



JOB VACANCIES

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

Kenya Institute for Public Policy Research and Analysis invites applications from qualified candidates for the following thirty-six (36) positions:

No.	Ref. No.	Designation	Job Grade	No. of Positions
1	HR/7/DEM/2021/10	Director, Economic Management	KIP 2	1
2	HR/7/DID/2021/11	Director, Integrated Development	KIP 2	1
3	HR/7/DCS/2021/12	Director, Corporate Services	KIP 2	1
4	HR/7/CS/2021/13	Corporation Secretary	KIP 3	1
5	HR/7/DDSCM/2021/14	Deputy Director, Supply Chain Management	KIP 3	1
6	HR/7/DDIA/2021/15	Deputy Director, Internal Audit	KIP 3	1
7	HR/7/DDP/2021/16	Deputy Director, Partnerships	KIP 3	1
8	HR/7/DDKM/2021/17	Deputy Director, Knowledge Management	KIP 3	1
9	HR/7/DDHMA/2021/18	Deputy Director, Human Resource Management and Administration	KIP 3	1
10	HR/7/PIAO/2021/19	Principal Internal Audit Officer	KIP 4	1
11	HR/7/PL/2021/20	Principal Librarian	KIP 4	1
12	HR/7/PFO/2021/21	Principal Finance Officer	KIP 4	1
13	HR/7/PHRAO/2021/22	Principal Human Resource and Administration Officer	KIP 4	1
14	HR/7/PICTO/2021/23	Principal Information, Communication & Technology Officer	KIP 4	1
15	HR/7/PCO/2021/24	Principal Communications Officer	KIP 4	1
16	HR/7/PPASP/2021/25	Principal Policy Analyst Strategy and Planning	KIP 4	1
17	HR/7/PPSO/2021/26	Principal Planning and Strategy Officer	KIP 4	1
18	HR/7/PPAIES/2021/27	Principal Policy Analyst, Infrastructure and Economic Services	KIP 4	1
19	HR/7/PPAP/2021/28	Principal Policy Analyst, Partnerships	KIP 4	1
20	HR/7/PPATFP/2021/29	Principal Policy Analyst, Trade and Foreign Policy	KIP 4	1
21	HR/7/PPAM/2021/30	Principal Policy Analyst, Macroeconomics	KIP 4	1
22	HR/7/SPSO/2021/31	Senior Planning and Strategy Officer	KIP 5	1
23	HR/7/SPACB/2021/32	Senior Policy Analyst, Capacity Building	KIP 5	1
24	HR/7/SPAP/2021/33	Senior Policy Analyst, Partnerships	KIP 5	1
25	HR/7/SS/2021/34	Senior Statistician	KIP 5	2
26	HR/7/RMO/2021/35	Records Management Officer	KIP 6	1
27	HR/7/PACB/2021/36	Policy Analyst, Capacity Building	KIP 6	1
28	HR/7/PAP/2021/37	Policy Analyst, Partnerships	KIP 6	1
29	HR/7/SAAO/2021/38	Senior Assistant Administrative Officer	KIP 7	4
30	HR/7/SAA/2021/39	Senior Accounts Assistant	KIP 7	1
31	HR/7/SRMA/2021/40	Senior Records Management Assistant	KIP 7	2

The public is notified of the following:

- Detailed job descriptions, requirements, and how to apply are available on the website www.kippira.or.ke/careers/
- All applications **MUST** be received on or before **12 April 2022 by 5:00 pm**.
- KIPPRA is an equal opportunity employer. Persons with disability, females, marginalized and minorities are encouraged to apply
- There are **NO fees** charged by KIPPRA for any application of these positions
- Canvassing for any of these positions will result in disqualification of the candidate
- ONLY** shortlisted candidates will be contacted and will be required to avail the following documents during the interview:
 - Original academic certificates
 - Clearance from Higher Education Loans Board
 - Clearance from Criminal Investigation Department
 - Clearance from Ethics and Anti-Corruption Commission
 - Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
 - Evidence of publications where required
 - Recommendation letter (s)
- For any information or further clarification about the positions advertised kindly contact the following:

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