

ADVERT NO. NG-CDFB/005/2022: MANAGER, RESEARCH AND STATISTICS - NG-CDF SCALE 3 (1 post)

a) Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Economics, Statistics, or equivalent qualification from a recognized institution.
- ii. Master's Degree in any of the following disciplines: - Economics, Statistics, or equivalent qualification from a recognized institution
- iii. Certificate in Policy Development, Research or Policy Analysis;
- iv. At least ten (10) years' work experience, four (4) of which must be in a relevant field at supervisory/management level;
- v. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership certificate to a relevant professional body;
- vii. Proficiency in a statistical analysis software;
- viii. Sound knowledge and understanding of the government development agenda;
- ix. Good writing and analytical skills;
- x. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- xi. Proficiency in computer applications; and
- xii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Manager, Research and Statistics will report to the Chief Manager, Corporate Planning and Strategy and will be responsible for the following:

- i. Coordinate research, collect, collate and analyse data for operational, planning and evidence-based decision making purposes;
- ii. Collect, collate, analyse, store, retrieve and report data/information for improvement of research and programme management;
- iii. Liaise with other agencies to collect relevant statistics important for programme management;
- iv. Carry out corporate research on topical issues while engaging relevant stakeholders to guide effective strategic planning;
- v. Set up and continuously update the Information and Documentation Centre;
- vi. Establish and maintain a data system to facilitate future reference by various stakeholders;
- vii. Establish available records from Government Departments and other agencies which can be centrally documented;
- viii. Periodically liaise with departments to document and to identify information on those departments which can be used for future reference;
- ix. Enhance knowledge base for the purpose of improving evidence based planning and management;
- x. Review and validate research reports;
- xi. Offer technical support to other departments in carrying out strategic surveys;
- xii. Disseminate programme reports and publish best practices together with lessons learnt;
- xiii. Facilitate training of newly recruited staff and
- i. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- I. Police Clearance (Certificate of good conduct);
- II. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- III. Clearance from Kenya Revenue Authority;
- IV. Clearance from Higher Education Loans Board (HELB);
- V. Clearance from a reputable Credit Reference Bureau.

NOTE

- I. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- II. Applications containing false information shall be disqualified.
- III. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- IV. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- V. Only shortlisted and successful candidates shall be contacted.
- VI. Canvassing in any form will lead to automatic disqualification.
- VII. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- VIII. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI