

CAREER OPPORTUNITIES AT NATIONAL CRIME RESEARCH CENTRE 2022

8. [ADVERT NO. NCRC/8/01/22](#)

Position: Support Staff I – NCRC 11 - 2 Posts

(a) Duties and Responsibilities

This shall entail;

- i. General cleaning duties;
- ii. Collection and dispatching of mails;
- iii. Loading and offloading office materials;
- iv. Delivery of files to action officers

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

(i) Level of Education/Academic Qualifications

A Kenya Certificate of Secondary Education - K.C.S.E with a minimum grade of D+ plus

For appointment to this grade, one must have:

- a) Served for minimum period of three (3) years as Support Staff II 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.