

CAREER OPPORTUNITIES AT NATIONAL CRIME RESEARCH CENTRE 2022

4. ADVERT NO. NCRC/5/01/22

Position: Personal Secretary II – NCRC 7 - 1 Post

Job Summary

Develop correspondences, reports, statements, returns and handling departmental files so as to communicate information on various operational activities through internal memos and circulars on time to facilitate communication flow at the Centre.

(a) Duties and Responsibilities

No.	Responsibilities	Tasks/Duties
1.	Technical	<ul style="list-style-type: none">(i) Facilitate the smooth flow of visitors and clients.(ii) Facilitate communication in and out of the Centre.(iii) Liaise with the security personnel to ensure that visitors and clients are screened.(iv) Produce and printing of records and documents to communicate information to employees on the Centre's activities to enhance smooth flow of information at the Centre.(v) Receiving incoming and outgoing telephone calls so as to receive and record messages to transfer to the rightful officers to facilitate smooth flow of information.(vi) Ensure general maintenance of office services through provision of tea and other refreshments to offer hospitality to Centre's staff to make them comfortable at the Centre.(vii) Operating office machines such as photocopying machines, computers and ensure that they are maintained in liaison with the officer concerned.(viii) Management of front office through customer care and public relations for smooth coordination effective handling of incoming and outgoing emails at the office(ix) Receives correspondence, documents, returns any other documents for signature or endorsement on behalf of the Senior Manager.(x) Ensure that all records, equipment and furniture

		are secure, directs visitors, callers and correspondence to the officers concerned. (xi) Office organization and management making the necessary arrangements for meetings.
2.	Stakeholder engagement	- Supervise other officers such as messengers and drivers in the Directors office
3.	Financial Management	- Manage and control Petty Cash expenditure through running of the Office Imprest
4.	Human resource management and development	- Mentor and couch new secretarial staff
5.	Strategic Planning	- Participate in the development of the section Strategic and Work Plans
6.	Performance Management	- Agree on performance targets - Development of individual work plan - Fill PAS Forms - Submit quarterly reports - Provide supporting evidence for end year evaluation achievements.
7.	Communication and Report Writing	Keep proper records
8.	Governance	Maintain confidentiality

(b) Requirements for Appointment (Knowledge, Skills and Abilities)

(i) Level of Education/Academic Qualifications and other requirements

- a. Diploma in Secretarial Studies.
- b. Certificate of proficiency in computer studies and applications from recognized institutions
- c. Certificate of competence in Word Processing (Ms Word, Word Perfect) and Spreadsheet (Ms Excel, Lotus) from a recognized institution

(ii) Professional Qualifications

- a) Business English III
- b) Secretarial Duties II
- c) Commerce II
- d) Office Practice II
- e) Typewriting(50 wpm)
- f) Shorthand(90 wpm) Minimum

(iii) Technical Competencies

- a) Computer literacy
- b) Short hand
- c) Customer care
- d) Business writing
- e) Office organization skills

f) Planning

iv)(Common Competencies

- Written and oral communication skills
- Customer Care and Public Relations skills

(v)Personal Qualities

- Interpersonal skills
- Organizational skills
- Supervisory skills
- Good Etiquette
- Honesty and integrity

(vii) Minimum Relevant Experience

Must have served for 3 years as a personal secretary III or its equivalent from a reputable institution.

5. [ADVERT NO. NCRC/6/01/22](#)

Position: Documentation Officer II – NCRC 7 - 1 Post

Job Summary

The purpose of the job is to provide implement library and documentation services and facilities in the Centre through selection, acquisition, weeding, processing cataloguing and classification, preservation, retrieval and dissemination of information in its various forms for user education and guidance, current awareness, referral and reference in all topical arrears

(a) Duties and Responsibilities

This is the entry grade for this cadre. Under the supervision of Documentation Officer I, the officer will undergo on-job training for a period of three (3) years, and will be performing the following duties:-

No.	Responsibilities	Tasks/Duties
1	Technical	a) Facilitate library and documentation services. b) Implementation of library wok programs. c) Selection and procurement of information and other library materials in consultation with relevant staff of the Centre. d) Issuing publications to library clients and keeping statistics of borrowed publications. e) Cataloguing and classification of all information materials f) Development of library/documentation Centre's catalogue in its various forms either

		<p>manual or automated in order of author, subject, title, or classified and the completion of user subject profiles to enable efficient dissemination of information.</p> <p>g) Prepare and compile library quarterly reports to guide management on policy development strategies and ensure compliance with statutory and organizational requirements.</p> <p>h) Ensure desktop publishing of Centre's publications and follow up for ease of access by all users of the information</p> <p>i) Facilitate proper selection, acquisition, weeding, processing, preservation, retrieval and dissemination of all forms of published information in the Centre.</p>
2	Strategic Planning	Is expected to come up with suggestions on improved practice
3	Performance Management	<ul style="list-style-type: none"> - Agree on performance target - Development of individual work plan - Fill PAS Forms - Submit quarterly reports - Provide supporting evidence for end year evaluation achievements.
4	Communication and Report Writing	<ul style="list-style-type: none"> - Basic explanation of services to employees of the organization or clients Detailed technical explanation of services or concepts to employees of the organization or clients - Simple verbal instructions to other employees within the organization - Detailed e-mail, fax or mail correspondence - Drafting of factual reports, presentations, procedure or policy documents or training material - Produce documentaries for the Centre
5	Governance	Adherence to professional and national values

(b) Requirements for Appointment (Knowledge, Skills and Abilities)

(i) Level of Education/Academic Qualifications

- Bachelor's degree in Library and Information Studies /Science or its equivalent from a recognized university or institution

(ii) Professional Qualifications

- A Post graduate Diploma in Library and Information Studies/Sciences or its equivalent.
- A Bachelor's degree in Library and Information Studies/Sciences or its equivalent.

(iii) Technical Competencies

- a) Computer literacy
- b) Knowledge of relevant legislation
- c) Knowledge of professional standards
- d) Analytical skills
- e) Documentation skills
- f) Communication and presentation skills
- g) Office equipment operations
- h) Knowledge of library operations
- i) Information retrieval and research skills
- j) Critical thinking
- k) Creativity and innovation
- l) Organization and planning skills

(iv). Common Competencies

- a) ICT skills
- b) Managerial skills
- c) Planning skills
- d) Time management
- e) Listening skills
- f) Communication and presentation
- g) Interpersonal skills
- h) Time management

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.