



The KENYA INSTITUTE for PUBLIC
POLICY RESEARCH and ANALYSIS

VACANT POSITIONS

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 eleven (11) positions:

No.	Ref. No.	Designation	Job Grade	No. of Positions	
1	HR/7/DEM/2021/10	Director, Economic Management	KIP 2	1	Re- Advertised
2	HR/7/DID/2021/11	Director, Integrated Development	KIP 2	1	Re- Advertised
3	HR/7/DCS/2021/12	Director, Corporate Services	KIP 2	1	Re- Advertised
4	HR/7/CS/2021/13	Corporation Secretary	KIP 3	1	Re- Advertised
5	HR/7/DDSCM/2021/14	Deputy Director, Supply Chain Management	KIP 3	1	Re- Advertised
6	HR/7/DDIA/2021/15	Deputy Director, Internal Audit	KIP 3	1	Re- Advertised
7	HR/7/DDP/2021/16	Deputy Director, Partnerships	KIP 3	1	Re- Advertised
8	HR/7/DDKM/2021/17	Deputy Director, Knowledge Management	KIP 3	1	Re- Advertised
9	HR/7/DDHRMA/2021/18	Deputy Director, Human Resource Management and Administration	KIP 3	1	Re- Advertised
10	HR/7/PHRAO/2021/22	Principal Human Resource and Administration Officer	KIP 4	1	Re- Advertised
11	HR/7/HRAO/2021/41	Human Resource and Administration Officer	KIP 6	1	Advertised

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 **27th July 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
- Applicants who applied previously for the readvertised positions are encouraged to apply
- 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 of Department
 - Clearance from Ethics and Anti-Corruption Commission
 - Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
 - Evidence of publications where required
 - Recommendation letter (s)

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. Applications are accepted in either hard or soft copies. Hard copies should be delivered to the address provided below while soft copies submitted through email address careers@kippira.or.ke.

Late applications will not be accepted, and **ONLY** shortlisted candidates will be contacted.

The Executive Director,
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Persons with disabilities are encouraged to apply.
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