

CAREER OPPORTUNITIES AT NATIONAL CRIME RESEARCH CENTRE 2022

3. [ADVERT NO. NCRC/4/01/22](#)

Position: Research Officer II - NCRC 7- 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.	Implementation of Research Policy	Implement Research Policies and protocols
2.	Inspection, Monitoring and Evaluation of research programmes	Participate in Crime research monitoring and evaluation
3.	Crime research	(i) Participate in conducting crime research (ii) Participate in development of crime research methods and tools
4.	Crime advisory	Drafting of crime advisories
5.	Crime reporting	Drafting of crime reports
6.	Crime year Book	Participate in the preparation of the crime year book
7.	Stakeholder engagement	Participate in research forums for stakeholders
8.	Financial Management	utilization of allocated financial resources
9.	Human resource management and development	Identification individual research capacity needs
10.	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.
12.	Communication and Report Writing	(i) Prepare draft crime research reports (ii) Compile information into a logical form and graphically link specific intelligence

		information relating to association of individuals, organization, events, vehicles, addresses and social media and other information system based
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(b) Requirements for Appointment (Knowledge, Skills and Abilities)

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

- a) A Bachelor degree in either; Sociology, Criminology, Psychology or any other relevant qualification from a recognized institution

(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) Editorial Skills; and
- d) Presentation and organization skill.

(v) Personal qualities

- a) **Analytical Skills:** research analyst use a wide range of methods such as , forecasting, data mining, statistical analysis, to examine and interpret data
- b) **Communication skills:** research analyst need to be able to gather information, which include interviewing people and listening carefully to the answers
- c) **Critical – Thinking:** 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 research problems are not usually obvious, and analyst need to think creatively to solve problems
- e) **Interpersonal skills:** research analyst typically work in teams and convince their leaders to accept their recommendations
- f) **Problem – solving skills:** research analyst need to be able to diagnose problems on the basis of the information given to them by others, and analyze the information to solve the problem.

(vi) Minimum relevant experience

Served satisfactorily in the grade of Research Officer III or its equivalent for a minimum period of three (3) 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
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.