



NATIONAL CRIME RESEARCH CENTRE

CAREER OPPORTUNITY

ADVERT NO. NCRC/1/01/2022

DIRECTOR/CEO - NCRC I

The National Crime Research Centre (NCRC) is a State Corporation established under the National Crime Research Centre Act. No. 4 of 1997 Laws of Kenya. The Centre is mandated to carry out research on crime, causes, crime prevention and to disseminate research findings and recommendations to the Government agencies concerned with administration of criminal justice and other stakeholders.

The Centre is seeking to recruit a highly competent, proactive and self – driven individual to fill the position of the Director/CEO.

Key Responsibilities

Reporting to the Chairperson of the Governing Council, The Director shall:

- a. Be the Chief Executive and Accounting Officer of the Centre.
- b. Plan, direct and coordinate all research to be carried out at the Centre.
- c. Manage financial and administrative affairs of the Centre.
- d. Ensure management and custody of the assets of the Centre.
- e. Keep and maintain all records and documents of the Centre.
- f. Serve as Secretary to the Governing Council.
- g. Drive resource mobilization strategy of the Centre
- h. Manage the day-to-day business of the Centre.
- i. Provide leadership to the Centre in formulation, review and execution of policies and implementation of crime research programmes.
- j. Develop and recommend to the Governing Council the Center's strategic plans, work plans and annual operating budgets.
- k. Enhance and maintain proper internal control systems and procedures.
- l. Foster and maintain effective communication between the Governing Council and Management, all levels of Staff and between the Centre and external stakeholders.
- m. Be the Spokesperson of the Centre on all operational matters.
- n. Ensure continuous improvements in the quality of crime research reports and advisories.
- o. Foster favorable stakeholder engagements for the Centre.
- p. Ensure continuous achievement of Center's mission, vision, operating goals and objectives.
- q. Maintain a conducive work environment that attracts, retains and motivates skilled and talented employees.
- r. Foster a corporate culture that promotes implementation of ethical and good corporate governance practices.
- s. Ensure compliance with the laws of Kenya.
- t. Perform such other duty as may be assigned by the Council from time to time.

Minimum Qualifications and Experience

The successful applicant should meet the following specifications:

- a. Hold a Master's degree in either Law, Science, Information Technology, Business Administration, Economics, Social Sciences or relevant research qualifications from a recognized University. PHD with bias in Crime Research or in any other relevant field will be an added advantage.
- b. Bachelor's Degree in either Law, Science, Information Technology, Business Administration, Economics, Social Sciences, or relevant Research Degree qualification from a recognized University
- c. Have at least Fifteen 15 years' experience in Research, Public Policy or in any other the relevant field.
- d. Demonstrated ability in resource mobilization

- e. Possession of Strategic Leadership Certificate of at least six (6) weeks or its equivalent is an added advantage
- f. Membership of a recognized and relevant Professional body.
- g. Meet the requirements of Chapter six of the Constitution of Kenya
- h. Has served in a position of senior management for a period of at least five (5) years

Terms and Conditions of Service

The Centre will offer Competitive package in line with the State Corporations Advisory Committee (SCAC) and Salaries and Remuneration Commission (SRC) guidelines.

- Basic Salary structure- 210,100 - 400,000
- House Allowance - 80,000
- Entertainment Allowance - 80,000
- Responsibility Allowance - 80,000
- Other Remunerative Allowances - 60,000
- Other benefits – Comprehensive Medical Cover, Group Personal Accident and Group Life Cover

N/B: Allowances and basic Salary are subject to review by SRC.

The appointment shall be on a three (3) years contract, renewable once, subject to satisfactory performance.

Documents to be submitted

Interested applicants for this position must submit dully filled NCRC Job Application Form, downloaded from www.crimeresearch.go.ke, detailed CV, copies of academic and professional certificates and other testimonials.

The Shortlisted candidates will be required to submit the following documents during the interviews:

- a. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- b. Certificate of Clearance from the Higher Education Loans Board (HELB)
- c. Current Police Clearance Certificate from Directorate of Criminal Investigations (DCI)
- d. Duly filled and stamped Self Declaration/Clearance Form from the Ethics and Anti-corruption Commission (EACC).
- e. Credit Reference Bureau clearance certificate

Only shortlisted candidates shall be contacted and invited for interviews.

Submission of Application

Applications for the position should be submitted by **Friday, 18th February, 2022.**

Kindly submit hard copies of your application-clearly indicating the reference number on the envelop and addressed to:

**The Chairman
National Crime Research Centre
ACK Garden Annex
1st Ngong Avenue, Off Bishop's Road
P.O. Box 21180-00100
NAIROBI**

and a copy emailed to Email.director@crimeresearch.go.ke

NCRC is an equal opportunity employer and all qualified candidates are encouraged to apply.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.