy Director, Information Communication Technology is the head of Information Communication Technology Division with the responsibility of Providing strategic leadership in planning, development, and implementation of ICT initiatives to support the entity's mandate and the Government's digital transformation agenda; Formulating and overseeing ICT strategies, policies, standards, and frameworks in line with national ICT guidelines, data protection laws, and e-government initiatives; Advising top management and the Board on emerging technologies, ICT risks, and opportunities for improving service delivery; Developing and implementing ICT governance frameworks, ensuring compliance with: Data Protection Act, 2019, ICT Authority Standards and Guidelines, Government ICT shared services policies, and Cybersecurity regulations (ISO/IEC 27001, NCA directives)

Job Specifications

Duties and responsibilities will entail

- (i) Providing strategic leadership in planning, development, and implementation of ICT initiatives to support the entity's mandate and the Government's digital transformation agenda.
- (ii) Formulating and overseeing ICT strategies, policies, standards, and frameworks in line with national ICT guidelines, data protection laws, and e-government initiatives.
- (iii) Advising top management and the Board on emerging technologies, ICT risks, and opportunities for improving service delivery.
- (iv) Developing and implementing ICT governance frameworks, ensuring compliance with: Data Protection Act, 2019, ICT Authority Standards and Guidelines, Government ICT shared services policies, and Cybersecurity regulations (ISO/IEC 27001, NCA directives)
- (v) Establishing ICT risk management structures, including periodic audits, business continuity, and disaster recovery plans.
- (vi) Coordinating ICT-related input for external and internal audits, ensuring timely implementation of recommendations.
- (vii) Providing strategic direction on: Database and systems architecture to ensure scalability, interoperability, and high availability. Cloud adoption, network infrastructure, and cybersecurity frameworks.
- (viii) Automation and digitization of core business processes in line with e-Government goals.
- (ix) Approving ICT infrastructure investments, ensuring value for money and adherence to public procurement laws.
- (x) Developing and oversee enterprise cybersecurity strategies, ensuring protection of data and ICT assets.
- (xi) Leading the implementation of secure ICT solutions, threat intelligence monitoring, and incident response planning.
- (xii) Implementing data governance policies, including access control, data classification, retention, and backup strategies.
- (xiii) Spearheading the adoption of emerging technologies, including cloud computing, AI, Big Data, and mobile platforms to enhance efficiency.

- (xiv) Coordinating ICT-enabled research, knowledge management systems, and data analytics frameworks for evidence-based decision-making.
- (xv) Providing strategic oversight for ICT projects, ensuring proper planning, budgeting, risk mitigation, and timely delivery.
- (xvi) Providing strategic leadership in ICT human capital development, including: Identifying ICT skills gaps.
- (xvii) Developing capacity-building programs for ICT staff and end-users.
- (xviii) Fostering a culture of innovation, security consciousness, and data-driven decision-making.

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years, three (3) of which must have been at the grade of Assistant Director, ICT or in a comparable position;
- (ii) Bachelor's degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology or its equivalent from a recognized institution.
- (iii) Masters degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology or its equivalent from a recognized institution.
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution
- (v) At least two (2) certifications in cloud technologies (Infrastructure/Systems) and project Management (PMP/Prince II).
- (vi) Professional Certificates in any of the following fields: - Database Management (Oracle, MySQL, MS SQL or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Asp.Net, C#, Python, Oracle, or its equivalent), Tableau, PowerBI, Data Center and Cloud management (VMware, Certified Data Center Management Professional or its equivalent).
- (vii) Shown merit and ability as reflected in work performance and results

Functional Skills, Behavioral Competencies and Attributes:

- Leadership and supervisory skills
- Strategic management skills
- Problem solving skills
- Analytical skills
- Organizational skills
- Negotiation skills
- Proficiency in economic modelling
- Proficiency in computer applications including statistical software
- Presentation skills
- Communication and interpersonal skills
- Team building skills
- Shown merit and ability as reflected in work performance and results

Job Title	Assistant Director, Nutrition and Dietetics (One position)
Reference	HR/7/ADND/2025/13
Job Grade	KIP 4
Division	Nutrition and Dietetics
Supervisor	Deputy Director, Nutrition and Dietetics
Position Summary	The Assistant Director, Nutrition and Dietetics is the head of Nutrition and Dietetics with the responsibility of Coordinating the delivery of research-oriented outputs as per set targets, Coordinating technical advisory in public policy research and analysis to stakeholders; Coordinating resource mobilization and implementation of the contracted projects
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Coordinating the delivery of research-oriented outputs as per set targets (ii) Coordinating technical advisory in public policy research and analysis to stakeholders (iii) Coordinating resource mobilization and implementation of the contracted projects (iv) Organizing effective dissemination of research outputs (v) Promoting quality control processes of research outputs (vi) Promoting partnerships and collaborative research with stakeholders (vii) Reviewing performance, efficiency, and impact of Department functions and provide guidance on improvements (viii) Coordinating corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Supervising risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Putting in place corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Promoting staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Supervising annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiii) Organizing timely and efficient implementation of the Department's work plans (xiv) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xv) Reviewing of public policies and strategies (xvi) Implementing work plans and contracted projects (xvii) Reviewing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xviii) Organizing the Department's dissemination activities and calendar (xix) Undertaking project planning, budgeting, and implementation within the Department (xx) Executing partnership activities in line with the Institute's priorities (xxi) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors 	

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years' three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position
- (ii) Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (iii) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (iv) Management course lasting not less than four (4) weeks from a recognized
- (v) Minimum of three (3) publications in peer-reviewed journals, books, and book chapters
- (vi) Minimum of four (4) published research papers or reports
- (vii) Shown merit and ability as reflected in work performance and results

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills

Job Title	Assistant Director, Infrastructure and Economic Services (One position)
Reference	HR/7/ADIESD/2025/14
Job Grade	KIP 4
Division	Infrastructure and Economic Services
Supervisor	Deputy Director, Infrastructure and Economic Services
Position Summary	The Assistant Director, Infrastructure and Economic Services supports with the responsibility of Coordinating the delivery of research-oriented outputs as per set targets, coordinating technical advisory in public policy research and analysis to stakeholders, Coordinating resource mobilization and implementation of the contracted projects
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Coordinating the delivery of research-oriented outputs as per set targets (ii) Coordinating technical advisory in public policy research and analysis to stakeholders (iii) Coordinating resource mobilization and implementation of the contracted projects (iv) Organizing effective dissemination of research outputs (v) Promoting quality control processes of research outputs (vi) Promoting partnerships and collaborative research with stakeholders (vii) Reviewing performance, efficiency, and impact of Department functions and provide guidance on improvements (viii) Coordinating corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Supervising risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Putting in place corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Promoting staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Supervising annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiii) Organizing timely and efficient implementation of the Department's work plans (xiv) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions (xv) Reviewing of public policies and strategies (xvi) Implementing work plans and contracted projects (xvii) Reviewing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives (xviii) Organizing the Department's dissemination activities and calendar (xix) Undertaking project planning, budgeting, and implementation within the Department (xx) Executing partnership activities in line with the Institute's priorities (xxi) Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors 	

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years' three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position
- (ii) Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (iii) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (iv) Management course lasting not less than four (4) weeks from a recognized
- (v) Minimum of three (3) publications in peer-reviewed journals, books, and book chapters
- (vi) Minimum of four (4) published research papers or reports
- (vii) Shown merit and ability as reflected in work performance and result

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills

Job Title	Assistant Director, Macroeconomics (One position)
Reference	HR/7/ADMACRO/2025/15
Job Grade	KIP 4
Division	Macroeconomics
Supervisor	Directorate of Macroeconomics, Modelling and Forecasting
Position Summary	The Assistant Director, Macroeconomics supports with the responsibility of Coordinating the delivery of research-oriented outputs as per set targets, Coordinating technical advisory in public policy research and analysis to stakeholders; Coordinating resource mobilization and implementation of the contracted projects
Job Specifications	
Duties and responsibilities will entail:	
(i)	Coordinating the delivery of research-oriented outputs as per set targets
(ii)	Coordinating technical advisory in public policy research and analysis to stakeholders
(iii)	Coordinating resource mobilization and implementation of the contracted projects
(iv)	Organizing effective dissemination of research outputs
(v)	Promoting quality control processes of research outputs
(vi)	Promoting partnerships and collaborative research with stakeholders
(vii)	Reviewing performance, efficiency, and impact of Department functions and provide guidance on improvements
(viii)	Coordinating corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies
(ix)	Supervising risk management, ensuring robust systems for accountability, business continuity, and internal controls
(x)	Putting in place corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives
(xi)	Promoting staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement
(xii)	Supervising annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract
(xiii)	Organizing timely and efficient implementation of the Department's work plans
(xiv)	Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions
(xv)	Reviewing of public policies and strategies
(xvi)	Implementing work plans and contracted projects
(xvii)	Reviewing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives
(xviii)	Organizing the Department's dissemination activities and calendar
(xix)	Undertaking project planning, budgeting, and implementation within the Department
(xx)	Executing partnership activities in line with the Institute's priorities
(xxi)	Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (viii) Cumulative service period of twelve (12) years' three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position
- (ix) Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (x) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (xi) Management course lasting not less than four (4) weeks from a recognized
- (xii) Minimum of three (3) publications in peer-reviewed journals, books, and book chapters
- (xiii) Minimum of four (4) published research papers or reports
- (xiv) Shown merit and ability as reflected in work performance and result

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software
- (ix) Presentation skills
- (x) Communication and interpersonal skills
- (xi) Team building skills

Job Title	Principal Policy Analyst, Private Sector (One position)
Reference	HR/7/PPAPRIV/2025/16
Job Grade	KIP 4
Division	Private Sector
Supervisor	Senior Principal Policy Analyst
Position Summary	The Principal Policy Analyst Private Sector supports in Supervising public policy analysis in macro-economics, and provide public policy advice to government; Organizing capacity building activities for senior government officers and high-level stakeholders; Coordinating collection, integration and analysis of large, complex datasets for purposes of relevant, objective public policy research; Organizing dissemination of research findings through seminars, roundtables, workshops, and conferences
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Supervising public policy analysis in macro-economics, and provide public policy advice to government (ii) Organizing capacity building activities for senior government officers and high-level stakeholders (iii) Coordinating collection, integration and analysis of large, complex datasets for purposes of relevant, objective public policy research (iv) Organizing the development and validation of statistical and machine learning models to predict future trends relevant to national development goals (v) Coordinating data automation, reporting frameworks, and visualization dashboards tailored for policy makers and stakeholders (vi) Supervising the development of public policy-oriented outputs such as discussion papers, working papers, policy briefs, and flagship reports (vii) Plan the preparation of the Kenya Economic Report, and interdisciplinary public policy research outputs (viii) Organizing dissemination of research findings through seminars, roundtables, workshops, and conferences (ix) Coordinating public policy engagement forums such as task forces and technical working groups (x) Supervising the implementation of adhoc analytics requests and provide expert insight (xi) Reviewing research proposals to raise targeted funds and enhance institutional sustainability (xii) Supervising the development of public policy research content and publish in peer-reviewed journals and books to contribute to the body of knowledge (xiii) Supervising the day-to-day execution of client and collaborative research projects 	

(xiv)	Promoting data integrity, quality assurance, and adherence to analytical best practices
(xv)	Implementing contracted projects
(xvi)	Organizing effective relationships with key stakeholders, including policymakers, implementers, development partners, and other research institutions
(xvii)	Reviewing all research outputs to ensure alignment with the Institute’s mandate, quality standards, and strategic objectives
(xviii)	Preparing dissemination activities to enhance visibility and policy uptake of research findings
(xix)	Undertaking project planning, budgeting, resource allocation, and implementation to ensure timely and efficient delivery
(xx)	Informing technical advice, input, and policy options to stakeholders in public policy research and analysis
(xxi)	Organizing the formulation, review, and evaluation of public policies, strategies, and reforms
(xxii)	Undertaking data analysis, and information-sharing activities to strengthen evidence-based decision-making
(xxiii)	Implementing mentorship, guidance, and capacity building of staff to enhance technical skills and professional growth
(xxiv)	Preparing quarterly, annual, and donor reports in line with performance contracting and accountability frameworks

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years' three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position.
- (ii) Bachelor's degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- (iii) Master's degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Minimum of three (3) publications in peer-reviewed journals, books, or book chapters
- (vi) Minimum of four (4) published research papers or reports.
- (vii) Shown merit and ability as reflected in work performance and results
- (viii) Proficiency in data analytics, predictive modelling, econometric modelling, socio-economic modelling, and micro-simulation
- (ix) Proficiency in statistical software and programming languages such as Stata, R, Python or similar, and working knowledge of databases

Functional Skills, Behavioral Competencies and Attributes:

- (i) Analytical skills
- (ii) Problem-solving skills
- (iii) Strategic management skills
- (iv) Leadership and supervisory skills
- (v) Organizational skills
- (vi) Communication and interpersonal skills
- (vii) Presentation skills
- (viii) Negotiation skills
- (ix) Team building skills

Job Title	Principal Policy Analyst, Productive Sector (One position)
Reference	HR/7/PPAPROD/2025/17
Job Grade	KIP 4
Division	Productive Sector
Supervisor	Senior Principal Policy Analyst
Position Summary	The Principal Policy Analyst Productive Sector supports in Supervising public policy analysis in macro-economics, and provide public policy advice to government; Organizing capacity building activities for senior government officers and high-level stakeholders; Coordinating collection, integration and analysis of large, complex datasets for purposes of relevant, objective public policy research; Organizing dissemination of research findings through seminars, roundtables, workshops, and conferences
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Supervising public policy analysis in macro-economics, and provide public policy advice to government (ii) Organizing capacity building activities for senior government officers and high-level stakeholders (iii) Coordinating collection, integration and analysis of large, complex datasets for purposes of relevant, objective public policy research (iv) Organizing the development and validation of statistical and machine learning models to predict future trends relevant to national development goals (v) Coordinating data automation, reporting frameworks, and visualization dashboards tailored for policy makers and stakeholders (vi) Supervising the development of public policy-oriented outputs such as discussion papers, working papers, policy briefs, and flagship reports (vii) Plan the preparation of the Kenya Economic Report, and interdisciplinary public policy research outputs (viii) Organizing dissemination of research findings through seminars, roundtables, workshops, and conferences (ix) Coordinating public policy engagement forums such as task forces and technical working groups (x) Supervising the implementation of adhoc analytics requests and provide expert insight (xi) Reviewing research proposals to raise targeted funds and enhance institutional sustainability (xii) Supervising the development of public policy research content and publish in peer-reviewed journals and books to contribute to the body of knowledge (xiii) Supervising the day-to-day execution of client and collaborative research projects (xiv) Promoting data integrity, quality assurance, and adherence to analytical best practices 	

(xv)	Implementing contracted projects
(xvi)	Organizing effective relationships with key stakeholders, including policymakers, implementers, development partners, and other research institutions
(xvii)	Reviewing all research outputs to ensure alignment with the Institute’s mandate, quality standards, and strategic objectives
(xviii)	Preparing dissemination activities to enhance visibility and policy uptake of research findings
(xix)	Undertaking project planning, budgeting, resource allocation, and implementation to ensure timely and efficient delivery
(xx)	Informing technical advice, input, and policy options to stakeholders in public policy research and analysis
(xxi)	Organizing the formulation, review, and evaluation of public policies, strategies, and reforms
(xxii)	Undertaking data analysis, and information-sharing activities to strengthen evidence-based decision-making
(xxiii)	Implementing mentorship, guidance, and capacity building of staff to enhance technical skills and professional growth
(xxiv)	Preparing quarterly, annual, and donor reports in line with performance contracting and accountability frameworks

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years’ three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position.
- (ii) Bachelor’s degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- (iii) Master’s degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Minimum of three (3) publications in peer-reviewed journals, books, or book chapters

- (vi) Minimum of four (4) published research papers or reports.
- (vii) Shown merit and ability as reflected in work performance and results
- (viii) Proficiency in data analytics, predictive modelling, econometric modelling, socio-economic modelling, and micro-simulation
- (ix) Proficiency in statistical software and programming languages such as Stata, R, Python or similar, and working knowledge of databases

Functional Skills, Behavioral Competencies and Attributes:

- (i) Analytical skills
- (ii) Problem-solving skills
- (iii) Strategic management skills
- (iv) Leadership and supervisory skills
- (v) Organizational skills
- (vi) Communication and interpersonal skills
- (vii) Presentation skills
- (viii) Negotiation skills
- (ix) Team building skills

Job Title	Assistant Director, Social Sector (One position)
Reference	HR/7/ADSOC/2025/18
Job Grade	KIP 4
Division	Social Sector
Supervisor	Deputy Director, Social Sector
Position Summary	The Assistant Director, Social Sector supports with the responsibility of Coordinating the delivery of research-oriented outputs as per set targets, Coordinating technical advisory in public policy research and analysis to stakeholders; Coordinating resource mobilization and implementation of the contracted projects
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Coordinating the delivery of research-oriented outputs as per set targets (ii) Coordinating technical advisory in public policy research and analysis to stakeholders (iii) Coordinating resource mobilization and implementation of the contracted projects (iv) Organizing effective dissemination of research outputs (v) Promoting quality control processes of research outputs (vi) Promoting partnerships and collaborative research with stakeholders (vii) Reviewing performance, efficiency, and impact of Department functions and provide guidance on improvements (viii) Coordinating corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Supervising risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Putting in place corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Promoting staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Supervising annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiii) Organizing timely and efficient implementation of the Department's work plans (xiv) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions 	

(xv)	Reviewing of public policies and strategies
(xvi)	Implementing work plans and contracted projects
(xvii)	Reviewing all research outputs from the Department to ensure alignment with the Institute’s mandate and strategic objectives
(xviii)	Organizing the Department’s dissemination activities and calendar
(xix)	Undertaking project planning, budgeting, and implementation within the Department
(xx)	Executing partnership activities in line with the Institute’s priorities
(xxi)	Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors
Qualifications	
Person Specifications	
For appointment to this grade, an officer must have:	
(i)	Cumulative service period of twelve (12) years’ three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position
(ii)	Bachelor’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
(iii)	Master’s degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science , Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
(iv)	Management course lasting not less than four (4) weeks from a recognized
(v)	Minimum of three (3) publications in peer-reviewed journals, books, and book chapters
(vi)	Minimum of four (4) published research papers or reports
(vii)	Shown merit and ability as reflected in work performance and results
Functional Skills, Behavioral Competencies and Attributes:	
(i)	Leadership and supervisory skills
(ii)	Strategic management skills
(iii)	Problem solving skills
(iv)	Analytical skills
(v)	Organizational skills

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| (vi) | Negotiation skills |
| (vii) | Proficiency in economic modelling |
| (viii) | Proficiency in computer applications including statistical software Presentation skills |
| (ix) | Communication and interpersonal skills |
| (x) | Team building skills |
| (xi) | Presentation skills |
| (xii) | Communication and interpersonal skills |
| (xiii) | Team building skills |

Job Title	Assistant Director, Planning (Q & R) (One position)
Reference	HR/7/ADPQR/2025/19
Job Grade	KIP 4
Division	Office of the Executive Director
Supervisor	Deputy Director, Planning Quality and Risk
Position Summary	The Assistant Director, Planning Quality and risks supports in Spearheading the formulation, review, and implementation of KIPPRA's Strategic Plan to provide long-term direction and ensure alignment with national development priorities and the Institute's mandate; Overseeing operational and annual planning across the Institute, including the preparation of performance contracts and cost-budgeted work plans, ensuring that all departmental activities cascade from the Strategic Plan; Leading planning meetings and coordinating mid-term and end-term evaluations of institutional programmes and strategic plans.
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> i. Spearheading the formulation, review, and implementation of KIPPRA's Strategic Plan to provide long-term direction and ensure alignment with national development priorities and the Institute's mandate. ii. Overseeing operational and annual planning across the Institute, including the preparation of performance contracts and cost-budgeted work plans, ensuring that all departmental activities cascade from the Strategic Plan. iii. Leading planning meetings and coordinating mid-term and end-term evaluations of institutional programmes and strategic plans. iv. Championing productivity measurement of planned activities to inform evidence-based decision-making. v. Spear-heading mid-term and end-term evaluations of institutional programmes and strategic plans vi. Overseeing monitoring, evaluation, and implementation of strategic and operational plans to track progress, measure results, and inform management decisions. vii. Spearheading the preparation and consolidation of institutional performance reports, risk management reports, and quality management reports, including quarterly, annual, and strategic implementation reports for management, the Board, and stakeholders. viii. Leading the analysis of institutional performance, trends, and emerging risks to provide policy and strategic advisory services to management. ix. Championing tracking and preparation of periodic reports on implementation of strategic plan, risk management framework, quality procedures and policies, annual cost budgeted workplan, and performance contract. x. Overseeing evaluation gaps in evidence presented to evaluate delivery of strategic plan, risk management frameworks, quality procedures and policies, annual cost budgeted workplan, and performance contract. xi. Providing leadership on gaps in evidence presented to evaluate delivery of strategic plans, risk management frameworks, quality procedures and policies, annual cost budgeted workplan, and performance contract xii. Leading the development, implementation, and maintenance of KIPPRA's Risk Management Framework to ensure proactive identification, analysis, and mitigation of institutional risks. xiii. Overseeing the institutional risk register, oversee risk assessments and mitigation plans, and providing regular risk management reports to management and the Board. xiv. Leading compliance monitoring to ensure adherence to strategic plans, policies, risk frameworks, and quality standards, including follow-up on corrective and preventive actions. xv. Serving as the point of contact with internal and external auditors on risk and compliance matters. xvi. Supervising maintenance and updating of the risk database and registers for assigned departments. xvii. Leading in development of template for follow-ups to ensure corrective and preventive actions are 	

- implemented.
- xviii. Supervising monitoring of potential threats to organizational objectives.
- xix. Leading evaluation potential threats to organizational objectives and quality
- xx. Championing implementation of reports and advice on corrective and preventive actions
- xxi. Spearheading assessment and reporting of risk database and registers for assigned departments.
- xxii. Supervising risk assessments and development risk mitigation plans.
- xxiii. Spearheading analysis of trends and emerging risks to inform management decision-making.
- xxiv. Spearheading preparation of quarterly and annual risk management reports for management.
- xxv. Leading the development and implementation of KIPPRA's Quality Management System (QMS), ensuring adherence to service standards, ISO requirements, and continuous improvement initiatives.
- xxvi. Fostering operational performance reviews, quality audits, and peer reviews to strengthen accountability, efficiency, and institutional effectiveness.
- xxvii. Spearheading advisory and technical support on planning, quality management, and risk management matters across the Institute.
- xxviii. Overseeing organizing documents needed for internal and external quality audits and reviews
- xxix. Leading in analyzing feedback from external and internal reviewers for quality control.
- xxx. Liaising with internal and external auditors on risk and compliance matters.
- xxxi. Leading implementation of risk mitigation strategies, corrective actions, monitoring and evaluation across departmental programs
- xxxii. Spearheading capacity development of staff in strategic planning, results-based management, risk mitigation, and quality management practices.
- xxxiii. Providing effective communication within the Institute, ensuring coordination between departments, management, and operational levels.
- xxxiv. Championing innovation, learning, and continuous improvement to enhance institutional performance.
- xxxv. Providing effective engagement with stakeholders to harmonize KIPPRA's institutional efforts with sectoral and national initiatives.
- xxxvi. Spearheading tracking planning, policies and procedures, risk management and quality management documents for development and review.
- xxxvii. Approving the developed templates for capturing rapporteur notes during meetings organized in the department.
- xxxviii. Approving templates for development and review of planning, policies and procedures, risk management and quality management documents.
- xxxix. Approving templates to track and prepare periodic reports on implementation of strategic plan, risk management framework, quality procedures and policies, annual cost budgeted workplan, and performance contract.
 - xl. Supervising collection of information for innovation and strategic improvement of the institution.
 - xli. Spearheading planning meetings organized with management.
 - xlii. Championing capacity building for planning, risk management and quality management.
 - xliii. Spearheading complex data analysis to guide management decisions and policy formulation.
 - xliv. Spearheading staff capacity building of KIPPRA in strategic planning, results-based management, risk mitigation, and quality management practices
 - xlv. Liaising with external stakeholders and development partners to harmonize KIPPRA's planning, reporting, and quality management efforts with sector and national initiative

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of nine (12) years, three (3) of which should have been at the level of Principal Planning Officer or comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Economics, statistics, mathematics, or equivalent qualifications from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Economics, Business Administration, Finance, Commerce, or equivalent qualifications from a recognized Institution;

- (iv) Certificate in enterprise risk management (ERM) frameworks or results-based management (RBM) or M&E tools or Quality control tools and methodologies or ISO standards or institutional audit processes;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Shown merit and ability as reflected in work performance and results;
- (vii) Proficiency in computer applications.

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills
- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software Presentation skills
- (ix) Communication and interpersonal skills
- (x) Team building skills
- (xi) Presentation skills
- (xii) Communication and interpersonal skills
- (xiii) Team building skills

Job Title	Principal Policy Analyst, Trade and Foreign Policy (One position)
Reference	HR/7/PPATRADE/2025/20
Job Grade	KIP 4
Division	Trade and Foreign Policy
Supervisor	Senior Principal Policy Analyst Trade and Foreign Policy
Position Summary	The Principal Policy Analyst Trade and Foreign Policy supports in Supervising public policy analysis in macro-economics, and provide public policy advice to government; Organizing capacity building activities for senior government officers and high-level stakeholders; Coordinating collection, integration and analysis of large, complex datasets for purposes of relevant, objective public policy research; Organizing dissemination of research findings through seminars, roundtables, workshops, and conferences
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Supervising public policy analysis in macro-economics, and provide public policy advice to government (ii) Organizing capacity building activities for senior government officers and high-level stakeholders (iii) Coordinating collection, integration and analysis of large, complex datasets for purposes of relevant, objective public policy research (iv) Organizing the development and validation of statistical and machine learning models to predict future trends relevant to national development goals (v) Coordinating data automation, reporting frameworks, and visualization dashboards tailored for policy makers and stakeholders (vi) Supervising the development of public policy-oriented outputs such as discussion papers, working papers, policy briefs, and flagship reports (vii) Plan the preparation of the Kenya Economic Report, and interdisciplinary public policy research outputs (viii) Organizing dissemination of research findings through seminars, roundtables, workshops, and conferences (ix) Coordinating public policy engagement forums such as task forces and technical working groups (x) Supervising the implementation of adhoc analytics requests and provide expert insight (xi) Reviewing research proposals to raise targeted funds and enhance institutional sustainability (xii) Supervising the development of public policy research content and publish in peer-reviewed journals and books to contribute to the body of knowledge (xiii) Supervising the day-to-day execution of client and collaborative research projects 	

- (xiv) Promoting data integrity, quality assurance, and adherence to analytical best practices
- (xv) Implementing contracted projects
- (xvi) Organizing effective relationships with key stakeholders, including policymakers, implementers, development partners, and other research institutions
- (xvii) Reviewing all research outputs to ensure alignment with the Institute’s mandate, quality standards, and strategic objectives
- (xviii) Preparing dissemination activities to enhance visibility and policy uptake of research findings
- (xix) Undertaking project planning, budgeting, resource allocation, and implementation to ensure timely and efficient delivery
- (xx) Informing technical advice, input, and policy options to stakeholders in public policy research and analysis
- (xxi) Organizing the formulation, review, and evaluation of public policies, strategies, and reforms
- (xxii) Undertaking data analysis, and information-sharing activities to strengthen evidence-based decision-making
- (xxiii) Implementing mentorship, guidance, and capacity building of staff to enhance technical skills and professional growth
- (xxiv) Preparing quarterly, annual, and donor reports in line with performance contracting and accountability frameworks

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years' three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position.
- (ii) Bachelor's degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- (iii) Master's degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Minimum of three (3) publications in peer-reviewed journals, books, or book chapters
- (vi) Minimum of four (4) published research papers or reports.
- (vii) Shown merit and ability as reflected in work performance and results
- (viii) Proficiency in data analytics, predictive modelling, econometric modelling, socio-economic modelling, and micro-simulation
- (ix) Proficiency in statistical software and programming languages such as Stata, R, Python or similar, and working knowledge of databases

Functional Skills, Behavioral Competencies and Attributes:

- (i) Analytical skills
- (ii) Problem-solving skills
- (iii) Strategic management skills
- (iv) Leadership and supervisory skills
- (v) Organizational skills
- (vi) Communication and interpersonal skills
- (vii) Presentation skills
- (viii) Negotiation skills
- (ix) Team building skills

Job Title	Assistant Director, Legal (One position)
Reference	HR/7/ADL/2025/21
Job Grade	KIP 4
Division	Legal Services
Supervisor	Deputy Director, Legal Services
Position Summary	The Assistant Director Legal supports in Drawing legal opinions and provide guidance on statutory, regulatory, and governance matters to the Board and Management; Drawing and vetting Contracts, agreements, and other legal documents; Coordinating external Advocates, the Attorney General's office, and regulatory bodies in legal proceedings involving the Institute; Developing, implementing, and reviewing institutional compliance with the Constitution of Kenya, State Corporations Act, Mwongozo Code, Public Procurement and Asset Disposal Act, Employment Act, and other relevant legislation; Maintaining statutory registers and timely filing of Board resolutions and statutory returns.
Qualifications	
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> i. Draw legal opinions and provide guidance on statutory, regulatory, and governance matters to the Board and Management. ii. Drawing and vetting Contracts, agreements, and other legal documents. iii. Coordinating external Advocates, the Attorney General's office, and regulatory bodies in legal proceedings involving the Institute iv. Initiating legal action on behalf of the Institute on recovery measures v. Undertaking legal research and capacity building for the Institute's staff and external stakeholders vi. Developing, implementing, and reviewing institutional compliance with the Constitution of Kenya, State Corporations Act, Mwongozo Code, Public Procurement and Asset Disposal Act, Employment Act, and other relevant legislation. vii. Maintaining statutory registers and timely filing of Board resolutions and statutory returns. viii. Drafting, reviewing, and interpreting contracts, MoUs, leases, service agreements, and other legal instruments to safeguard the Institute's interests. ix. Steering the development and periodic review of governance policies, legal frameworks, and operating procedures. x. Advising on dispute resolution strategies, including arbitration and alternative dispute resolution mechanisms. xi. Identifying and mitigating legal and governance risks affecting the institution. xii. Spearheading the development, implementation, and review of Directorate annual Work Plans and budgets, and Procurement and Assets Disposal plans in line with the Institute's performance targets and strategic plan. 	

- xiii. Providing strategic leadership in the execution of risk management policy and strategies that ensure the Directorate has a robust system and processes of accountability, risk management, internal controls, business continuity, and succession management.
- xiv. Spearheading the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Directorate.
- xv. Fostering a corporate culture that promotes ethical practices and good citizenship within the Directorate.
- xvi. Following up on cases filed against the Institute and preparing legal reports and opinions
- xvii. Organizing Board and Committee activities, including preparation of notices, agendas, minutes, and implementation of board resolutions.
- xviii. Making timely contract execution, renewals, and dispute clauses for enforceability and compliance
- xix. Aligning internal policies with national laws and emerging legal trends.
- xx. Representing the Institute in litigation and institutional litigation, liaising with external counsel, and ensuring proper representation
- xxi. Preparing and submitting legal and governance compliance reports to relevant oversight institutions and the Board
- xxii. Conducting training and awareness sessions for staff on legal, governance, and regulatory compliance issues.
- xxiii. Developing individual work plans, monitor own performance, and seek requisite support to ensure delivery of agreed targets.
- xxiv. Spearheading the development, implementation and review of Directorate annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Institute's performance targets and strategic plan
- xxv. Providing strategic leadership in the execution of risk management policy and strategies that ensure the Directorate has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management.
- xxvi. Steering the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Directorate.
- xxvii. Fostering a corporate culture that promotes ethical practices and good citizenship within the Directorate.
- xxviii. Develop individual work plans, monitor performance, and seek requisite support to ensure delivery of agreed targets.

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of twelve (12) years, three (3) of which must have been at the grade of Principal Legal Officer or in a comparable position;
- (ii) Bachelor's of Laws (LLB) degree from a recognized institution.

- (iii) Masters Degree in Law or any other relevant qualification from a recognized institution.
- (iv) Admitted as an Advocate of the High Court
- (v) Member of the Law Society of Kenya in good standing.
- (vi) Member of the Institute of Certified Secretaries (Kenya) in good standing
- (vii) Management course lasting not less than four (4) weeks from a recognized institution.
- (viii) Shown merit and ability as reflected in work performance and results.
- (ix) Proficiency in computer applications.

Job Title	Assistant Director, Internal Audit (One position)
Reference	HR/7/ADIA/2025/22
Job Grade	KIP 4
Division	Internal Audit
Supervisor	Deputy Director Internal Audit
Position Summary	The Assistant Director Internal Audit supports in Ascertaining the Institute's compliance with the relevant Acts, Regulations and Standards; Coordinate forensic audits or investigations on suspected fraud, waste, or abuse; Monitoring the planning, implementation and execution of the annual audit work plan of the Directorate; Preparing and submitting periodic audit reports; Reviewing documentation of audit findings to ensure they are factual, relevant and objective with requisite recommendations for improvements.
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Ascertain the Institute's compliance with the relevant Acts, Regulations and Standards (ii) Coordinate forensic audits or investigations on suspected fraud, waste, or abuse. (iii) Monitoring the planning, implementation and execution of the annual audit work plan of the Directorate (iv) Monitoring the review of controls safeguarding the Institute's assets. (v) Reviewing audit programmes and tests procedures for completeness and accuracy. (vi) Coordinate and manage the day to day operational and administrative functions of the Department; (vii) Carrying out risk assessment of the audit process to ensure business continuity for the auditee institutions. (viii) Preparing and submitting periodic audit reports (ix) Reviewing documentation of audit findings to ensure they are factual, relevant and objective with requisite recommendations for improvements. (x) Reviewing audit working papers and ensure audit quality assurance standards are met. (xi) Monitoring through follow ups on the implementation of internal and external audit recommendations and report findings 	
Qualifications	
<p>Person specifications For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Cumulative service period of nine (12) years, three (3) of which must have been at the grade of principal internal auditor or in a comparable position; (ii) Bachelor's Degree in any of the following fields: Accounts, Finance, Commerce (Finance or Accounts option), Business Administration (Finance or Accounts option), or equivalent qualification from a recognized institution; 	

- (iii) Masters Degree in any of the following fields: Accounts, Finance, Commerce (Finance or Accounts option), Business Administration (Finance or Accounts option), or equivalent qualification from a recognized institution;
- (iv) Undertake forensic audits or investigations on suspected fraud, waste, or abuse.
- (v) Certified Public Accountant Kenya(CPA K) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) or Certified Fraud Examiner (CFE) or equivalent qualification from a recognized institution.
- (vi) Leadership course lasting not less than four (4) weeks from a recognized institution
- (vii) Full membership in Institute of Certified Public Accountant Kenya (ICPAK) or Institute Of Internal Auditors (IIA) or Information Systems Audit And Control Association (ISACA) or any other relevant professional body in good standing;
- (viii) Shown merit and ability as reflected in work performance and results;
- (ix) Proficiency in computer applications

Functional Skills, Behavioural Competencies and Attributes:

- Leadership and supervisory skills
- Strategic management skills
- Problem solving skills
- Analytical skills
- Organizational skills
- Negotiation skills
- Proficiency in economic modelling
- Proficiency in computer applications including statistical software Presentation skills
- Communication and interpersonal skills
- Team building skills
- Presentation skills
- Communication and interpersonal skills
- Team building skills

Job Title	Assistant Director, Infrastructure and Economic Service (One position)
Reference	HR/7/ADIESD/2025/23
Job Grade	KIP 4
Division	Infrastructure and Economic Services
Supervisor	Deputy Director, Infrastructure and Economic Services
Position Summary	The Assistant Director, Infrastructure and Economic Services supports with the responsibility of Coordinating the delivery of research-oriented outputs as per set targets, coordinating technical advisory in public policy research and analysis to stakeholders; Coordinating resource mobilization and implementation of the contracted projects
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Coordinating the delivery of research-oriented outputs as per set targets (ii) Coordinating technical advisory in public policy research and analysis to stakeholders (iii) Coordinating resource mobilization and implementation of the contracted projects (iv) Organizing effective dissemination of research outputs (v) Promoting quality control processes of research outputs (vi) Promoting partnerships and collaborative research with stakeholders (vii) Reviewing performance, efficiency, and impact of Department functions and provide guidance on improvements (viii) Coordinating corporate consultation, public participation, and stakeholder engagement in the Institute's programs and policies (ix) Supervising risk management, ensuring robust systems for accountability, business continuity, and internal controls (x) Putting in place corporate governance principles, corruption prevention strategies, and adherence to relevant national policies and directives (xi) Promoting staff motivation, teamwork, and a culture of ethical practices, good governance, and continuous improvement (xii) Supervising annual work plans, budgets, and performance management frameworks for the department, ensuring alignment with the Institute's strategic plan and performance contract (xiii) Organizing timely and efficient implementation of the Department's work plans 	

(xiv)	Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and research institutions
(xv)	Reviewing of public policies and strategies
(xvi)	Implementing work plans and contracted projects
(xvii)	Reviewing all research outputs from the Department to ensure alignment with the Institute's mandate and strategic objectives
(xviii)	Organizing the Department's dissemination activities and calendar
(xix)	Undertaking project planning, budgeting, and implementation within the Department
(xx)	Executing partnership activities in line with the Institute's priorities
(xxi)	Reviewing the preparation of quarterly and annual reports for management, the Board, performance contracting, and donors

Qualifications

Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of twelve (12) years' three (3) of which should have been at the grade of Senior Policy Analyst or in comparable position
- (ii) Bachelor's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (iii) Master's degree in economics, Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Spatial Information Science, Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. or related social sciences from a recognized institution
- (iv) Management course lasting not less than four (4) weeks from a recognized
- (v) Minimum of three (3) publications in peer-reviewed journals, books, and book chapters
- (vi) Minimum of four (4) published research papers or reports
- (vii) Shown merit and ability as reflected in work performance and results

Functional Skills, Behavioral Competencies and Attributes:

- (i) Leadership and supervisory skills
- (ii) Strategic management skills

- (iii) Problem solving skills
- (iv) Analytical skills
- (v) Organizational skills
- (vi) Negotiation skills
- (vii) Proficiency in economic modelling
- (viii) Proficiency in computer applications including statistical software Presentation skills
- (ix) Communication and interpersonal skills
- (x) Team building skills
- (xi) Presentation skills
- (xii) Communication and interpersonal skills
- (xiii) Team building skills

Job Title	Assistant Director, Human Resource and Administration (One position)
Reference	HR/7/ADHRMA/2025/24
Job Grade	KIP 4
Division	Human Resource and Administration
Supervisor	Deputy Director, Human Resource and Administration
Position Summary	The Assistant Director Human Resource and Administration supports in Coordinating, formulating, implementing, and reviewing policies, strategies, frameworks, work plans, budgets, legislations, guidelines, standards, norms, rules, procedures, and regulations for the department; Overseeing development, implementation, monitoring, and reviewing of the Departmental annual budgets, procurement and disposal plan, annual performance contract, and the Department's annual reports; Advising on succession management and preparation of human resource plans; Providing technical support in supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the department' Providing technical advice to ensure continuous improvement of business processes and controls in the Department and develop mechanisms for corporate consultations
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Coordinating, formulating, implementing, and reviewing policies, strategies, frameworks, work plans, budgets, legislations, guidelines, standards, norms, rules, procedures, and regulations for the department (ii) Overseeing development, implementation, monitoring, and reviewing of the Departmental annual budgets, procurement and disposal plan, annual performance contract, and the Department's annual reports (iii) Advising on succession management and preparation of human resource plans (iv) Managing staff separation and processing of terminal benefits (v) Spearheading development, implementation and review of the performance management system of the Institute (vi) Conducting research and developing strategies for best practices and on emerging trends in human resource management and development (vii) Providing technical support in supervision, coaching, mentoring, training, and development of all staff to ensure an efficient and motivated team in the department (viii) Overseeing implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the department (ix) Coordinating the implementation of a robust performance management system within the Department through providing oversight of the delivery of the annual performance contract and the strategic plan. (x) Spearheading training and development programmes in the Institute (xi) Coordinating implementation of risk management policy and strategies that ensure the department has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management (xii) Providing technical advice to ensure continuous improvement of business processes and controls in the 	

Department and develop mechanisms for corporate consultations

(xiii) Spearheading stakeholder engagement and enhancement of the corporate image of KIPPRRA.

(xiv) Coordinating recruitment, deployment, remuneration, staff performance, development and discipline of human resources

(xv) Coordinating establishment and monitor the human resource management information systems

(xvi) Contributing to a corporate culture that promotes ethical practices and good citizenship within the Division

(xvii) Coordinating employee satisfaction survey for the Institute

(xviii) Coordinating development and implementation of employee grievance handling mechanisms

(xix) Maintaining a conducive working environment by providing welfare services and maintenance of physical infrastructure

(xx) Coordinating implementation of staff medical scheme, Work Injury Benefit Act, Group Life Assurance and Group Personal Accident, gratuity, pension scheme and other staff welfare issues

(xxi) Coordinating customer satisfaction survey for the department

(xxii) Monitoring the implementation of business continuity plans for the department

(xxiii) Maintaining a Risk Management Register for the department

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative Service period of at least twelve (12) years' of relevant experience three (3) of which should have been at the grade of Principal Human Resource Officer or comparable position;
- (ii) Bachelor's degree in any of the following disciplines:- Human Resource Management, Industrial psychology, personnel management or equivalent qualification from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Psychology, sociology, anthropology, business management, administration, Economics or its equivalent qualification, and a diploma in Human Resource Management, Industrial psychology, personnel management or equivalent qualification from a recognized institution;

- (iii) Master's degree in any of the following disciplines:- Human Resource Management/ Development, Public/Business Administration or equivalent qualification from a recognized institution
- (iv) Membership from the Institute of Human Resource Management (IHRM) and in good standing;
- (v) Certified Human Resource Professional (CHRP);
- (vi) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated professional competence, managerial and administrative capability as reflected in work performance and results.
- (ix) Show merit and ability as reflected in work performance and results

Functional Skills, Behavioral Competencies and Attributes:

- Leadership and supervisory skills
- Strategic management skills
- Problem solving skills
- Analytical skills
- Organizational skills
- Negotiation skills

- Proficiency in economic modelling
- Proficiency in computer applications including statistical software Presentation skills
- Communication and interpersonal skills
- Team building skills
- Presentation skills
- Communication and interpersonal skills
- Team building skills

Job Title	Senior Policy Analyst, Gender & Special Groups (One position)
Reference	HR/7/SPAGSG/2025/25
Job Grade	KIP 5
Division	Gender and Special Groups
Supervisor	Principal Policy Analyst, Gender & Special Groups
Position Summary	The Senior Policy Analyst Gender and Special Groups supports supervising public policy analysis and providing public policy advice to government; Organizing capacity building activities for government officers and other stakeholders; Coordinating collection, integration and analysis of large, datasets for purposes of relevant, objective public policy research; Coordinating mentorship, guidance, and capacity building of staff to enhance technical skills and professional growth
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> i) Supervising public policy analysis and providing public policy advice to government ii) Organizing capacity building activities for government officers and other stakeholders iii) Coordinating collection, integration and analysis of large, datasets for purposes of relevant, objective public policy research iv) Coordinating mentorship, guidance, and capacity building of staff to enhance technical skills and professional growth v) Supervising performance management of staff vi) Undertaking public policy research and analysis to ensure alignment with the Institute’s mandate, quality standards, and strategic objectives vii) Informing technical advice, input, and policy options to stakeholders in public policy research and analysis viii) Organizing the formulation, review, and evaluation of public policies, strategies, and reforms ix) Maintaining effective relationships with key stakeholders, including policymakers, implementers, development partners, and other research institutions 	

- x) Preparing dissemination activities to enhance visibility and policy uptake of research findings
- xi) Undertaking project planning, budgeting, resource allocation, and implementation to ensure timely and efficient delivery
- xii) Undertaking data analysis, and information-sharing activities to strengthen evidence-based decision-making
- xiii) Preparing quarterly, annual, and donor reports in line with performance contracting and accountability frameworks

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of nine (9) years' three of which should have been at the grade of Policy Analyst or in comparable position.
- ii. Bachelor's degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Information Systems, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- iii. Master's degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Information Systems, Urban Planning, Gender, Nutrition and dietetics, Food Science, Artificial Intelligence, International Relations, Political Science, Public Administration, Political Science, International Affairs, Social Policy, Development studies, Public Health, Finance, Agriculture, Environmental Studies or related field from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Minimum of one (1) publication in peer reviewed journal, book or book chapter;
- vi. Minimum of two (2) published research papers or reports.
- vii. Proficiency in data analytics
- viii. Proficiency in statistical software and programming languages such as Stata, R, Python or similar, and working knowledge of databases

Functional Skills, Behavioral Competencies and Attributes:

- (i) Analytical skills
- (ii) Management and supervisory skills
- (iii) Communication and interpersonal skills
- (iv) Presentation skills
- (v) Team building skills

Job Title	Senior Partnerships Officer, Partnerships (One position)
Reference	HR/7/SPOP/2025/26
Job Grade	KIP 5
Division	Partnerships
Supervisor	Principal Partnership Officer
Position Summary	The Senior Partnerships Officer coordinates strategic partnerships and resource mobilization initiatives undertake implementation of MOUs and collaborative projects and enhances institutional influence, visibility, and sustainability through effective donor and partner engagement
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> i) Leading the development, review, and implementation of the Institute’s Partnerships and Networking Strategy and Policy ii) Providing thought leadership in identifying and evaluating partnership and networking opportunities locally, regionally, and internationally iii) Developing frameworks for tracking and measuring the effectiveness of partnerships iv) Overseeing the coordination and implementation of client- and partner-facing initiatives v) Guiding the negotiation, drafting, and execution of Memoranda of Understanding (MoUs), contracts, and partnership agreements vi) Ensuring all partnership-related contracts and documents are properly managed and maintained for compliance and institutional integrity vii) Supervising and coordinating collaborative research and consultancy activities with local and international partners viii) Overseeing the preparation and quality assurance of research outputs and deliverables arising from collaborative projects ix) Leading the development of research and partnership proposals to secure targeted funding for institutional sustainability 	

- x) Representing the Institute in high-level policy dialogues, technical working groups, task forces, and engagement forums
- xi) Facilitating the Institute’s participation and visibility in national and regional conferences and strategic platforms
- xii) Leading the preparation of periodic (quarterly and annual) partnership and network performance reports
- xiii) Guiding the preparation of departmental work plans aligned with institutional strategic objectives
- xiv) Providing strong leadership to multi-disciplinary teams across partnership and research initiatives
- xv) Mentoring, coaching, and guiding junior staff to build technical and professional capacity within the department
- xvi) Fostering a collaborative work environment that promotes innovation, accountability, and continuous learning

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Partnership Officer or comparable position
- ii. Bachelor’s degree in project planning and management, International relations, business management, Communications, Public Policy, Economics, development studies, Public relations, Public administration or related social sciences from a recognized institution
- iii. Master’s degree in project planning and management, International relations, business management, Communications, Public Policy, Economics, development studies, Public relations, Public administration or related social sciences from a recognized institution from a recognized institution recognized institution, and
- iv. Management course lasting not less than four (4) weeks from a recognized Institution; Membership with a relevant professional body where applicable
- v. Shown merit and ability as reflected in work performance and results, and
- vi. Proficiency in computer applications.

Functional Skills, Behavioral Competencies and Attributes:

- (i) Analytical skills
- (ii) Management and supervisory skills
- (iii) Communication and interpersonal skills
- (iv) Presentation skills
- (v) Team building skills

Job Title	Principal Administration Officer, Administration (One position)
Reference	HR/7/PAOA/2025/27
Job Grade	KIP 5
Division	Administration
Supervisor	Assistant Director, Administration
Position Summary	The Principal Administration Officer, Administration, is responsible for overseeing and managing the administrative operations of the Institute. The primary focus will be on ensuring the smooth running of office processes and procedures to support the overall efficiency and effectiveness of the Institute
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> i) Providing input in formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Corporation's performance targets and strategic plan ii) Providing technical input to ensure continuous improvement of business processes and controls in the section and develop mechanisms for corporate consultations iii) Supervising execution of risk management policy and strategies that ensure the Section has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management iv) Contributing to a corporate culture that promotes ethical practices and good citizenship within the Section v) Supervising implementation of a robust performance management system within the Section through monitoring on the delivery of the annual performance contract and the strategic plan vi) Overseeing implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Section vii) Developing, implementation and reviewing of policies, strategies, frameworks, work plans, budgets, legislations, guidelines, standards, norms, rules, procedures, and regulations for the department; viii) Ensuring compliance with statutory obligations related to health and safety, HIV and Aids, alcohol and drug abuse, gender and disability and related statutes; 	

- ix) Identifying proper office accommodation and layout for the KIPPRA's staff;
- x) Implementing work environment surveys recommendations to improve and ensure conducive work environment for staff;
- xi) Running day-to-day administrative activities of the Institute;
- xii) Coordinating provision of transport and logistics;
- xiii) Supervising general cleaning of offices;
- xiv) Identifying unserviceable and obsolete assets for disposal;
- xv) Compiling monthly utilization and expenditure data of all the Institute's vehicles;
- xvi) Updating and maintaining a catalogue of all KIPPRA's assets and properties;
- xvii) Coordinating maintenance and repair services of all vehicles of the Institute;
- xviii) Coordinating follow-up of payments of bills for common services including renewal of vehicle insurance policies and licenses and electricity bills;
- xix) Supervising outsourced administrative services;
- xx) Ensuring maintenance, storage and security of files and records;
- xxi) Maintaining a Risk Management Register and advising on mitigating measures for addressing risks in the department;
- xxii) Developing and implementing business continuity plans in the department;
- xxiii) Implementing Business Process Re-engineering (BPR) in the Department; and
- xxiv) Facilitating stakeholder engagement and foster a corporate culture that promotes ethical practices and good corporate citizenship.

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative Service period of at least nine (9) years' of relevant experience, three (3) of which should have been at the grade of Senior Administration Officer or comparable position
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science or equivalent qualification from a recognized institution;
- (iii) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership from a professional body and in good standing;
- (v) Proficiency in computer applications;

Functional Skills, Behavioral Competencies and Attributes:	
(i)	Analytical skills
(ii)	Management and supervisory skills
(iii)	Communication and interpersonal skills
(iv)	Presentation skills
(v)	Team building skills

Job Title	Principal Office Administrator (One position)
Reference	HR/7/POA /2025/46
Job Grade	KIP 5
Division	Office of the Executive Director
Supervisor	Executive Director
Position Summary	The Principal Office Administrator supports by Providing input in formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Corporation's performance targets and strategic plan; Providing technical input to ensure continuous improvement of business processes and controls in the section and develop mechanisms for corporate consultations; Supervising execution of risk management policy and strategies that ensure the Section has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management
Job Specifications	

Duties and responsibilities will entail:

- (i) Providing input in formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Corporation's performance targets and strategic plan
- (ii) Providing technical input to ensure continuous improvement of business processes and controls in the section and develop mechanisms for corporate consultations
- (iii) Supervising execution of risk management policy and strategies that ensure the Section has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management
- (iv) Contributing to a corporate culture that promotes ethical practices and good citizenship within the Section
- (v) Supervising implementation of a robust performance management system within the Section through monitoring on the delivery of the annual performance contract and the strategic plan;
- (vi) Overseeing implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Section
- (vii) Conducting supervision, coaching, mentoring, training and development of the Section staff to ensure an effective and motivated team
- (viii) Taking oral dictation;
- (ix) Using e-office to research and process data;
- (x) Operating office equipment;
- (xi) Attending to visitors/clients;
- (xii) Handling telephone calls;
- (xiii) Handling customer inquiries and complaints;
- (xiv) Coordinating schedules of meetings and appointments;
- (xv) Coordinating travel arrangements;
- (xvi) Ensuring the security of office records, equipment and documents, including classified materials;
- (xvii) Ensuring security, integrity and confidentiality of data;
- (xviii) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (xix) Maintaining an up-to-date filing system in the office;
- (xx) Preparing responses to routine correspondence;
- (xxi) Managing office protocol and etiquette; and
- (xxii) Managing petty cash.

Qualifications

Person Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of nine (9) years, three (3) of which should have been at the grade of Senior Office Administrator or comparable position
 - ii. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;
- OR**
- iii. Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
 - iv. Certificate in public relations and customer care course lasting not less than two (2) weeks from a recognized institution;
 - v. Certificate in secretarial management course lasting not less than four (4) weeks from a recognized institution;
 - vi. Proficiency in computer applications and
 - vii. Shown merit and ability as reflected in work performance and results.

Job Title	Policy Analyst, Nutrition & Dietetics (One position)
Reference	HR/7/PAND/2025/29
Job Grade	KIP 6
Division	Nutrition and Dietetics
Supervisor	Senior Policy Analyst Nutrition and Dietetics
Position Summary	The Policy Analyst Nutrition and Dietetics supports by Undertaking public policy research and analysis to ensure alignment with the Institute’s mandate, quality standards, and strategic objectives; Informing technical advice, input, and policy options to stakeholders in public policy research and analysis; Undertaking project planning, budgeting, resource allocation, and implementation to ensure timely and efficient delivery; Undertaking data analysis, and information-sharing activities to strengthen evidence-based decision-making
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> i) Undertaking public policy research and analysis to ensure alignment with the Institute’s mandate, quality standards, and strategic objectives ii) Informing technical advice, input, and policy options to stakeholders in public policy research and analysis iii) Organizing the formulation, review, and evaluation of public policies, strategies, and reforms iv) Organizing effective relationships with key stakeholders, including policymakers, implementers, development partners, and other research institutions v) Preparing dissemination activities to enhance visibility and policy uptake of research findings vi) Undertaking project planning, budgeting, resource allocation, and implementation to ensure timely and efficient delivery vii) Undertaking data analysis, and information-sharing activities to strengthen evidence-based decision-making viii) Preparing quarterly, annual, and donor reports in line with performance contracting and accountability frameworks 	
Qualifications	
<p>Person specifications For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> i. Cumulative service period of Six (6) years, three of which should have been at the grade of Assistant Policy Analyst I or in comparable position; ii. Bachelor’s degree in Economics, Statistics, Economics and Statistics, Computer Science, Data Science, Mathematics, Public Policy, Development studies, Law, Engineering, Geo-Information Systems (GIS), Urban Planning, Gender, Nutrition, Food Science, International Relations, Political Science, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Public Health, Public Finance, Environmental Studies or related field from a recognized institution. iii. Master’s degree in Economics, Statistics, Computer Science, Data Analytics, GIS, Engineering, Gender, Nutrition, Food Science, Public Policy, Public Administration, Political Science, International Affairs, International Relations, Social Policy, Development studies, Urban and Regional Planning, Governance and Public Management, Environmental Studies, Public Health, 	

Law, Public Finance, Political Economy or related field from a recognized institution .

iv. Proficiency in data analytics

v. Proficiency in statistical software and programming languages such as Stata, R, Python or similar, and working knowledge of databases

Functional Skills, Behavioral Competencies and Attributes:

- (i) supervisory skills
- (ii) Communication and interpersonal skills
- (iii) Presentation skills
- (iv) Team building skills

Job Title	Senior Statistician (One position)
Reference	HR/7/SS/2025/31
Job Grade	KIP 6
Division	Statistics
Supervisor	Principal Statistician
Position Summary	The Senior Statistician Supervises collection, collation, compilation and analysis and dissemination of statistics; Conducting field operations for data collection, ensuring adherence to methodology and timelines; Supervising and mentoring junior statisticians and data staff
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> i. Supervising collection, collation, compilation and analysis and dissemination of statistics ii. Conducting field operations for data collection, ensuring adherence to methodology and timelines iii. Supervising and mentoring junior statisticians and data staff iv. Overseeing the design and maintenance of institutional statistical databases v. Collaborate with policy analysts and researchers to generate evidence-based outputs vi. Preparing and review statistical reports, publications, and technical briefs vii. Responding to data requests from data users and researchers 	
Qualifications	
Person specifications	
For appointment to this grade, a candidate must have:	
<ul style="list-style-type: none"> (i) Cumulative service period of six (6) years, three (3) of which must have been at the grade of Statistician I or a comparable position (ii) Bachelor's degree in Mathematics, Data Science, Economics and Statistics, Biostatistics, Geo-Information System (GIS), Computer Science or related field from a recognized university (iii) Master's degree in Mathematics, Data Science, Economics and Statistics, Biostatistics, Geo-Information System (GIS), Computer Science or related field from a recognized university (iv) Proficiency in data analysis using statistical packages e.g. SPSS, Stata, MS Excel, Fox Pro, CS Pro or related qualifications 	
Functional Skills, Behavioural Competencies and Attributes:	
<ul style="list-style-type: none"> • Supervisory skills • Communication and interpersonal skills • Presentation skills • Team building skills 	

Job Title	Senior Supply Chain Management Officer (One position)
Reference	HR/7/SCMO/2025/32
Job Grade	KIP 6
Division	Supply Chain Management
Supervisor	Assistant Director Supply Chain Management
Position Summary	The Supply Chain Management Officer supports by Procuring goods, works and services; Advising on rationing of stores where demand exceeds supply; Conducting market survey and research; Carrying out the tendering processes; Filing and maintaining procurement records; Conduct market survey
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> i. Procuring goods, works and services ii. Advising on rationing of stores where demand exceeds supply iii. Conducting market survey and research iv. Carrying out the tendering processes v. Filing and maintaining procurement records vi. Managing inventory, stores and assets through inventory management system to avoid unprofitable lock-up of funds, stock outs as well as preventing wastage and losses vii. Maintaining procurement records for at least Six years after resulting contract has been completed through proper archiving for the purpose of ease of retrieval for future use viii. Coordinating the asset management and disposal of assets ix. Preparing periodic and annual supply chain management reports x. Verifying the receipt of common user items xi. Supervising stores operations xii. Observing compliance with policies, procedures, procurement act and regulation xiii. Inspect goods, works or services delivered to confirm the right quantity hence value for money xiv. Maintaining and updating the list of registered suppliers, contractors and consultants on a regular basis through advertising for open tender as well as receiving unsolicited applications for the reasons of having a quality data base for the institute xv. Preparing periodic and annual supply chain management report returns so as to comply with the Act by submitting quarterly and annual reports to the relevant bodies. xvi. Coaching, mentoring, training and developing staff to ensure an effective and motivated team. xvii. Supervising and appraising staff 	
Qualifications	
<p>Person specifications For appointment to this grade, a candidate must have:</p> <ol style="list-style-type: none"> (i) Cumulative service in supply chain management for a period of six (6) years, three (3) of which must have been at the grade of Supply Chain Management Officer I or in a comparable position (ii) Bachelor's Degree in Business Administration / Commerce (Supply Chain Management Option) or equivalent qualification from a recognized institution; 	

- (iii) Shown merit and ability as reflected in work performance and results
- (iv) Full membership; Kenya Institute of Supplies Management (KISM) in good standing
- (v) Supplies Practitioner's Licence issued by Kenya Institute of Supplies Management (KISM)
- (vi) Proficiency in Computer Applications.

Functional Skills, Behavioural Competencies and Attributes:

- Supervisory skills
- Communication and interpersonal skills
- Presentation skills
- Team building skills

Job Title	Senior Office Administrator (One position)
Reference	HR/7/SOA/2025/30
Job Grade	KIP 6
Division	Office of the Executive Director
Supervisor	Executive Director
Position Summary	The Senior Office Administrator Coordinates performance management of direct reports by guiding and supervising lower secretarial personnel; Conducting supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team; Coordinates travel arrangements; Maintains an up-to-date filing system in the office; Prepares responses to routine correspondence; Manages office protocol and etiquette;
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Coordinating performance management of direct reports by guiding and supervising lower secretarial personnel (ii) Conducting supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team (iii) Fostering and promoting positive culture of growth in the in the Institute that embrace change management and organizational performance (iv) Taking oral dictation; (v) Using e-office to research and process data; (vi) Operating office equipment; (vii) Attending to visitors/clients; (viii) Handling telephone calls; (ix) Handling customer inquiries and complaints; (x) Coordinating schedules of meetings and appointments; (xi) Coordinating travel arrangements; (xii) Ensuring the security of office records, equipment and documents, including classified materials; (xiii) Ensuring security, integrity and confidentiality of data; (xiv) Establishing and monitoring procedures for record keeping of correspondence and file movements; (xv) Maintaining an up-to-date filing system in the office; (xvi) Preparing responses to routine correspondence; (xvii) Managing office protocol and etiquette; and (xviii) Managing petty cash. 	

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of six (6) years, three (3) of which should have been at the grade of Office Administrator I or comparable position;
- ii. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- iii. Certificate in public relations and customer care course lasting not less than two (2) weeks from a recognized institution;
- iv. Proficiency in computer applications;
- v. Shown merit and ability as reflected in work performance and results.

Job Title	Senior Assistant Office Administrator (One position)
Reference	HR/7/SAOA/2025/33
Job Grade	KIP 6
Directorate	Directorate of Corporate Services
Supervisor	Director, Corporate Services
Position Summary	The Office Administration Coordinates performance management of direct reports by guiding and supervising lower secretarial personnel; Conducting supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team; Coordinates travel arrangements; Maintains an up-to-date filing system in the office; Prepares responses to routine correspondence; Manages office protocol and etiquette;
Qualifications	
Job Specifications	
Duties and responsibilities will entail:	
<ul style="list-style-type: none"> (i) Coordinating performance management of direct reports by guiding and supervising lower secretarial personnel (ii) Conducting supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team (iii) Fostering and promote positive culture of growth in the in the Institute that embrace change management and organizational performance (iv) Taking oral dictation; (v) Word and data processing; (vi) Managing e-office; (vii) Operating office equipment; (viii) Handling telephone calls and appointments; (ix) Attending to visitors/clients; (x) Maintaining office diary and travel itineraries; (xi) Establishing and monitoring procedures for record keeping of correspondence and file movements; (xii) Maintaining an up-to-date filing system in the office; (xiii) Managing office protocol; (xiv) Ensuring the security of office records, equipment and documents, including classified materials; (xv) Supervising office cleanliness; and (xvi) Managing petty cash. 	
Qualifications	
Person specifications	
For appointment to this grade, a candidate must have:	
<ul style="list-style-type: none"> (i) Cumulative service period of nine (9) years, three (3) of which should have been at the grade of Office Administrative Assistant I or comparable position; 	

- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;
OR
Business Education Single and grade certificate (BES&GC) from the Kenya National Examinations Council (KNEC) in the following subjects:
- a) Typewriting III (Minimum 50 w.p.m.)/ Computerized Document Processing III;
 - b) Shorthand III (100 w.p.m);
 - c) Business English III/ Communications II;
 - d) Secretarial Duties II;
 - e) Office Practice II
 - f) Commerce II;
 - g) Office Management III/Office Administration and Management III;
- (iii) Certificate in public relations and customer care course lasting not less than two (2) weeks from a recognized institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

Job Title	ICT Officer I (Two positions)
Reference	HR/7/ICTO/2025/34
Job Grade	KIP 7
Division	Information Communication Technology
Supervisor	Principal ICT Officer
Position Summary	The ICT officer I supports by maintaining technical documentation and service catalog on ICT equipment and software; Collecting feedback from users on processes and recommending areas of improvement; Training end-users on ICT systems and equipment; Maintaining support systems and training of users

Job Specifications

Duties and responsibilities will entail:

- (i) Maintaining technical documentation and service catalog on ICT equipment and software;
- (ii) Collecting feedback from users on processes and recommending areas of improvement;
- (iii) Training end-users on ICT systems and equipment;
- (iv) Maintaining support systems and training of users;
- (v) Prepare technical systems and user documentation as well as develop systems user manuals.
- (vi) Implementing scheduled routine as well as random maintenance tasks on Server hardware, VMWare Server virtual environment and Storage system in the data centers.
- (vii) Implementing the installation, operation and administration of security for the various systems components.
- (viii) Analyzing system and user requirements for optimal system design
- (ix) Designing, Developing and deployment of new enterprise systems and applications
- (x) Maintaining a register of network and data center equipment.
- (xi) Perform data analytics and data engineering tasks as per user requirements.

Qualifications

Person specifications
For appointment to this grade, a candidate must have:

- (i) at least one (1) Technical certification in either System Administration or Network
- (ii) Cumulative service period of three (3) years at the grade of ICT Officer II position or equivalent;
- (iii) Bachelor's degree of Science in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent from a recognized institution.
- (iv) Ak Administration (MCSE, LPIC, CompTIA Linux+, N+, A+, CCNA or equivalent, Software development, Data science/Data engineering.

(v)

Job Title	Supply Chain Management Assistant I (One position)
Reference	HR/7/SCMA/2025/35
Job Grade	KIP 7
Division	Supply Chain Management
Supervisor	Assistant Director, Supply Chain Management
Position Summary	The Supply Chain Management Assistant supports by Implementing and enforcing regulations and policies on supply chain management; Confirming receipt of the right quantity of goods, works or services are delivered; Receiving and issuing purchases to user divisions; Preparing quotations for stores items
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Implementing and enforcing regulations and policies on supply chain management (ii) Confirming receipt of the right quantity of goods, works or services are delivered (iii) Receiving and issuing purchases to user divisions (iv) Preparing quotations for stores items (v) Filing and maintaining procurement records (vi) Applying systems and procedures (vii) Analyzing supply chain management data (viii) Carrying out Asset Management Activities (ix) Disposing unserviceable /obsolete stores on the recommendation of a board of survey (x) Preparing periodic and annual supply chain management reports (xi) Maintaining reorder levels of stores to facilitate smooth running of the Institute, by replenishing stock in good time 	
Qualifications	
<p>Person specifications For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Cumulative service in storekeeping and or inventory management for a period of six (6) years, three (3) of which must have been at the grade of Supply Chain Management Assistant II or in a comparable position (ii) Diploma in Supply Chain Management (final stage from CIPS / CPSP-K from KISEB) or its equivalent qualification from a recognized institution. (iii) Shown merit and ability as reflected in work performance and results (iv) Full membership; Kenya Institute of Supplies Management (KISM) in good standing (v) Proficiency in Computer Applications <p>Functional Skills, Behavioural Competencies and Attributes:</p> <ul style="list-style-type: none"> • Report writing and presentation skills; • Communication skills; • Problem solving skills • Analytical skills • Team building skills • Planning and Organizing skills; • Presentation skills; • Time management skills 	

Job Title	Accountant II(One position)
Reference	HR/7/A/2025/46
Job Grade	KIP 8
Division	Finance and Accounts
Supervisor	Assistant Director, Accounts
Position Summary	The Accountant Supports by Maintaining efficient filling systems; Safe-keeping of invoices, receipts, and other accounts records; Preparing payment vouchers, imprests, and committal documents in accordance with laid down financial rules and regulations; Capturing data, maintenance of primary records such as cashbooks, ledgers, vote books, registers, and preparation of management reports; Preparing payments to statutory accounts such as PAYE, NHIF, NSSF and HELB;
Job Specifications	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Maintaining efficient filling systems; (ii) Safe-keeping of invoices, receipts, and other accounts records. (iii) Preparing payment vouchers, imprests, and committal documents in accordance with laid down financial rules and regulations; (iv) Capturing data, maintenance of primary records such as cashbooks, ledgers, vote books, registers, and preparation of management reports; (v) Preparing payments to statutory accounts such as PAYE, NHIF, NSSF and HELB; (vi) Receiving duly processed payments and receipt vouchers for filing; (vii) Initiating payments on internet banking and posting payments and receipt vouchers in the cash books; (viii) Receipting cash deposits, balancing, and reconciling of the cash books on daily basis; (ix) Maintaining the revenue collection register; (x) Extracting and providing cash liquidity analysis; (xi) Paying personal and merchant claims guided by cash balances in the cash books in line with treasury regulations; and (xii) Preparing of quarterly financial management reports 	
Qualifications	
<p>Person Specifications</p> <p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> i. Bachelor’s Degree in any of the following disciplines: - Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution; ii. Proficiency in Computer applications 	
Functional Skills, Behavioural Competencies and Attributes:	

- Communication and interpersonal;
- Organizational
- Team building
- Presentation
- Problem solving

Job Title	Legal Officer II (One position)
Reference	HR/7/LO/2025/28
Job Grade	KIP 8
Division	Legal Services
Supervisor	Assistant Director, Legal Services
Position Summary	The Legal Officer II supports by providing routine legal opinions and guidance on matters referred by departments or management; Interpreting laws, policies, contracts, and regulations affecting the Institute's operations; Maintaining and updating the litigation register, litigation diary, and repository of rulings/judgments while tracking case progress; Preparing case summaries, documentation, pleadings, and other filings for litigation and arbitral matters; Liaising with external advocates, attending court proceedings, conducting witness preparation, and arranging witness attendance for trials/hearings.
Job Specifications	
Duties and responsibilities at this level will entail: -	
(i)	Providing routine legal opinions and guidance on matters referred by departments or management.
(ii)	Interpreting laws, policies, contracts, and regulations affecting the Institute's operations.
(iii)	Maintaining and updating the litigation register, litigation diary, and repository of rulings/judgments while tracking case progress.
(iv)	Preparing Board and Committee papers, legal reviews of agenda items, and drafting resolutions.
(v)	Maintaining Board records, statutory documents, and compliance registers under guidance from senior officers.
(vi)	Enforcing alignment with legal, regulatory, and governance frameworks, including Mwongozo Code of governance.

- (vii) Drafting, reviewing, and interpreting contracts, agreements, leases, MoUs, and institutional policies to ensure legal soundness and compliance.
- (viii) Tracking contract timelines, deliverables, and compliance obligations.
- (ix) Preparing case summaries, documentation, pleadings, and other filings for litigation and arbitral matters.
- (x) Liaising with external advocates, attending court proceedings, conducting witness preparation, and arranging witness attendance for trials/hearings.
- (xi) Undertaking discovery of evidence and initiating settlement proceedings or Alternative Dispute Resolution mechanisms where appropriate.
- (xii) Preparing communication and documentation for arbitral proceedings, including submissions to the Office of the Attorney General and Department of Justice.
- (xiii) Responding to regulatory queries and preparing internal compliance reports.
- (xiv) Implementing data protection measures in line with the Data Protection Act and preparing privacy notices and internal compliance documentation.
- (xv) Conducting legal research and drafting detailed legal opinions on emerging and ongoing issues.
- (xvi) Organizing and maintaining a centralized filing system for contracts, pleadings, legal opinions, and statutory returns.
- (xvii) Identifying legal risks and recommending appropriate mitigation measures.
- (xviii) Keeping abreast of legal developments and disseminating key updates to relevant departments.
- (xix) Conducting staff sensitization sessions on legal, ethics, and compliance matters.
- (xx) Developing individual work plans, monitor performance, and seek requisite support to ensure delivery of agreed targets.

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- ii. Bachelor's Degree in Laws (LLB) degree from a recognized institution.
- iii. Admitted as an Advocate of the High Court.
- iv. Member of the Law Society of Kenya in good standing.
- v. Proficiency in computer application

Functional Skills, Behavioural Competencies and Attributes:

- Communication and interpersonal;
- Organizational
- Team building
- Presentation
- Problem solving

Job Title	Senior Office Assistant (One position)
Reference	HR/7/SOA/2025/36
Job Grade	KIP 9
Division	Human Resource and Administration
Supervisor	Principal Administration Officer
Position Summary	The Senior Office Assistant Supervise the cleaning of offices and related facilities to maintain cleanliness and hygiene standards BY ensuring cleaning, washing, dusting and polishing offices, furniture, office equipment, windows, hallways and lavatories, collecting trash, disposing garbage as well as replenishing toiletries when necessary; Oversees the timely collection, segregation and disposal of office waste in compliance with set guidelines; Coordinate the recording, movement, filing of documents and ensure prompt dispatch of mail and packages
Job Specifications	

Duties and responsibilities will entail:

- (i) Develop and maintain duty rosters to ensure efficient allocation and availability of support staff.
- (ii) Supervise the cleaning of offices and related facilities to maintain cleanliness and hygiene standards BY ensuring cleaning, washing, dusting and polishing offices, furniture, office equipment, windows, hallways and lavatories, collecting trash, disposing garbage as well as replenishing toiletries when necessary
- (iii) Oversee the timely collection, segregation and disposal of office waste in compliance with set guidelines.
- (iv) Coordinate the recording, movement, filing of documents and ensure prompt dispatch of mail and packages.
- (v) Ensure office premises are opened and locked on time and that security protocols are observed.
- (vi) Monitor and maintain habitable office conditions including cleanliness, lighting and general tidiness.
- (vii) Perform confidential general office support tasks as required by management.
- (viii) Coordinate the preparation and timely serving of tea and refreshments. Cleaning utensils and kitchen facilities during meetings and office hours.
- (ix) Packing office equipment, documents and furniture to be moved or transported from one place to another
- (x) Arrange the moving or carrying office equipment, furniture and ensure orderly arrangement;
- (xi) Storing cleaning solutions and toiletries;

Qualifications

Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of nine (9) years, three (3) of which should have been at the grade of Office Assistant I or comparable position;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain);
- (iii) Proficiency in computer applications;
- (iv) Shown merit and ability as reflected in work performance and results.

Functional Skills, Behavioural Competencies and Attributes:

- Analytical skills.
- Interpersonal skills.
- Problem solving skills.
- Supervisory skills.
- Conceptual skills.
- Report writing skills.
- Team building skills.
- Computer Skills.
- Communication Skills.
- Conflict resolution Skills.
- Time management.
- Resilience Skills.