



KIPPRRA ADVERTISEMENT FOR VACANCIES

Kenya Institute for Public Policy Research and Analysis (KIPPRRA) is a State Corporation established by an Act of Parliament – KIPPRRA Act No. 15 of 2006, with a primary mandate of providing quality policy advice to the Government of Kenya, and other key stakeholders by conducting policy research and analysis and through capacity building, in order to contribute to the achievements of national long term development objectives.

The Kenya Institute for Public Policy Research and Analysis invites applications from qualified candidates for the following Twenty (20) positions:

S/ No	Ref. No	Designation	Department/Division	Job Grade	No of Positions	Remarks
1	HR/7/DID/2023/34	DIRECTOR INTEGRATED SERVICES	DIRECTORATE OF INTEGRATED SERVICES	2	1	Advertisement
2	HR/7/CS/2023/35	CORPORATION SECRETARY	LEGAL	3	1	Advertisement
3	HR/7/PLO/2023/36	PRINCIPAL LEGAL OFFICER	LEGAL	4	1	Advertisement
4	HR/7/PIA/2023/37	PRINCIPAL INTERNAL AUDITOR	INTERNAL AUDIT	4	1	Advertisement
5	HR/7/PPAP/2023/38	PRINCIPAL POLICY ANALYST	PARTNERSHIPS	4	1	Advertisement
6	HR/7/PPAPROD/2023/39	PRINCIPAL POLICY ANALYST	PRODUCTIVE SECTOR	4	1	Readvertisement
7	HR/7/PPASOCIAL/2023/40	PRINCIPAL POLICY ANALYST	SOCIAL SECTOR	4	1	Advertisement
8	HR/7/PPASP/2023/41	PRINCIPAL POLICY ANALYST	STRATEGY AND PLANNING	4	1	Readvertisement
9	HR/7/SPACB/2023/42	SENIOR POLICY ANALYST	CAPACITY BUILDING	5	1	Readvertisement
10	HR/7/SPAGOV/2023/43	SENIOR POLICY ANALYST	GOVERNANCE	5	1	Advertisement
11	HR/7/SPAMACRO/2023/44	SENIOR POLICY ANALYST	MACROECONOMICS	5	1	Advertisement
12	HR/7/SPAOD/2023/45	POLICY ANALYST/SENIOR	OFFICE OF EXECUTIVE DIRECTOR	5	1	Readvertisement
13	HR/7/SPAP/2023/46	SENIOR POLICY ANALYST	PARTNERSHIPS	5	1	Readvertisement
14	HR/7/SPAPROD/2023/47	SENIOR POLICY ANALYST	PRODUCTIVE SECTOR	5	2	Readvertisement
15	HR/7/SPASOCIAL/2023/48	SENIOR POLICY ANALYST	SOCIAL SECTOR	5	1	Advertisement
16	HR/7/PATRADE/2023/49	POLICY ANALYST	TRADE AND FOREIGN POLICY	6	1	Advertisement
17	HR/7/PAP/2023/50	POLICY ANALYST	PARTNERSHIPS	6	1	Advertisement
18	HR/7/PAMACRO/2023/51	POLICY ANALYST	MACROECONOMICS	6	1	Advertisement
19	HR/7/SRMA/2023/52	SENIOR RECORDS MANAGEMENT ASSISTANT	RECORDS	7	1	Advertisement
		TOTAL POSITIONS			20	

The public is notified of the following:

1. Detailed job descriptions, requirements, and how to apply are available on the website <https://recruitment.kippira.or.ke/>
2. All applications **MUST** be received on or before **26th December 2023 by 5:00 pm.**
3. KIPPRA is an **equal-opportunity employer**. Persons with disability, females, marginalized and minorities are encouraged to apply.
4. There are **NO fees** charged by KIPPRA for any application for these positions.
5. **Canvassing** for any of these positions will result in the disqualification of the candidate.
6. Applicants who applied previously for the readvertised positions are encouraged to apply.
7. **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.
 - f) Recommendation letter (s).
8. 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, and duly filled personal data form which can be downloaded from the Institute's website. All applications should be sent through the recruitment portal (link provided in section 1 above).

Applications to be addressed to:

The Executive Director,

The Kenya Institute for Public Policy Research and Analysis,
Upper Hill, Bishop Gardens Towers, 2nd Floor Bishop Road,
P.O. Box 56445, Nairobi, 00200 City
Square, Tel: 2719933/4, Fax 2719951

Nairobi, Kenya.

Late applications will not be accepted, and **ONLY** shortlisted candidates will be contacted.



Persons with disabilities are encouraged to apply.

KIPPRA is an equal opportunity employer.



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

Job Title	Director, Integrated Development (One position)
Reference	HR/7/DID/2023/34
Job Grade	KIP 2
Basic Salary Scale	KES 271,411 - 382,848 per month
Directorate	Integrated Development
Supervisor	Executive Director
Position Summary/Purpose	Head the Integrated Development Directorate; guide the implementation of functions and duties undertaken in the directorate including policy research and analysis in Infrastructure and Economic Services, Productive Sector, Trade, and Foreign Policy and Knowledge Management for the Institute; determine and ensure directorate goals are achieved to ensure achievement of the Institute's mandate.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Providing technical leadership in research, policy analysis, and capacity building programmes; (ii) Ensuring timely preparation of relevant and innovative annual work plans and inputs to the performance contract; (iii) Ensuring timely and efficient implementation of work plans and conduct semi and annual appraisals of staff in the directorate; (iv) Enforcing the quality control process as established by the Institute; (v) Motivating staff in the directorate and ensuring teamwork as well as a good working environment; (vi) Ensuring the directorate generates income to the Institute as per the set targets; (vii) Establishing and maintaining effective relationships with key stakeholders including policymakers and implementers, development partners, and other research institutions; (viii) Providing advice to the Executive Director on a regular basis on ways to improve directorates' performance; (ix) Reviewing all research outputs from the directorate to ensure they are in line with the Institute's mandate; (x) Overseeing the Directorate's dissemination activities calendar; (xi) Overseeing project planning, budgeting, and implementation in the Directorate; (xii) Coordinating capacity building activities and partnerships in the Institute; (xiii) Supervising the implementation of the Young Professional program and other staff capacity building initiatives; (xiv) Monitoring the implementation of the work plan and contracted projects; (xv) Preparing of the quarterly and annual reports for management, Board, Performance contracting, and donors; and 	

(xvi) Coordinating knowledge management and data management activities for the Institute.

Qualifications

For appointment to this grade, a candidate must have:

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

Functional Skills, Behavioral Competencies, and Attributes:

Functional skills

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

Behavioral competencies and attributes:

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

Job Title	Corporation Secretary (One position)
Reference	HR/7/CS/2023/35
Job Grade	KIP 3
Basic Salary Scale	KES 197, 923 - 279,187 per month
Department	Corporation and legal services
Supervisor	Executive Director
Position Summary	The Corporation Secretary is the head of the Corporation Secretary and Legal Services Department, with the responsibility to provide legal guidance to the Institute and Board on their duties and responsibilities and on matters of governance, to ensure compliance with Laws and Code of Governance.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Providing legal guidance to the Institute and the Board on their duties and responsibilities and on matters of governance; (ii) Preparing Board work plan, Board calendar, and Board Budget; (iii) Follow up with management staff to ensure Board papers are ready and disseminated on time; (iv) Providing corporate governance advisory to the Board; (v) Promoting compliance with Laws, regulations, and codes of governance; (vi) Overseeing monitoring and evaluation of compliance with regulations, contractual obligations and policies and implementing corrective actions; (vii) Facilitating Board induction and carrying out Board training needs assessment; (viii) Facilitating Board evaluation process to ensure improvement in corporate governance practices; (ix) Ensuring proper constitution of Board committees with clear terms of reference; (x) Ensuring governance and legal audit are carried out; (xi) Registering KIPPRA documents for intellectual property; (xii) Maintaining statutory records and books including a register of present and past Board members, register of charges, and minutes of Board meetings; (xiii) Maintaining and updating governance documents including Board charter, work plan, conflict of interest, statutory registers, and gift register; (xiv) Facilitating policy research on legal issues; (xv) Ensuring reviewing of legal documents/instruments, opinions, and briefs; (xvi) Coordinating preparation of reports, briefs, and memoranda; (xvii) Taking legal action where necessary to protect the interest of the KIPPRA in pursuance of its mandate; (xviii) Managing liaison with external law firms on litigation involving KIPPRA; (xix) Providing legal counsel on legal and legislative issues impacting KIPPRA; (xx) Providing legal support and services to the programmes in which KIPPRA will be involved; (xxi) Preparing drafts and negotiating contracts, leases, formal agreements, and other legal instruments between KIPPRA and other parties; (xxii) Participating in settlement and arbitration of disputes to protect organizational interests; (xxiii) Providing company secretarial services to the Board; 	

- (xxiv) Overseeing drafting of legal documents;
- (xxv) Interpreting and implementing laws and rulings including the government policies and regulations;
- (xxvi) Representing KIPPRA in relevant functions and activities;
- (xxvii) Appraising of staff in the department;
- (xxviii) Overseeing day to day operations of the Department; and
- (xxix) Motivating and supervising staff in the department and ensuring a good work environment.

Qualifications

For appointment to this grade, a candidate must have:

- (i) Bachelor of Laws degree from a recognized institution;
- (ii) Master's degree in Law;
- (iii) Postgraduate Diploma from Kenya School of Law;
- (iv) Minimum period of nine (9) years post admission in legal affairs, three of which in management;
- (v) Admitted as an Advocate of the High Court;
- (vi) Member of the Law Society of Kenya and in good standing;
- (vii) Member of Institute of Certified Secretaries;
- (viii) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (ix) Computer skills; and
- (x) Fulfil the requirements for Chapter six (6) of the Constitution.

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

1. Computing skills;
2. Leadership skills;
3. Analytical skills;
4. Problem-solving skills;
5. Supervisory skills;
6. Conceptual skills; and 7. Conflict resolution skills.

Behavioral Competencies/Attributes

1. Communication skills;
2. Interpersonal skills; and
3. Time management.

Job Title	Principal Legal Officer (One position)
Reference	HR/7/PLO/2023/36
Job Grade	KP/4
Basic Salary Scale	KES 147,181 - 207,612 per month
Department	Corporation Secretary and Legal Services Department
Supervisor	Corporation Secretary
Position Summary	To Principal Legal officer liaises with external law firms on litigations by preparing witness statements and collecting evidence, Providing legal opinion on matters pertaining to KIPPRA, Updating the institute on relevant new legislation, reviewing of contract agreements, leases and other legal instruments. Ensuring compliance with regulations, contractual obligations and policies and implement corrective actions
Key Responsibilities	
<p>Duties and responsibilities will entail:-</p> <ul style="list-style-type: none"> (i) Liaising with external law firms on litigations by preparing witness statements and collecting evidence; (ii) Providing legal opinion on matters pertaining to KIPPRA; (iii) Updating the Institute on relevant new legislations; (iv) Filing periodic statutory returns with the regulators; (v) Drawing standard contract templates; (vi) Reviewing contract agreements, leases and other legal instruments; (vii) Undertaking research on legal issues relating to KIPPRA; (viii) Ensuring compliance with Laws, regulations, standards and codes; (ix) Monitoring and evaluate compliance with regulations, contractual obligations and policies and implement corrective actions; (x) Conducting investigations on court cases on matters before filing suit; (xi) Maintaining safe custody of contracts and legal documents; and (xii)(xii) Participating in preparation of work plans, Budgets and reports. 	
Qualifications	
<p>For appointment to this grade, a candidate must have:-</p> <ul style="list-style-type: none"> (i) Bachelor of Laws (LL.B) degree from a recognized institution; (ii) Master's Degree in Law; (iii) Postgraduate Diploma from Kenya School of Law; (iv) Minimum period of six (6) years post admission in Legal Affairs; (v) Admitted as an Advocate of the High Court; (vi) Member of the Law Society of Kenya in good standing; (vii) Member of institute of Certified Secretaries; (viii) Management course lasting not less than four (4) weeks from a recognized institution; (ix) Computer skills; and (x) Fulfil the requirements for Chapter six (6) of the Constitution.□ 	
Functional Skills, Behavioral Competencies and Attributes:	
<p>Functional skills</p> <ol style="list-style-type: none"> 1. Leadership skills; 2. Strategic management skills; 3. Problem-solving skills; 	

4. Conflict management skills;
5. Communication skills;
6. Interpersonal skills;
7. Organizational skills;
8. Negotiation skills;
9. Team building; and
10. Analytical skills.

Behavioral competencies/Attributes

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

Job Title	Principal Internal Auditor (One position)
Reference	HR/7/PIA/2023/37
Job Grade	KP/4
Basic Salary Scale	KES 147,181 - 207,612 per month
Department	Internal Audit Department
Supervisor	Deputy Director Internal Audit
Position Summary	The Principal Internal Auditor shall Develop internal audit policies and procedures, Implement and review the Internal audit charter, Develop annual internal audit work plans and budget, review internal audit reports, assess the adequacy of compliance, control and governance processes put in place by the management and also provide an independent objective assurance designed to add value and improve the Institute's operations by assisting the management and Audit Committee in the effective discharge of their duties and responsibilities.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Developing Internal Audit Policies and Procedures; (ii) Developing, implement and Reviewing the internal audit charter; (iii) Developing internal audit strategic plan; (iv) Developing annual internal audit work plans and budgets; (v) Reviewing of internal audit reports; (vi) Preparing final internal audit activities reports; (vii) Supervising Internal Audit staff; (viii) Liaising with external auditors and other external assurance providers; (ix) Providing advisory services to Management and the Board; (x) Evaluating internal controls framework; (xi) Executing the annual internal audit work plan; (xii) Supervising assurance internal audit activities; (xiii) Providing assurance on the effectiveness of Institute's risk management framework; (xiv) Liaising and work closely with the law Enforcement agencies, commissions and professional bodies mandated to conduct investigations into incidents of fraud and other irregularities to prevent, detect and investigate identified malpractices; (xv) Ensuring follow up on implementation of audit recommendations; and (xvi) Ensuring compliance with the Internal Audit Charter, Public Finance Management Act, 2015 Regulations and any other guidelines issued from time to time by the Government and the Institute of Internal Auditors. 	
Qualifications	
<p>For appointment to this grade, a candidate must have: -</p> <ul style="list-style-type: none"> (i) Bachelors Degree in accounting or other relevant fields from a recognized institution; (ii) Masters Degree in accounting or other relevant fields from a recognized institution. (iii) CPA (K) and CIA, CISA or any equivalent qualification from a recognized institution; (iv) Active Member of ICPAK or IIA; (v) Minimum six (6) relevant work experience; (vi) Management course lasting not less than four (4) weeks from a recognized institution; (vii) Computer skills in audit and accounting softwares; and 	

(viii) Fulfil the requirements for Chapter six (6) of the Constitution.

Functional Skills, Behavioral Competencies and Attributes:

Functional skills

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

Behavioral competencies/Attributes

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

Job Title	Principal Policy Analyst Partnerships (One position)
Reference	HR/7/PPAP/2023/38
Job Grade	KP/4
Basic Salary Scale	KES 147,181 - 207,612 per month
Department	Partnerships Department
Supervisor	Deputy Director Partnerships
Position Summary	The Principal Policy Analyst Partnerships shall develop and review Partnerships and Networking Strategy and Policy, guide in identifying capacity building activities for networking and partnering, Supervise coordination of collaborative research activities. Drafting memorandum of understanding and any other partnership agreements, developing research proposals to raise targeted funds to enhance sustainability of the Institute; Participating in enhancing the Institute's networks and partnerships; Dissemination of research findings through seminars, roundtables, workshops and conferences;
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Developing and Reviewing Partnerships and Networking Strategy and Policy; (ii) Guiding in identifying capacity building activities for networking and partnering; (iii) Overseeing coordination and implementation of client work; (iv) Supervising coordination of collaborative research activities with other partners; (v) Participating in organizing national and regional conferences; (vi) Drafting Memorandum of Understanding and any other partnership agreements; (vii) Ensuring contracts related to partnership activities are managed and maintained; (viii) Participating in the preparation of quarterly and annual reports; and (ix) Undertaking relevant objective policy research and analysis to provide policy advice to government; (x) Overseeing conduct of capacity building activities for government and other stakeholders; (xi) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; (xii) Participating in enhancing the Institute's networks and partnerships; (xiii) Dissemination of research findings through seminars, roundtables, workshops and conferences; (xiv) Publishing of research work including referred journals and book chapters; (xv) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (xvi) Preparing work plans to achieve the Institute's mandate; (xvii) Participating in policy engagement forums such as task forces, working groups among others; (xviii) Overseeing preparation of quarterly and annual reports; (xix) Assuring quality of collaborative research outputs; (xx) Supervising and Overseeing the day-to-day execution of collaborative and consultancy research projects; (xxi) Supervising young professionals' research activities; (xxii) Developing research proposals to raise targeted funds to enhance sustainability of the 	

Institute; and

(xxiii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.

Qualifications

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution;
 - (ii) Masters Degree in Economics, or related social sciences from a recognized institution from a recognized institution;
 - (iii) PhD in Economics, or related social sciences from a recognized institution from a recognized institution;
 - (iv) Knowledge in resource mobilization, communication, marketing, international relations and public relations;
 - (v) Strong presentation writing and negotiation skills including the ability to initiate and elaborate partnership projects and grant projects;
 - (vi) Project management skills;
 - (vii) Management course lasting not less than four (4) weeks from a recognized institution;
 - (viii) Six (6) years' relevant work experience;
 - (ix) Minimum of four (4) publications in peer Reviewed journals;
 - (x) Minimum of six (6) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- and
- (xi) Training in Modeling skills will be an added advantage.
 - (xii) Computer Skills including statistical packages; and
 - (xiii) Fulfil the requirement of chapter six (6) of the constitution.

Functional Skills, Behavioral Competencies and Attributes:

Functional skills

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

Behavioral competencies/Attributes

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

Job Title	Principal Policy Analyst, Productive Sector (One position)
Reference	HR/7/PPAPROD/2023/39
Job Grade	KP/4
Basic Salary Scale	KES 147,181 - 207,612 per month
Department	Productive Sector
Supervisor	Deputy Director, Integrated Development
Position Summary	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute's networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute's mandate; (x) Participating in the preparation of KIPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Managing the collection and updating data and ensuring the overall quality of this data; (xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs; (xvi) Supervising and overseeing the day-to-day execution of research projects; (xvii) Supervising young professionals' research activities; (xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and (xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
For appointment to this grade, a candidate must have:	

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

Functional Skills, Behavioral Competencies and Attributes:

Functional skills

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

Behavioral competencies/Attributes

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

Job Title	Principal Policy Analyst, Social Sector (One position)
Reference	HR/7/PPASOCIAL/2023/40
Job Grade	KP/4
Basic Salary Scale	KES 147,181 - 207,612 per month
Department	Social Sector
Supervisor	Deputy Director, Economic Management
Position Summary	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute's networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute's mandate; (x) Participating in the preparation of KIPPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Managing the collection and updating data and ensuring the overall quality of this data; (xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs; (xvi) Supervising and overseeing the day-to-day execution of research projects; (xvii) Supervising young professionals' research activities; (xviii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and (xix) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	

Qualifications

For appointment to this grade, a candidate must have:

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

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

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

Behavioral competencies/Attributes

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

Job Title	Principal Policy Analyst, Strategy and Planning (One position)
Reference	HR/7/PPASP/2023/41
Job Grade	KIP 4
Basic Salary Scale	KES 147,181 - 207,612 per month
Department	Strategy and Planning
Supervisor	Deputy Director, Strategy and Planning
Position Summary	To support in providing policy advice and evidence in public policy formulation; conduct public policy research; undertake public policy analysis; support capacity building especially in public policy analysis; provide policy advisory and technical services to the government, private sector and other stakeholders; disseminate research findings with a view of informing public policy process and providing a platform for the exchange of policy views amongst stakeholders thus contribute to the Institute's mandate.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute's networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute's mandate; (x) Participating in the preparation of KIPPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Managing the collection and updating data and ensuring the overall quality of this data; (xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs; (xvi) Supervising and overseeing the day-to-day execution of research projects; (xvii) Supervising young professionals' research activities; (xviii) Participating in the preparation of quarterly an annual report has individual targets that also need to be reported (xix) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and (xx) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Bachelor's degree in economics or related social sciences from a recognized institution 	

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

Functional Skills, behavioral Competencies and attributes:

Functional skills

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

Behavioral competencies and attributes

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

Job Title	Senior Policy Analyst, Capacity Building (One position)
Reference	HR/7/SPACB/2023/42
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Capacity Building
Supervisor	Principal Policy Analyst, Capacity Building
Position Summary	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
Key Responsibilities	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> (i) Promoting capacity building program for the Institute; (ii) Developing and reviewing the Institute capacity building strategy and policy; (iii) Ensuring stakeholder capacity building needs assessment is conducted; (iv) Developing training manuals and materials; (v) Establishing and manage the repository for training manuals and materials; (vi) Coordinating the capacity building activity in the Institute; (vii) Undertaking Monitoring and evaluation of the capacity building programs; (viii) Developing partnership agreements in capacity building with key stakeholders; (ix) Undertaking relevant objective policy research and analysis to provide policy advice to government; (x) Conducting capacity building activities for government and other stakeholders; (xi) Enhancing the Institute’s networks and partnerships especially in capacity building; (xii) Undertaking policy analysis and provide policy advice to government; (xiii) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; (xiv) Disseminating research findings through seminars, roundtables, workshops and conferences; (xv) Publishing of research work including referred journals and book chapters; (xvi) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (xvii) Contributing to the preparation of work plans to achieve the Institute’s mandate; (xviii) Participating in policy engagement forums such as task forces, working groups among others; (xix) Updating on current economic developments to guide in identifying policy issues for the Institute focus; (xx) Preparing quarterly and annual reports; (xxi) Assuring quality of capacity building program; (xxii) Developing content and publish in peer reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	

Qualifications

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in economics or related social sciences from a recognized institution from a recognized institution;
- (ii) Master's degree in economics or related social sciences from a recognized institution from a recognized institution;
- (iii) Minimum experience of three (3) years relevant work experience;
- (iv) Minimum of two (2) publications in peer reviewed journals;
- (v) Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (vi) Demonstrated ability to design capacity building strategies;
- (vii) Experience in planning and delivery training sessions;
- (viii) Excellent interpersonal, organizational and presentation skills;
- (ix) Training in Modeling skills and use of statistical software's will be an added advantage;
- (x) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (xi) Computer skills including relevant statistical packages; and
- (xii) Fulfil the requirements of Chapter six (6) of the Constitution.

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

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

Behavioral competencies and attributes

1. Demonstrated ability to design capacity building strategies;
2. Experience in planning and delivery training sessions;
3. Integrity and accountability (Fulfil the requirements of Chapter six (6) of the constitution)
4. Critical thinking;
5. Strategic thinking;
6. Ability to work under pressure;
7. Knowledge statistical software for data entry, analysis, extraction and reporting; and
8. Problems are highly complex, requiring significant research and creative thinking

Job Title	Senior Policy Analyst, Governance (One position)
Reference	HR/7/SPAGOV/2023/43
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Governance
Supervisor	Principal Policy Analyst, Governance
Position Summary	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
Key Responsibilities	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; (xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs (xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and (xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
For appointment to this grade, a candidate must have:	
<ul style="list-style-type: none"> (i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution; 	

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

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

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

Behavioral competencies/ Attributes

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

Job Title	Senior Policy Analyst, Macroeconomics (One position)
Reference	HR/7/SPAMACRO/2023/44
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Macroeconomics
Supervisor	Principal Policy Analyst, Macroeconomics
Position Summary	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
Key Responsibilities	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; (xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs (xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and (xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
For appointment to this grade, a candidate must have:	
(i) Bachelors Degree in Economics or related social sciences from a recognized institution	

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

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

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

Behavioral competencies/ Attributes

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

Job Title	Senior Policy Analyst, Office of Executive Director (One position)
Reference	HR/7/SPAOED/2023/45
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Office of Executive Director
Supervisor	Executive Director
Position Summary	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
Key Responsibilities	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; (xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs (xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and (xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
For appointment to this grade, a candidate must have:	
(i) Bachelors Degree in Economics or related social sciences from a recognized institution	

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

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

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

Behavioral competencies/ Attributes

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

Job Title	Senior Policy Analyst, Partnerships (One position)
Reference	HR/7/SPAP/2023/46
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Partnerships
Supervisor	Principal Policy Analyst, Partnerships
Position Summary	Senior policy analyst in partnership department is responsible for undertaking activities towards promoting the Institute’s strategic partnerships, networks and linkages at national and county levels, and with regional and international institutions to strengthen resource mobilization, to ensure Institutional stability and to manage the expectation of partners.
Key Responsibilities	
<p>Duties and responsibilities will entail: -</p> <ul style="list-style-type: none"> (i) Developing and reviewing Partnerships and Networking Strategy and Policy; (ii) Identifying capacity building activities for networking and partnering; (iii) Ensuring coordination and implementation of client work; (iv) Coordinating collaborative research activities with other partners; (v) Organizing national and regional conferences; (vi) Drafting Memorandum of Understanding and any other partnership agreements; (vii) Ensuring contracts related to partnership activities are well managed and maintained; (viii) Participating in the preparation of quarterly and annual reports; (ix) Conducting capacity building activities for government and other stakeholders; (x) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; (xi) Participating in enhancing the Institute’s networks and partnerships; (xii) Undertaking relevant objective policy research and analysis to provide policy advice to government; (xiii) Disseminating research findings through seminars, roundtables, workshops and conferences; (xiv) Publishing of research work including referred journals and book chapters; (xv) Developing policy-oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (xvi) Contributing to the preparation of work plans to achieve the Institute’s mandate; (xvii) Participating in policy engagement forums such as task forces, working groups among others; (xviii) Assuring quality of collaborative and consultancy research outputs; (xix) Developing research proposals to raise targeted funds to enhance sustainability of the Institute; and (xx) Developing content and publish in peer reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Bachelor’s degree in economics or related social sciences from a recognized 	

- institution;
- (ii) Master's degree in economics or related social sciences from a recognized institution;
- (iii) Knowledge in resource mobilization, communication, marketing, international relations and public relations;
- (iv) Strong presentation writing and negotiation skills including the ability to initiate and elaborate partnership projects and grant projects;
- (v) Project management skills;
- (vi) Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- (vii) Minimum of three (3) years relevant work experience;
- (viii) Minimum of two (2) publications in peer Reviewed journals;
- (ix) Minimum of three (3) research papers including KIPPRA discussion papers, policy papers, working papers, special papers as well as book chapters;
- (x) Training in Modeling skills and use of statistical soft wares will be an added advantage;
- (xi) Computer skills including relevant statistical packages; and
- (xii) Fulfil the requirement of chapter six (6) of the constitution.

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

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

Behavioral competencies/ Attributes

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

Job Title	Senior Policy Analyst, Productive Sector (Two positions)
Reference	HR/7/SPAPROD/2023/47
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Productive Sector
Supervisor	Principal Policy Analyst, Productive Sector
Position Summary	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
Key Responsibilities	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; (xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs (xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and (xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
For appointment to this grade, a candidate must have:	
<ul style="list-style-type: none"> (i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution; 	

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

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

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

Behavioral competencies/ Attributes

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

Job Title	Senior Policy Analyst, Social Sector (One position)
Reference	HR/7/SPASOCIAL/2023/48
Job Grade	KIP 5
Basic Salary Scale	KES 128,994 – 181,958 per month
Department	Social Sector
Supervisor	Principal Policy Analyst, Social Sector
Position Summary	Undertake public policy capacity building, research, analysis and dissemination with the view to advise government of Kenya and other economic agencies on matters of public policy. Provide technical support and delegated supervisory roles in policy formulation and implementation of public policy capacity building programs to build capacity of government of Kenya, private sector on matters of public policy. Promoting and coordinating the Institute capacity building agenda for stakeholders, developing and implementing the capacity development strategy, and to continuously undertake monitor and evaluate the implementation of capacity building programs.
Key Responsibilities	
Duties and responsibilities will entail: -	
<ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; (xiii) Updating current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports; (xv) Assuring quality of research outputs (xvi) Participating in the preparation of quarterly and annual reports-has individual targets that also need to be reported; and (xvii) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
For appointment to this grade, a candidate must have:	
<ul style="list-style-type: none"> (i) Bachelors Degree in Economics or related social sciences from a recognized institution from a recognized institution; (ii) Masters Degree in Economics, or related social sciences from a recognized institution 	

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

Functional Skills, Behavioral Competencies and Attributes:

Functional Skills

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

Behavioral competencies/ Attributes

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

Job Title:	Policy Analyst, Trade and Foreign Policy (One Position)
Reference	HR/7/PATRADE/2023/49
Grade	KP/6
Basic Salary Scale	Kshs. 104,080 – 146,814 p.m.
Department	Trade and Foreign Policy
Supervisor	Senior Policy Analyst, Trade and Foreign Policy
Position Summary	To conduct objective research and analysis on Public Policy issues with the aim of providing advice to policy makes; advice the government and government agencies on public policy; develop and maintain research resources and databases on public policy and disseminate research findings through seminars, roundtable meetings and workshops/ Conferences.
Key Responsibilities	
<ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals, and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; and (xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and (xv) Developing content and publishing in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Bachelors Degree in Economics or related social sciences from a recognized institution; (ii) Masters Degree in Economics or related social sciences from a recognized institution from a recognized institution ; (iii) Computer Skills; (iv) Knowledge of basic statistical software for data entry, extraction and reporting; and (v) Fulfil the requirement of chapter six (6) of the constitution. 	
Functional Skills	
<ol style="list-style-type: none"> 1. Communication and interpersonal skills, 2. Organizational skills, 3. Team building skills 	

- | |
|--|
| <ol style="list-style-type: none">4. Analytical skills5. Presentation skills6. Training and modelling skills7. Computer skills (including statistical packages) |
|--|

Competencies/ Attributes

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| <ol style="list-style-type: none">1. Proven ability to identify and critically assess issues and trends.2. Sound knowledge and experience in the application of advanced research methodologies.3. Demonstrated ability to make timely, fundamentally sound and quality decisions pertinent to research priorities, and identified research outcomes that impact on Kenyan people.4. Confident in networking and engaging with key institutions and relevant stakeholders to minimize research gaps.5. Well- developed and practiced negotiating skills.6. Excellent problem-solving skills. |
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Job Title:	Policy Analyst, Partnerships (One Position)
Reference	HR/7/PAP/2023/50
Grade	KP/6
Basic Salary Scale	Kshs. 104,080 – 146,814 p.m.
Department	Partnerships
Supervisor	Senior Policy Analyst, Partnerships
Position Summary	To conduct objective research and analysis on Public Policy issues with the aim of providing advice to policy makes; advice the government and government agencies on public policy; develop and maintain research resources and databases on public policy and disseminate research findings through seminars, roundtable meetings and workshops/ Conferences.
Key Responsibilities	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Participating in developing and Reviewing Partnerships and Networking Strategy and Policy; (ii) Identifying capacity building activities for networking and partnering; (iii) Coordinating implementation of client work; (iv) Participating in coordinating collaborative research activities with other partners; (v) Participating in organizing national and regional conferences; (vi) Participating in drafting Memorandum of Understanding and any other partnership agreements; (vii) Managing and maintaining contracts related to partnership activities; (viii) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (ix) Participating in extending and enhancing the Institute’s networks and partnerships; (x) Undertaking relevant objective policy research and analysis to provide policy advice to government (xi) Disseminating research findings through seminars, roundtables, workshops and conferences; (xii) Publishing of research work including referred journals, and book (xiii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (xiv) Contributing to the preparation of work plans to achieve the Institute’s mandate; (xv) Participating in policy engagement forums such as task forces, working groups among others; (xvi) Updating on current economic developments to guide in identifying areas of collaboration; (xvii) Participating in the preparation of quarterly and annual reports; and (xviii) Developing content and publish in peer Reviewing journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Bachelors Degree Economics or related social sciences from a recognized institution from a recognized institution; (ii) Masters Degree in Economics or related social sciences from a recognized institution from a recognized institution; (iii) Knowledge in resource mobilization, communication, marketing, international relations and public relations; (iv) Strong presentation writing and negotiation skills including the ability to initiate and elaborate partnership projects and grant projects; (v) Project management skills; 	

(vi) Computer Skills including statistical packages; (vii) Knowledge of basic statistical software for data entry, extraction and reporting; and (viii) Fulfil the requirement of chapter six (6) of the constitution.
Functional Skills
<ol style="list-style-type: none"> 1. Communication and interpersonal skills, 2. Organizational skills, 3. Team building skills 4. Analytical skills 5. Presentation skills 6. Training and modelling skills 7. Computer skills (including statistical packages)
Competencies/ Attributes
<ol style="list-style-type: none"> 1. Proven ability to identify and critically assess issues and trends. 2. Sound knowledge and experience in the application of advanced research methodologies. 3. Demonstrated ability to make timely, fundamentally sound and quality decisions pertinent to research priorities, and identified research outcomes that impact on Kenyan people. 4. Confident in networking and engaging with key institutions and relevant stakeholders to minimize research gaps. 5. Well- developed and practiced negotiating skills. 6. Excellent problem-solving skills.

Job Title:	Policy Analyst, Macroeconomics (One Position)
Reference	HR/7/PAMACRO/2023/51
Grade	KP/6
Basic Salary Scale	Kshs. 104,080 – 146,814 p.m.
Department	Macroeconomics
Supervisor	Senior Policy Analyst, Macroeconomics
Position Summary	To conduct objective research and analysis on Public Policy issues with the aim of providing advice to policy makes; advise the government and government agencies on public policy; develop and maintain research resources and databases on public policy and disseminate research findings through seminars, roundtable meetings and workshops/ Conferences.
Key Responsibilities	
<p>Duties and responsibilities will entail:</p> <ul style="list-style-type: none"> (i) Undertaking relevant objective policy research; (ii) Conducting capacity building activities for government and other stakeholders; (iii) Undertaking policy analysis and provide policy advice to government; (iv) Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute; (v) Participating in enhancing the Institute’s networks and partnerships; (vi) Disseminating research findings through seminars, roundtables, workshops and conferences; (vii) Publishing of research work including referred journals, and book chapters; (viii) Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others; (ix) Contributing to the preparation of work plans to achieve the Institute’s mandate; (x) Participating in the preparation of KIPPRA flagship report; (xi) Participating in policy engagement forums such as task forces, working groups among others; (xii) Collecting and updating data and ensuring the overall quality of this data; (xiii) Updating on current economic developments to guide in identifying policy issues for the Institute focus; (xiv) Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and (xv) Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels. 	
Qualifications	
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> (i) Bachelors Degree in Economics or related social sciences from a recognized institution; (ii) Masters Degree in Economics or related social sciences from a recognized institution from a recognized institution ; (iii) Computer Skills; (iv) Knowledge of basic statistical software for data entry, extraction and reporting; and (v) Fulfil the requirement of chapter six (6) of the constitution. 	
Functional Skills	
<ol style="list-style-type: none"> 1. Communication and interpersonal skills, 2. Organizational skills, 3. Team building skills 4. Analytical skills 5. Presentation skills 6. Training and modelling skills 	

7. Computer skills (including statistical packages)
Competencies/ Attributes
<ul style="list-style-type: none">8. Proven ability to identify and critically assess issues and trends.9. Sound knowledge and experience in the application of advanced research methodologies.10. Demonstrated ability to make timely, fundamentally sound and quality decisions pertinent to research priorities, and identified research outcomes that impact on Kenyan people.11. Confident in networking and engaging with key institutions and relevant stakeholders to minimize research gaps.12. Well- developed and practiced negotiating skills.13. Excellent problem-solving skills.

Job Title:	Senior Records Management Assistant (One position)
Reference	HR/7/SRMA/2023/52
Grade	KP/7
Basic Salary Scale	Kshs. 71,273 – 146,814 p.m.
Section	Records Management Section
Supervisor	Records Management Officer
Position Summary	The position is responsible in supporting the management of records function in the Institute.
Key Responsibilities	
Duties and responsibilities will entail: (i) Participating in Implementation of records management policies and procedures; (ii) securing of files and information; (iii) Profiling of documents, pending correspondences and bring ups; (iv) Ensuring compliance with the relevant accordance with relevant laws and regulations on records management; (v) Appraisal and disposal of dormant files/documents; (vi) Classifying and indexing of records; (vii) Ensuring efficient mail management; and (viii) Maintaining, verifying and evaluating existing records management systems.	
Qualifications	
For appointment to this grade, a candidate must have: (i) Diploma in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution. (ii) Supervisory Course lasting not less than two (2) weeks from a recognized institution. (iii) At least three (3) years relevant work experience. (iv) shown merit and ability and depicted in work performance (v) Computer skills; and (vi) Fulfil the requirements of Chapter six (6) of the Constitution.	
Functional Skills	
<ol style="list-style-type: none"> 1. Computing skills, and 2. Communication skills 	
Competencies/ Attributes	
<ol style="list-style-type: none"> 3. Creativity; 4. Innovativeness; and 5. Professional Ethics and Values 	