



KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE

REPLACEMENT OF VACANT POSITIONS

1. CORPORATION SECRETARY/ DIRECTOR, LEGAL SERVICES - GRADE 2

(JOB REF: LS/001/2026)

1 POSITION

Duties and Responsibilities

- i. Providing guidance to the Board on their duties and responsibilities and on matters of governance;
- ii. Assisting the Board in carrying out the following:
 - a. Board induction and training
 - b. Updating the Board and Committee charters
 - c. Preparation of Board work plans
 - d. Board evaluation
 - e. Governance audit
 - f. Implementation of the code of conduct and ethics
- iii. Ensuring the timely preparation and circulation of Board and Committee papers;
- iv. Ensuring timely circulation of Board Committee minutes;
- v. Be the custodian of the seal of the Organization and account to the Board for its use.
- vi. Maintaining and update the register of conflicts of interest;
- vii. Ensuring that Board members are aware of all relevant laws affecting the organization;
- viii. Ensuring that annual returns are promptly filed with the relevant authorities.
- ix. Except in exceptional circumstances, ensuring that Board and Committee papers are circulated in advance of any meeting.
- x. Provide secretarial services to the Board.
- xi. Offering guidance to the Institute on matters touching on investigations of the Institute by external agencies to ensure that the Institute's image and interest are secure.
- xii. Formulating policy and provide advice on legal and corporate matters to the Institute through interpretation and writing legal opinions;
- xiii. Ensuring that Legal Audit Compliance is carried out to confirm legal compliance with national, regional and international legal requirements;
- xiv. Developing and review relevant regulatory Legal framework for the better implementation of the Institute's mandate;
- xv. Drafting and reviewing contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institute's policies;

Popo Road off Mombasa Road, P.O. Box 30650 - 00100, NAIROBI, Kenya

Tel: +254 (20) 2388216 or +254 (20) 2393466

Website: www.kirdi.go.ke | Email: directorgeneral@kirdi.go.ke / info@kirdi.go.ke

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- xvi. Coordinating and ensuring representation of the Institute in courts or other judicial authorities;
- xvii. Reviewing and providing advice on legal risk at the Institute;
- xviii. Managing litigation and reviewing progress of outstanding litigation; Liaising with and managing external lawyers for the Institute;
- xix. Perform any other function that may be assigned by the Board.

Person Specifications:

For appointment to the position of Corporation Secretary/Director Legal Services, a candidate must have (be): -

- Degree in Law (LLB) from a recognized Institution;
- Has at least five years' experience as a Corporation Secretary or in a similar governance role
- Member in good standing of the Institute of certified public secretaries of Kenya
- meets the requirements of Chapter Six of the Constitution.
- Valid practicing Certificate;
- Master's degree will be an added advantage;
- Computer Application skills;
- Demonstrated work performance and results, and

2. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION - JOB GRADE 3 (JOB REF: HRM/001/2026) 1 POSITION

Duties and Responsibilities

- i. Providing leadership in formulation, development and implementation of human resource management and administration development strategy, policies and procedures;
- ii. Ensuring compliance on all statutory and regulatory requirements, Government Circulars, and Institute's policies;
- iii. Ensuring the Institute is adequately resources with the relevant skills, knowledge (Competencies) and attitudes to enable it attain its mission, vision, goals and objectives;
- iv. Analyzing staffing levels for effective succession planning;
- v. Overseeing human resource planning;
- vi. Providing secretariat to the Human Resource Management Advisory Committee;
- vii. Developing, recommending and ensuring effective implementation of staff compensation and rewards systems;



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- viii. Ensuring implementation of health and safety programs;
- ix. Promoting development of staff welfare programs;
- x. Overseeing and ensuring that records of all employees and matters pertaining to staff are maintained in a manner that is easily identifiable and retrievable without compromising its integrity and confidentiality;
- xi. Overseeing the development and implementation of an effective staff performance management system
- xii. Ensuring development and implementation of the Training and Development Plan;
- xiii. Overseeing the implementation of national principles and values of governance in human resource issues;
- xiv. Providing strategic direction, coordination, and supervision of the Administration Department to ensure efficient delivery of administrative support services across the Institute.
- xv. Overseeing the provision of security services, transport and fleet management, office accommodation, mail services, cleaning, utilities, and other general administrative services to facilitate smooth institutional operations.
- xvi. Ensuring efficient management of records and registry services through proper creation, classification, storage, retrieval, archiving, and disposal of official records in compliance with applicable laws, policies, and standards.
- xvii. Ensuring proper acquisition, utilization, maintenance, safeguarding, inventory control, and disposal of the Institute's assets, properties, buildings, equipment, and other administrative facilities.
- xviii. Leading, supervising, mentoring, and appraising staff within the Administration Department; coordinating departmental work plans and budgets; ensuring compliance with relevant laws, regulations, and institutional policies; and promoting continuous improvement in administrative service delivery.
- xix. Coordinating initiatives aimed at achieving strategic objectives of the organization; and
- xx. Preparing and implementing the Departmental work plan and budget.

Person Specifications:

- i. At least ten (12) years relevant work experience of which three (3) must have been in the position of Assistant Director Human resource/ Assistant Director, Administration or equivalent;
- ii. Bachelor's Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Public/Business Administration, Commerce (HR Option), Government or any other related qualification from a recognized Institution;



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- iii. Masters in Human Resource Management Industrial Relations, Business Administration, or equivalent qualification from a recognized institution;
- iv. Certified Human Resource Professional Certificate (CHRP - K);
- v. Leadership course lasting not less than four (4) weeks
- vi. Management course lasting not less than four (4) weeks
- vii. Membership to Institute of Human Resource Management (IHRM) in good standing
- viii. Valid Practicing License;
- ix. Proficiency in computer application skills;
- x. Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- xi. Fulfill the requirements of Chapter Six (6) of the Constitution.

INTERESTED APPLICANTS ARE REQUIRED TO NOTE:

Shortlisted candidates 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, and
- d) Clearances from the following bodies:
 - (i) Kenya Revenue Authority
 - (ii) Higher Education Loans Board
 - (iii) Commission for University Education for degrees obtained Outside Kenya
 - (iv) Ethics and Anti-Corruption Commission
 - (v) Directorate of Criminal Investigation (Certificate of Good Conduct)
 - (vi) An approved Credit Reference Bureau
- e) Recommendations from relevant professional bodies and associations.

MODE OF APPLICATION:

All applications quoting the Job Reference Number on the envelope or email subject should be sent to the address below attaching curriculum vitae, a copy of ID/Passport, scanned copies of academic certificates, testimonials, a filled employment form and any other relevant supporting documents.

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The Director-General
Kenya Industrial Research and Development Institute (KIRDI)
Popo Road, Nairobi South C
P.O. Box 30650 – 00100
NAIROBI, KENYA
Website: www.kirdi.go.ke

Online applications may be submitted via email to: directorgeneral@kirdi.go.ke. KIRDI Employment Form can be downloaded from the Institute's website.

All applications should reach the Director-General's office on or before Tuesday, **18th August, 2026** latest by 5.00 p.m. (East African Time).

NB: *KIRDI is an equal opportunity employer
Persons with Disability (PWD) and marginalized are encouraged to
Apply.
Only short-listed candidates will be contacted and canvassing will lead
to automatic disqualification*