



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.

Kenya Institute for Public Policy Research and Analysis invites applications from qualified candidates for the following forty-two (42) positions:

S/No	Ref. No	Designation	Department/Division	Job Grade	No of Positions	Remarks
1	HR/7/DDP/2023/01	Deputy Director, Partnerships	Partnerships Department	KP/3	1	Readvertisement
2	HR/7/PPASP/2023/02	Principal Policy Analyst	Strategy and Planning Department	KP/4	1	Readvertisement
3	HR/7/PPSO/2023/03	Principal Planning and Strategy Officer	Strategy and Planning Department	KP/4	1	Readvertisement
4	HR/7/PE/2023/04	Principal Editor	Knowledge Management Department	KP/4	1	Advertisement
5	HR/7/PICTO/2023/05	Principal ICT Officer	Information Communication Technology Division	KP/4	1	Readvertisement
6	HR/7/PHRAO/2023/06	Principal Human Resource and Admin Officer	Human Resource and Administration	KP/4	1	Readvertisement
7	HR/PPAPROD/2023/07	Principal Policy Analyst	Productive Sector Department	KP/4	1	Readvertisement
8	HR/7/SIA/2023/08	Senior Internal Auditor	Internal Audit Department	KP/5	1	Advertisement
9	HR/7/SCO/2023/09	Senior Communications Officer	Corporate Communications Division	KP/5	1	Advertisement
10	HR/SPATFP/2023/10	Senior Policy Analyst	Trade and Foreign Policy Department	KP/5	2	Advertisement
11	HR/7/SA/2023/11	Senior Accountant	Finance Department	KP/5	1	Advertisement
12	HR/7/SPAIESD/2023/12	Senior Policy Analyst	Infrastructure and Economic Services Department	KP/5	1	Advertisement
13	HR/7/SPAP/2023/13	Senior Policy Analyst	Partnerships Department	KP/5	1	Advertisement
14	HR/7/SPAP/2023/14	Senior Policy Analyst	Partnerships Department	KP/5	1	Readvertisement
15	HR/7/SL/2023/15	Senior Librarian	Knowledge Management Department	KP/5	1	Advertisement
16	HR/7/SPSO/2023/16	Senior Planning and Strategy Officer	Strategy and Planning Department	KP/5	1	Readvertisement
17	HR/7/SPACB/2023/17	Senior Policy Analyst Capacity Building	Capacity Building Department	KP/5	1	Readvertisement
18	HR/7/SS/2023/18	Senior Statistician	Knowledge Management Department	KP/5	2	Readvertisement
19	HR/7/SPAPROD/2023/19	Senior Policy Analyst	Productive Sector Department	KP/5	2	Advertisement
20	HR/7/RMO/2023/20	Records Management Officer	Records Management Unit	KP/6	1	Readvertisement
21	HR/7/PACB/2023/21	Policy Analyst	Capacity Building Department	KP/6	1	Readvertisement
22	HR/7/PAGOV/2023/22	Policy Analyst	Governance	KP/6	1	Advertisement
23	HR/7/PAPRIV/2023/23	Policy Analyst	Private Sector Department	KP/6	1	Advertisement
24	HR/7/PAMACRO/2023/24	Policy Analyst	Macroeconomics Department	KP/6	1	Advertisement
25	HR/7/PAPROD/2023/25	Policy Analyst	Productive Sector Department	KP/6	3	Advertisement
26	HR/7/PAIESD/2023/26	Policy Analyst	Infrastructure and Economic Services Department	KP/6	1	Advertisement
27	HR/7/OA/2023/27	Office Administrator	Office of Executive Director	KP/6	1	Advertisement
28	HR/7/SAAO/2023/28	Senior Assistant Administrative Officer	• Executive Directors Office • Office of Director Economic Management • Office of Director Integrated Development • Office of Director Corporate Services	KP/7	4	Readvertisement
29	HR/7/SAA/2023/29	Senior Accounts Assistant	Finance Department	KP/7	1	Readvertisement
30	HR/7/SRMA/2023/30	Senior Records Management Assistant	Records Management Unit	KP/7	1	Readvertisement
31	HR/7/SCCA/2023/31	Senior Corporate Communications Assistant	Corporate Communications Division	KP/7	1	Advertisement
32	HR/7/NIPFNSPA/2023/32	Senior Policy Analyst	NIPFN Project	NIPFN	1	Advertisement
33	HR/7/MENTORS/2023/33	Research Mentors	Research	MENTORS	2	Advertisement
TOTAL					42	

The public is notified of the following:

- Detailed job descriptions, requirements, and how to apply are available on the website <https://recruit.kippra.or.ke/>
- All applications **MUST** be received on or before **28th February 2023** by **5:00 pm**.
- KIPPRRA** is an equal-opportunity employer. Persons with disability, females, marginalized and minorities are encouraged to apply.
- There are **NO** fees charged by **KIPPRRA** for any application for these positions.
- Canvassing for any of these positions will result in the disqualification of the candidate.
- Applicants who applied previously for the readvertised positions are encouraged to apply.
- ONLY** shortlisted candidates will be contacted and will be required to present originals of the following documents during the interviews.
 - National Identity Card.
 - Academic and Professional Certificates and transcripts.
 - Any other supporting documents and testimonials.
 - Memberships to relevant professional bodies and associations (where applicable).
 - Evidence of publications where required.
 - Recommendation letter (s).

8. The Successful candidates and will be required to avail the following documents.

- Clearance from Higher Education Loans Board.
- Clearance from Directorate of Criminal Investigations (**Police Clearance Certificate**).

- Printed Online Self-Declaration Application Acknowledgement Receipt or a self-Declaration Form duly stamped by the Ethics and Anti-Corruption Commission.
- Clearance from Kenya Revenue Authority (**Tax Compliance Certificate**).
- 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](#)) and in the event of challenges submit the applications in soft copy via email: careers@kippra.or.ke

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.

KIPPRRA is an equal opportunity employer.

