
KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE (KIRDI)

REPLACEMENT OF VACANT POSITIONS

**1) DEPUTY DIRECTOR RESEARCH, TECHNOLOGY AND INNOVATION, IR
12 JOB REF: KIRDI/HR/01/19**

(a) Job Description

Reporting to the Director, an officer at this level will be in charge of the Research, Technology and Innovation Department. Specifically work will involve co-ordination of research activities in Industrial Research, Technology and Innovation disciplines and including management of collaborative R&D related projects and activities. He/she will be required to advise the Director on the status of research, Technology and Innovation activities in the Institute; and carrying out Financial, Planning & Administrative duties in the Research, Technology and Innovation Department.

(b) Job Specification

For appointment to this position, a candidate must have:

- (i) PhD degree in any of the following fields: Mechanical, Chemical, Electrical/Electronics, Computer, Civil Engineering, Materials science/Ceramics, Leather, Textile, Food Science and Technology, Microbiology, Information Science/Technology, Computer Engineering, Socio-Science/Economics, Energy and Environmental Sciences or its equivalent from a recognized Institution
- (ii) Served at a top management position in a relevant R&D institution or equivalent for a minimum period of three (3) years.
- (iii) Demonstrated managerial, administrative and professional competence.
- (iv) A clear understanding of the role of industrial research in Kenya's social and economic development.

- (v) Experience in leading and managing research programmes and teams and evidence of published research papers in reputable international journals.
- (vi) Proven capability in resource mobilization and establishing quality working linkages with development partners/organizations.
- (vii) Be computer literate
- (viii) Undergone strategic management course for a minimum period of six (6) Weeks from a recognized institution.
- (ix) Excellent communication skills
- (x) Good interpersonal skills
- (xi) A person of high integrity
- (xii) A team player
- (xiii) A strategic thinker

Interested candidates for the job must attach clearance certificates from;

1. Kenya Revenue Authority
2. Higher Education Loans Board
3. Commission for University Education for degrees obtained outside Kenya
4. Ethics and Anti-Corruption Commission
5. Directorate of Criminal Investigation (Certificate of Good Conduct)
6. An approved Credit Reference Bureau

NB: This position will be held on a three (3) year contract renewable based on performance

**2) DEPUTY DIRECTOR, TECHNOLOGY TRANSFER & EXTENSION SERVICES, IR
12. JOB REF: KIRDI/HR/02/19**

(a) Job Description

Reporting to the Director, an officer at this level will be in charge of the Technology Transfer & Extension Services Department. Specific duties and responsibilities work will involve: co-ordination of the Provision of common manufacturing and commercial production/Testing services in Leather Development Centre, Engineering Development & Services Centre, Laboratory Services Centre, and Pilot processing plants; Provision of Incubation services, Provision of Consultancy & Training; Sale of Intellectual property based products & services such as packaged technologies through subscriptions, membership fee and customer orders. He/she will also be required to carry

Out Financial, Planning & Administrative duties in Technology Transfer & Extension Services Department.

(b) Job Specification

For appointment to this position, a candidate must have:

- (i) A first degree in any of the following Civil, Mechanical, Electrical Engineering, Chemical Engineering, Textile, Technology, Industrial Chemistry, Food Technology, Ceramics and Clay Technology, Mining, Power Resources, Commerce, Business administration or its equivalent from a recognized institution.
- (ii) At least Three (3) years' experience in the relevant field at senior management levels
- (iii) A Master's degree in relevant field or its equivalent from a recognized institution
- (iv) A PhD in a relevant field from a recognized institution or an MBA will be an added advantage.
- (v) Demonstrated managerial, administrative and professional competence.
- (vi) A clear understanding of the role of industrial research in Kenya's social and economic development.
- (vii) Be computer literate
- (viii) Undergone strategic management course for a minimum period of six (6) Weeks from a recognized institution.
- (ix) Excellent communication skills
- (x) Good interpersonal skills
- (xi) A person of high integrity
- (xii) A team player
- (xiii) A strategic thinker

Interested candidates for the job must attach clearance certificates from;

- 1) Kenya Revenue Authority
- 2) Higher Education Loans Board
- 3) Commission for University Education for degrees obtained outside Kenya
- 4) Ethics and Anti-Corruption Commission
- 5) Directorate of Criminal Investigation (Certificate of Good Conduct)
- 6) An approved Credit Reference Bureau

NB: This position will be held on a three (3) year contract renewable based on performance

3) DEPUTY DIRECTOR – FINANCE, HUMAN RESOURCE AND ADMINISTRATION, IR 12 JOB REF: KIRDI/HR/03/19

(a) Job Description

Reporting to the Director, an officer at this level will be in charge of the Finance, Human Resources and Administration Department. Specific duties and responsibilities will involve: coordinating the operations of Finance, Human Resource and Administration; formulation of human resource management and finance policies/functions and implementation of the same; preparation of corporate budget; overseeing human resource management and finance policies and strategies. In addition, the officer will be required to set up an effective accounting system following the prevailing Government accounting procedures, managing and monitoring the institutes' expenditure; and monitoring the institute's payroll and staff establishment among other Human Resource/Finance and Administrative duties.

(b) Job Specification

For appointment to this grade, an officer must have:

- (i) A Master's degree in Social Sciences from a recognized institution and at least fifteen (15) years' experience in the relevant field, five (5) of which must be in relevant senior management levels.
- (ii) Be computer literate.
- (iii) Undertaken a strategic management course lasting not less than six (6) weeks from a recognized institution.
- (iv) A PhD qualification in a relevant field will be an added advantage.
- (v) Demonstrated managerial, administrative and professional competence.
- (vi) Excellent communication skills.
- (vii) Good interpersonal skills.
- (viii) A person of high integrity.
- (ix) A team player.
- (x) A strategic thinker.

Interested candidates for the job must attach clearance certificates from;

- 1) Kenya Revenue Authority
- 2) Higher Education Loans Board
- 3) Commission for University Education for degrees obtained outside Kenya
- 4) Ethics and Anti-Corruption Commission
- 5) Directorate of Criminal Investigation (Certificate of Good Conduct)
- 6) An approved Credit Reference Bureau

NB: This position will be held on a three (3) year contract renewable based on performance

4) ASSISTANT DIRECTOR, FINANCE, IR 10. JOB REF: KIRDI/HR/04/19

(a) Job Description

The Assistant Director Finance will be responsible for planning, organizing, administration and control of activities in Finance division; Interpretation and implementation of all financial policies, rules and regulations; analyzing utilization of financial resources; advising on proper utilization of financial resources and on financial management accounting, preparation of final accounts and statements, and overheads planning and budgeting. In addition, the officer will be required to ensure that accurate, timely, reliable financial information and timely submissions of annual financial statements of accounts; reconciliation and maintenance of general ledger accounts; management of corporate tax, VAT, and other statutory deductions; supervise, coach and mentor staff working under him/her and any other duties that may be assigned.

(b) Job Specification:

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

- (i) served as a Finance officer for fifteen (15) years, three (3) of which must have been in a Senior position;
- (ii) Master's in Business related field or any other related and equivalent qualification from a recognized Institution with CPA III or its equivalent from a recognized Institution;
- (iii) attended a Strategic Management course lasting not less than four (4) weeks from a recognized Institution;
- (iv) been registered with a professional accounting body
- (v) be proficient in Finance management based computer application;
- (vi) demonstrated outstanding professional competence in Finance management issues; and
- (vii) shown merit and ability as reflected in work performance and results;

Interested candidates for the job must attach clearance certificates from;

- 1) Kenya Revenue Authority
- 2) Higher Education Loans Board
- 3) Commission for University Education for degrees obtained outside Kenya
- 4) Ethics and Anti-Corruption Commission
- 5) Directorate of Criminal Investigation (Certificate of Good Conduct)
- 6) An approved Credit Reference Bureau

5) PRINCIPAL INTERNAL AUDITOR, IR 9. JOB REF: KIRDI/HR/05/19

(a) Job Description:

The Principal Internal Auditor will be responsible to the Chief Internal Auditor in the performance of his/her duties. He/she will be the Alternate Secretary to the Audit Committee of the Board. Specific duties and responsibilities at this level will include developing programs of activities to be undertaken by Internal Auditors and its budget; preparing responses to management letters from the external auditors; preparing Public Investment Committee (PIC) reports and assisting in follow up on the implementing their recommendations; undertaking special audit investigations as may be required from time to time; Supervision on risk assessment exercises and ensures implementation of risk management guidelines; and any other duties as may be assigned.

(b) Job Specification:

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

- (i) Served as an Auditor or an Accountant for ten (10) years, three (3) of which must have been in a senior position.
- (ii) Certified Public Accountant Kenya (CPA-K) or Certified Internal Auditors (CIA) IV or its equivalent from a recognized Institution;
- (iii) Registration with ICPAK or CISA
- (iv) Master's Degree in a business related field or its equivalent from a recognized Institution;
- (v) A Management course lasting not less than four (4) weeks from a recognized Institution;
- (vi) Proficiency in Computerized Accounting packages; and
- (vii) Demonstrated outstanding professional competence as reflected in work performance and results.

Interested candidates for the job must attach clearance certificates from;

- 1) Kenya Revenue Authority
- 2) Higher Education Loans Board
- 3) Commission for University Education for degrees obtained outside Kenya
- 4) Ethics and Anti-Corruption Commission
- 5) Directorate of Criminal Investigation (Certificate of Good Conduct)
- 6) An approved Credit Reference Bureau

6) SECURITY OFFICER, IR 6. JOB REF: KIRDI/HR/06/19

(a) Job Description

This is the senior most position in this cadre. An officer at this level will be responsible to the Administrative Officer. Duties and responsibilities will include giving policy direction on management and administration of security services in the institute; liaise with the Kenya Police and other government security organs on security matters affecting the institute; coordinating investigation activities on any occurrence in the institute; securing of evidence in the event of any occurrence; working out security arrangement for the Institutes property; maintaining an inventory of all security related issues in the institute; handling of complaints on security matters; supervising the security guards, mentoring of staff under him/her; and any other duties that may be assigned.

(b) Job Specification:

For appointment to this position, a candidate must have:

- (i) Served in the rank of Inspector in the disciplined forces for a period of not less than two (2) years;
- (ii) A Bachelor's degree in any Social Science from a recognized institution
- (iii) A current Certificate of good conduct from Criminal Investigating Department (CID);
- (iv) Of good physique and mental fitness; and
- (v) Computer literate

Interested candidates for the job must attach clearance certificates from;

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- 2) Higher Education Loans Board
- 3) Commission for University Education for degrees obtained outside Kenya
- 4) Ethics and Anti-Corruption Commission
- 5) Directorate of Criminal Investigation (Certificate of Good Conduct)
- 6) An approved Credit Reference Bureau

All applications quoting the Job Reference number on the envelope or email subject should be sent to the address below attaching testimonials and academic certificates with at least three referees by close of business 30th July, 2019.

The Director
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NAIROBI
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