

CAREER OPPORTUNITIES AT NATIONAL CRIME RESEARCH CENTRE 2022

[ADVERT NO. NCRC/3/01/22](#)

Position: Research Officer I –NCRC 6 - 2 POSTS

Job Summary

An officer at this level will be responsible to the Senior Research Officer for Collection and analysis of research data activities relating to the research functions of the Centre. Specific (a) Duties and Responsibilities in this grade will involve:-

(a) Duties and Responsibilities

No.	Responsibilities	Tasks/Duties
1.	Research Policy Implementation	Implement Research Policies
2.	Inspection, Monitoring and Evaluation of research programmes	- Participate in Crime research monitoring and evaluation
3	Crime Repository	- Collect and Collate data from various sources into crime repository - Maintain and query database, spread sheets and other automated computer programmes as needed or required to perform analytical duties
4	Crime Reporting	- participate in disseminating research findings
5	Crime Prevention	- Undertake research - participate in the process and analysis of research data - 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
4.	Stakeholder engagement	- Liaise with stakeholders on Centre's research activities
5.	Financial Management	- Ensure utilization of funds allocated in line with the regulations
7.	Human resource management and development	- Develop individual operation research skills
9.	Performance Management	(i) Development of individual work plan (ii) Fill PAS Forms (iii) Submit quarterly reports

		(iv) Agree on performance target (v) Provide supporting evidence for end year evaluation achievements.
10.	Communication and Report Writing	(i) Review draft research reports and submit to the Board for their approval (ii) Communicate research findings and recommendations to relevant stakeholders
11.	Governance	(i) Ensure adherence to principles of good governance in research (research protocol) (ii) Ensure adoption of ICT in research
12.	Mainstreaming of Cross-cutting issues	(i) Participate in mainstreaming of gender, disability, drug and substance abuse, HIV/AIDS and complaints handling and ISO in research programmes

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

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

- a) A Bachelor degree in either Sociology, Criminology, Psychology, Operations management, ICT or any other relevant qualification from a recognized institution;
- b) Compliance with chapter Six (6) of the Constitution of Kenya; and
- c) A postgraduate qualification.

(ii) Professional Qualifications

Membership to a relevant Professional Body

(iii) Technical Competencies

- a) Ability to apply the Centre Standard Operating Procedures (SOP) on crime research;
- b) Analytical Skills; and
- c) Research skills

(iv) Common Competencies

- a) ICT competence in Word Processing (MS Word, WordPerfect), Spread sheet (Ms Excel, Lotus), Operating Systems (Windows), Database management (Ms Access, d-base, Oracle, Sequential Query Languages – SQL) and Desktop Publishing (PageMaker, Photoshop) ;
- b) Data Analysis skills including Statistical Packages for Social Sciences (SPSS);
- c) Writing and editorial Skills; and
- d) Presentation and organization skill.

(iv) Personal qualities

- a) **Analytical Skills:** Operations research analyst use a wide range of methods such as , forecasting, data mining, statistical analysis, to examine and interpret data
- b) **Communication skills:** Operation research analyst need to be able to gather information, which include interviewing people and listening carefully to the answers
- c) **Critical – Thinking:** Operation research analyst must figure out what information is relevant to their work, evaluate the cost and benefits of alternative solutions before making recommendations
- d) **Ingenuity:** Solutions to operations problems are not usually obvious, and analyst need to think creatively to solve problems
- e) **Interpersonal skills:** Operation research analyst typically work in teams and convince their leaders to accept their recommendations
- f) **Mathematics Skills:** The models and methods used by operations research analyst are rooted in statistics, calculus, linear algebra and other math disciplines
- g) **Problem – solving skills:** Operation research analyst need to be able to diagnose problems on the basis of the information given to them by others, then analyse the information to solve problems

(vi) Minimum relevant qualification

Must have served satisfactorily in the grade or Research Officer II for a minimum period of three (3) years or its equivalent.

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.