

CAREER OPPORTUNITIES AT NATIONAL CRIME RESEARCH CENTRE 2022

1. ADVERT NO. NCRC/2/01/22

Position: Deputy Director - NCRC 2 - 1 Post

Job Summary

The Deputy Director will be responsible for Strategic Research, Operations Research and Corporate functions, deputizes the Director/CEO in all aspects of technical and administrative functions of the Centre.

Duties and Responsibilities

- (i) Head of department that include divisions of strategic and operations research
- (ii) Co-ordinate Operations of Corporate Affairs Division.
- (iii) Prepare budgetary and other resource requirements for the department.
- (iv) Co-ordinate the development of annual work plan and performance contract for the Centre.
- (v) Supervision of the Centre's staff.
- (vi) Co-ordinate development and implementation of the Centre's Strategic Plan.
- (vii) Co-ordinate on behalf of the Director the research activities of the Centre.
- (viii) Participate in the various Committees of the Centre.

No.	Responsibilities	Tasks/Duties
1.	Policy	<ul style="list-style-type: none">(i) Co-ordinate and facilitate the preparation of Kenya Annual Crime book which characterizes;(ii) The serious, organized and every day crimes in Kenya;(iii) Supervise the crime research operational infrastructure including mobile reporting system, crime report resource Centre that ensures an effective dedicated system;(iv) Provide input on all crime advisory issue briefs and policy briefs to the director for onward sharing with the crime agencies;(v) Manage real-time crime data reporting system to produce 24/7 crime reports for integrated approach with the crime command Centre;(vi) Monitor and evaluate research and corporate affairs staff performance management and capacity development at the Centre to ensure optimal operational capacity; and(vii) Coordinates human resource management

		and capacity building of the secretariat
2	Crime Repository	(i) Collect and Collate data from various sources into crime repository; (ii) Maintain and query database, spread sheets and other automated computer programmes as needed or required to perform analytical duties.
3	Crime Reporting	(i) facilitate dissemination of research findings
4	Crime research	(i) Implement measures to militate against the principal risks of the organization against crime research and other corporate objectives to achieve the objectives of the center; (ii) Ensures that the Centre maintains high standards of crime research ethics, corporate citizenship and social responsibility.
5	Crime advisory	Review crime Draft advisories reports
6	Crime year Book	coordinate the preparation of the crime year book
7	Crime Prevention	(i) coordinate research; (ii) participate in the process and analysis of research data; (iii) Collect, gather and evaluate crime information from national local enforcement agencies as well as other Government and non-governmental entities and sources as needed for completion of assigned research
8	Technical	(i) Implement the review of research organizational design and optimal staffing levels at the Centre to infuse organizational dynamism, while paying attention to staff competence framework; (ii) Coach and mentor research and corporate affairs staff to promote a good working environment.
9	Inspection, Monitoring and Evaluation of research programmes	Oversee inspection, monitoring and evaluation of crime research in the country
10.	Stakeholder engagement	(i) Represent the Centre on research technical aspects (ii) Oversee development of a stakeholders' directory (iii) Liaise with stakeholders on Centre's research activities (iv) Oversee stakeholder validation of Centre's research protocols and reports (v) Participate in research forums for stakeholders

10.	Financial Management	<ul style="list-style-type: none"> (i) Determine research financial resource requirements. (ii) Undertake financial resource mobilization (iii)Oversee preparation and implementation of Department Research Budget (iv) Ensure prudent utilization of allocated financial resources. (v) Supervise preparation and implementation of the research and corporate affairs budget that is linked with organizational strategic objectives and work plan. (vi)Monitor and ensure quality assurance of operational and financial performance targets with budgetary provisions. (vii) Oversee the budgetary learning needs and development needs of research and corporate affairs staff on a timely basis
11.	Human resource management and development	<ul style="list-style-type: none"> (i) Identification of research human resource needs (staffing and competence requirements) (ii) Identification research capacity needs. (iii)Recommend appropriate capacity building programmes. (iv)Implement robust rewards and sanctions system for retention and attraction of research and corporate affairs staff.
9	Strategic Planning	<ul style="list-style-type: none"> (i) Coordinate Centre's strategic plan development (ii) Formulation of strategic themes for the Division (iii)Participate in the development of the Centre's Strategic and Work Plans (iv)Oversee implementation of Departments' research plans
10.	Performance Management	<ul style="list-style-type: none"> (i) Preparation of Department's targets and Work Plans (ii) Sign Performance Contract with the Director and supervisees. (iii)Oversee implementation of targets (iv)Monitoring and evaluation of target realization
11.	Communication and Report Writing	<ul style="list-style-type: none"> (i) Oversee the development of communication strategy; (ii) Submit reports and briefs (iii)Maintain effective communication strategy of crime advisory and statistics to agencies in administration of criminal justice to ensure that all agencies in administration of criminal

		justice receive timely issue and policy briefs for their decision making, policy formulation and planning.
12.	Governance	(i) coordinate the Development of research governance framework (ii) Ensure adherence to principles of good governance in research (research ethics)and other policies of the Centre (iii)Ensure adoption of ICT in research
13.	Mainstreaming of Cross-cutting issues	Oversee mainstreaming of gender, disability, drug and substance abuse, HIV/AIDS and complaints handling and ISO in research programmes
14.	Committee Membership	(i) Present research papers to the Research and Development Committee of the Governing Council (ii) Represent the Department in Committees of Management (iii)Chair Department's meetings

Level of Education/Academic Qualifications and other requirements

- (i) A Bachelor’s degree in law, social sciences, information technology or business administration for a recognized university;
- (ii) Demonstrated high administration ability and professional competence required for effective organization, management and administration of the Centre;
- (iii) Must also possess a Master degree in either law, economics, social sciences, research methods and related fields; and
- (iv) Attended strategic leadership course lasting not less than six(6) weeks

Professional Qualifications

Membership of Relevant professional body in Research

Technical Competencies

- (i) Data Analysis skills including Statistical Packages for Social Sciences (SPSS);
- (ii) Editorial Skills;
- (iii) Presentation and organization skills;
- (iv) Written and oral communication skills;
- (v) Excellent track record in crime research;
- (vi) Excellent financial and human resource management skills;
- (vii)Public Financial Management and requirements of the Kenya Constitution 2010, among others;
- (viii) Publications(3) on crime and criminal justice research in internationally recognized peer reviewed journals;
- (ix) Strategic linkages with corporate world and business community; and

- (x) Strategic and innovative thinking.
- (xi) Leadership skills;
- (xii) Time management;
- (xiii) ICT competence in Word Processing (MS Word, WordPerfect), Spreadsheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL) and Desktop Publishing (PageMaker, Photoshop).

Personal Qualities

- (i) Organizational skills;
- (ii) Honesty and integrity;
- (iii) Positive working attitudes;
- (iv) Team player;
- (v) Creativity and innovativeness;
- (vi) Professionalism;
- (vii) Interpersonal skills ;
- (viii) Communication Skills;
- (ix) Ability to work under pressure;
- (x) Problem Solving; and
- (xi) Conflict Management.

Minimum Relevant Experience

Must have served satisfactorily in the grade of Chief Research Officer or its equivalent for a minimum period of five (5) years.

Terms and Conditions of Service

The Centre will offer Competitive package in line with the Salaries and Remuneration Commission (SRC) guidelines.

- Basic Salary and Allowances – as per the NCRC policy guidelines
- Other benefits – Comprehensive Medical Cover, Group Personal Accident and Group life cover.

N/B: All positions advertised are on Permanent and Pensionable terms except the Deputy Director who shall serve for a Contract term of three (3) years renewable.

Application Procedure

Interested applicants are requested to login to www.crimeresearch.go.ke to access detailed Job description, Job specification and download NCRC Job Application Form.

Kindly submit your hard copy application clearly indicating on the envelop the reference number and position you are applying for with dully filled NCRC Job Application Form, detailed C.V and copies of your academic and professional certificates with the National Identity card and address to:

**The Director /CEO
National Crime Research Centre
ACK Garden Annex
1st Ngong Avenue, Off Bishop's Road
P.O. Box 21180-00100
NAIROBI
Email.director@crimeresearch.go.ke.**

The application should to reach the Centre not later than 5.00 pm on **Friday, 18th February, 2022.**

Shortlisted candidates will be required to provide the following during the Interview: Current Police Clearance Certificate, Higher Education Loans Board Compliance Certificate, KRA Tax Compliance Certificate, Credit Reference Bureau Clearance Certificate, Ethics and Anti-Corruption Commission clearance.

Please note that **only shortlisted candidates** will be contacted. Any form of canvassing will lead to automatic disqualification.

**DIRECTOR/CEO
NATIONAL CRIME RESEARCH CENTRE**

People living with disability are encouraged to apply.