



NATIONAL CRIME RESEARCH CENTRE

CAREER OPPORTUNITY

The National Crime Research centre is a State Corporation established by the National Crime Research Act No. 4 of 1997. Its mandate is to carry out research into the causes of crime and its prevention and to disseminate research findings and recommendations to agencies concerned with the administration of criminal justice for purposes of policy planning and formulation.

The Centre is seeking to recruit highly competent proactive and self-driven individuals to fill the following positions of:

1. VACANCY/POST NO. NCRC/1/2/2026 Deputy Director, Crime Research (NCRC GRADE 2) One (1) Post.

a) Job Descriptions

Duties and responsibilities at this level will entail:

- i. Coordinating the development, implementation and review of policies, standards, procedures and programmes on crime research;
- ii. Ensuring quality assurance of crime research;
- iii. Undertaking capacity building of researchers on quality research processes;

- iv. Coordinating the carrying out of coordinated research into, and evaluating the impact of, programmes pursued by the agencies responsible for the administration of criminal justice;
- v. Coordinating the collation of all crime-related data;
- vi. Coordinating the carrying out of research into any criminal activity and in particular: crime causation and prevention; group or culture-related crimes; socio-political and economic causes of criminal behavior including drug trafficking, peddling or addiction; the modus operandi of persons engaged in any criminal activity; and juvenile delinquency;
- vii. Coordinating the carrying out of research into deviations from the criminal justice system with a view to increasing the awareness and responsibility of the community in the rehabilitation of criminal offenders;
- viii. Coordinating the carrying out of research into the efficacy and adequacy of criminal investigation and prosecution agencies, the penal system and treatment of criminal offenders;
- ix. Coordinating the preparation of crime research reports;
- x. Monitoring and evaluating implementation of research recommendations;
- xi. Liaising with any other research bodies engaged in the pursuit of similar or related research functions;
- xii. Planning and budgeting for the Directorate; and
- xiii. Overseeing risk mitigation in the Directorate.

b) Job Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of fifteen (15) years of experience, three (3) of which must have been at the grade of Senior Assistant Director or Senior Principal Research Analyst or in comparable position;
- ii. Bachelor's degree in Statistics, Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related social sciences from a recognized institution;
- iii. Master's degree in Statistics, Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related social sciences from a recognized institution;

- iv. PhD in Statistics, Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration from a recognized institution;
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Minimum of Four (4) publications in peer-reviewed journals, books, and book chapters;
- vii. Minimum of six (6) published research papers or reports;
- viii. Proficiency in computer application;
- ix. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

2. VACANCY/POST NO. NCRC/2/2/2026 Senior Assistant Director, Capacity Building (NCRC GRADE 3) One (1) Post

(a) Job Descriptions

- i. Developing, implementing and reviewing policies, strategies, procedures, guidelines, protocols and programmes for capacity building;
- ii. Ensuring compliance on policies, guidelines and protocols for capacity building and training;
- iii. Developing training curricula and expert training modules for priority training areas for NCRC stakeholders;
- iv. Coordinating capacity building programmes in and assisting the Government in formulation and implementation;
- v. Formulating and implementing capacity building programmes at the Centre towards building efficient and effective capacity of the government, private sector and other stakeholders and related policy issues;
- vi. Developing, implementing and reviewing training programmes in liaison with relevant stakeholders;
- vii. Establishing and coordinating research exchange programme;
- viii. Informing and guiding research and academic programme of NCRC;

- ix. Developing standards and procedures for implementation of various training programmes.
- x. Developing proposals for resource mobilization in liaison with resource mobilization department; and
- xi. Coordinating the publication and use of the Centre's research findings.

(b) Job Specifications

For appointment to this grade, an officer must have:

- i. Cumulative service period of fifteen (15) years' three (3) of which should have been at the grade of Principal Research Analyst or Assistant Director Organized Crime Research; Conventional and Emerging Crimes Research; Monitoring and Evaluation Research; Information Management; Public Awareness and Partnership; and Capacity Building or in a comparable and equivalent position;
- ii. Bachelor's degree in Statistics, Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related field from a recognized institution or related social sciences from a recognized institution;
- iii. Master's degree in Statistics, Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related field from a recognized institution or related social sciences from a recognized institution;
- iv. PhD in Statistics, Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration from a recognized institution;
- v. Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Minimum of three (3) publications in peer-reviewed journals, books, and book chapters;
- vii. Minimum of four (4) published research papers or reports;
- viii. Proficiency in computer applications; and
- ix. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

**3. VACANCY/POST NO. NCRC/3/2/2026 Senior Assistant Director, Finance
(NCRC GRADE 3) One (1) Post.**

(a) Job Descriptions

Duties and responsibilities at this level will entail:

- i. Developing and reviewing financial policies and procedures to enhance internal controls;
- ii. Providing strategic leadership to the finance and accounts department;
- iii. Providing advice on all accounting and financial matters including implications and consequences of management/business decisions;
- iv. Verifying and approving expenditure and payments;
- v. Signing bank instructions/cheques;
- vi. Overseeing preparation, review and timely submission of the annual financial statements of accounts;
- vii. Ensuring compliance with relevant laws, regulations and procedures in management of financial resources;
- viii. Ensuring the Centre's liquidity position is appropriate and liaise with the parent ministry and treasury for release of allocated funds;
- ix. Reviewing of audit queries and implementing corrective actions;
- x. Developing and implementing effective processes in the finance unit to ensure seamless flow of service delivery;
- xi. Developing short term, medium- and long-term revenue and expenditure framework;
- xii. Ensuring compliance with various requirements of government agencies and statutory institution as set out in various circulars and legislations;
- xiii. Controlling the Centre's finances to ensure that they are utilized in a lawful and efficient manner;
- xiv. Planning and determining cash flow needs, forecast and establish cash flow trends of the Centre;
- xv. Preparing the annual budget execution reports, quarterly financial statements for programmes and operational budgets;
- xvi. Liaising with the parent ministry for GOK's grants and development partner's funding;

- xvii. Ensuring the provision of adequate financial resources for the Centre's program and activities; and
- xviii. Managing performance, training and mentorship of staff.

(b) Job Specifications

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of Fifteen (15) years relevant work experience, three (3) of which should have been in the grade of Assistant Director, Finance and accounts or in a comparable position;
- ii. Master's degree in any of the following disciplines: -, business administration, finance, commerce or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines in Commerce (accounting or finance option), business management (accounting or finance option), economics or equivalent qualification from a recognized institution;
- iv. Passed part III of the Certified Public Accountant (CPA K);
- v. Registered with relevant professional body such as Institute of Certified Public Accountants of Kenya (ICPAK) Kenya, Association of Chartered Certified Accountants (ACCA) or its equivalent, and in good standing;
- vi. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications skills; and
- viii. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

4. VACANCY/POST NO. NCRC/4/2/2026 Senior Assistant Director, Human Resource Management and Administration. (NCRC GRADE 3) One (1) Post.

(a) Job Descriptions

Duties and responsibilities at this level will entail:

- i. Providing leadership in development and implementation of human resource management and development strategy, policies and procedures;
- ii. Coordinating initiatives aimed at achieving strategic objectives of the organization;
- iii. Analyzing staffing levels for effective succession planning;
- iv. Overseeing Human Resource Planning;
- v. Coordinate preparation and present board paper on Human Resource matters;
- vi. Ensuring development and implementation of training and development plan;
- vii. Overseeing the development and effective implementation of staff compensation and reward system;
- viii. Ensure establishment and maintenance of a data base of staff records, skills, inventories, staff establishment and other human resource activities;
- ix. Ensuring implementation of health and safety programmes.
- x. Oversee promotion and development of staff welfare programs;
- xi. Ensuring safe custody of staff records;
- xii. Overseeing the development and implementation of an effective staff performance management system;
- xiii. Overseeing development of departmental quarterly, mid-year and annual performance reports and submitting to the board;
- xiv. Providing secretariat to the Human Resource Management Advisory Committee;
- xv. Preparing and implementing the departmental work plan and budget and ensure prudent utilization of resources;
- xvi. Provide a conducive work environment within the centre;
- xvii. Build capacity in human resource management practices through training and mentorship within the centre; and
- xviii. Ensure compliance with the respective regulatory requirements, standards, licensure, accreditations among others.

(b) Job Specifications

For appointment to this grade, a candidate must have:

- i. Cumulative service period of Fifteen (15) years relevant work experience, three (3) of which should have been in the grade of Assistant Director Human Resource Management or in a comparable position;
- ii. Bachelor's degree in Human Resource Management, Human Resource Development, Human Resource Planning, Commerce (HR option) or any other relevant qualification from a recognized institution

OR

Bachelor's degree in the following disciplines: Economics, Social Science, Education, Public/Business Administration, Government, Commerce plus a post graduate Diploma in Human Resource Management/Development or equivalent qualification;

- iii. Masters in Human Resource Management Industrial Relations, Education, Business Administration or equivalent qualification from a recognized institution;
- iv. Been registered by the institute of Human Resource Management (IHRM)
- v. Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Valid practicing license;
- vii. Proficiency in computer application skills; and
- viii. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

5. VACANCY/POST NO. NCRC/5/2/2026 Senior Research Analysts (NCRC GRADE 5) Four (4) Posts.

(a) Job Specifications

Duties and responsibilities at this level will entail:

Organized Crime Research

- i. Developing and reviewing of organized crime research policies and programmes.
- ii. Carrying out research and analysis on organized crime patterns and networks.

- iii. Validating organized crime data sets and analytical outputs.
- iv. Preparing of high-level organized crime research reports.
- v. Providing technical advisory and support services on organized crime research.
- vi. Supporting development of specialized research methodologies.
- vii. Strengthening research collaboration and partnerships.
- viii. Monitoring quality and relevance of organized crime research outputs.

Conventional and Emerging Crime

- i. Coordinating research initiatives on conventional and emerging crimes.
- ii. Providing expert technical input to crime prevention strategies.
- iii. Preparing of research publications and briefs.
- iv. Undertaking thematic crime studies and analytical reviews.
- v. Developing and maintaining of crime databases.
- vi. Undertaking policy formulation with evidence-based research.
- vii. Strengthening stakeholder research collaborations.
- viii. Monitoring emerging crime trends and risks.

Monitoring and Evaluation Research

- i. Coordinating evaluation research on criminal justice programmes.
- ii. Undertaking impact assessments and outcome evaluations.
- iii. Reviewing evaluation tools and methodologies.
- iv. Monitoring implementation of evaluation recommendations.
- v. Preparing consolidated evaluation research reports.
- vi. Providing technical guidance on programme effectiveness.
- vii. Supporting evidence based programme improvement.
- viii. Strengthening evaluative research partnerships.

Public Awareness and Partnerships

- i. Coordinating dissemination of research findings to stakeholders.
- ii. Preparing of crime advisories and policy briefs.
- iii. Supporting design and implementation of awareness programmes.
- iv. Monitoring stakeholder engagement and feedback mechanisms.
- v. Strengthening collaborative partnerships.

- vi. Supporting evaluation of public awareness outcomes.
- vii. Coordinating stakeholder forums and workshops.
- viii. Enhancing visibility of research outputs.

Capacity Building

- i. Coordinating development and implementation of training programmes.
- ii. Supporting curriculum development and review.
- iii. Coordinating research exchange initiatives.
- iv. Supporting institutional research capacity initiatives.
- v. Ensuring compliance with training standards and protocols.
- vi. Supporting monitoring and evaluation of training outcomes.
- vii. Assisting in development of resource mobilization proposals.
- viii. Promoting use of research outputs in training programmes.

Applicants may be deployed to any of the above functional areas

(b) Job Specifications

For appointment to this grade, an officer must have:

- i. Cumulative service period of nine (9) years, three of which should have been at the grade of Research Analyst or in comparable position;
- ii. Bachelor's degree in Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related field from a recognized institution;
- iii. Master's degree in Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related field from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Minimum of one (1) publication in peer reviewed journal, book or book chapter;
- vi. Minimum of two (2) published research papers or reports;
- vii. Proficiency in data analytics; and
- viii. Shown merit and ability as reflected in work performance and results.

6. VACANCY/POST NO. NCRC/6/2/2026 Assistant Director, Information Management (NCRC GRADE 4) One (1) Post.

(a) Job Descriptions

Duties and responsibilities at this level will entail:

- i. Initiating the development, implementation and review of Information Management policies, strategies, procedures, standards and guidelines;
- ii. Ensuring efficient and effective management of records;
- iii. Initiating appraisal and disposal of files, documents and other records in accordance with laid down rules and regulations;
- iv. Interpreting Information Management policies, strategies, procedures, standards and guidelines;
- v. Initiating deployment, redeployment and utilization of records and information management staff in the Centre;
- vi. Providing technical advice on records management;
- vii. Enhancing audit trails to track the use and location of records;
- viii. Ensuring conducive environment for records and documents;
- ix. Ensuring compliance with relevant legislation and guidance;
- x. Ensuring maintenance of an institutional repository;
- xi. Ensuring maintenance of documentation procedures for closure of records during mergers and separations;
- xii. Ensuring the vetting process of records and information personnel;
- xiii. Ensuring compliance to Government security levels of information classification.

(b) Job Specifications

For appointment to this grade, an officer must have: -

- i. Cumulative service period of twelve (12) years relevant work experience, three (3) years of which should have been at the grade of Principal Information Management Officer or in a comparable position;
- ii. Bachelor's Degree in any of the following disciplines: Information Science and Records Management, Information Management, Library and Information Sciences, Business Information Technology,

- Information Studies or equivalent qualifications from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Information Management, Library and Information Sciences, Business Information Technology, Information Studies or equivalent qualifications from a recognized institution;
 - iv. Membership to a relevant professional body and in good standing, where applicable;
 - v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
 - vi. Proficiency in computer applications; and
 - vii. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

7. VACANCY/POST NO. NCRC/7/2/2026: Assistant Director, Corporate Planning (NCRC GRADE 4) One (1) Post.

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

- i. Coordinating development, implementation, and review of policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards and programs on planning, strategy in the Centre;
- ii. Undertaking economic analysis of development projects and programmes undertaken by the Centre;
- iii. Coordinating development, implementation and review of the Centre's strategic plans, service charters and master plans;
- iv. Monitoring, evaluating and preparing progress reports on the implementation of the Centre's projects and programmes;
- v. Coordinating preparation of the Centre's Public Expenditure Review (PER) and Mid-Term Expenditure Framework (MTEF) budget in close consultation with Finance;
- vi. Prioritizing projects and ensuring their implementation is aligned to MTEF for the financial year;
- vii. Designing a framework for monitoring and evaluating the Centre's

- programmes and the projects;
- viii. Undertaking feasibility studies on the Centre's delivery projects in consultation with the other Directorates;
 - ix. Establishing and maintaining partnerships and collaborations with Service and other relevant stakeholders in support of the Centre's programmes and projects;
 - x. Coordinating setting, documentation, implementation and review of key processes and objectives for all functional areas in the Centre;
 - xi. Coordinating development implementation and evaluation of the Centre's performance targets and contracts;
 - xii. Coordinating preparation of annual work plans and performance contracts;
 - xiii. Establishing and maintaining database of information on the Centre's projects and programmes;
 - xiv. Coordinating service delivery surveys;
 - xv. Formulating Standard Operational Procedures for the Centre;
 - xvi. Preparing progress reports of the department;
 - xvii. Planning and budgeting for the department;
 - xviii. Building capacity and managing performance of the department
Recommending on mitigating measures for addressing risks in the department;
 - xix. Developing and implementing business continuity plans for the department:
 - xx. Implementing Business Process Re-engineering (BPR) in the department;
 - xxi. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
 - xxii. Developing and implementing the department's strategic plans, budgets and performance contract; and
 - xxiii. Mentoring and coaching staff in the department.

(b) Job Specifications

For appointment to this grade, an officer must have: -

- i. Cumulative service period of twelve (12) years work experience, three (3) of which should have been at a Principal Planning Officer or in a

- comparable position;
- ii. Bachelor's degree in any of the following disciplines: Economics, Statistics, Mathematics, or its equivalent qualification from a recognized institution;
 - iii. Master's degree in any of the following disciplines: Economics, Statistics, Mathematics, Business Administration (Strategic Management), Public Policy, Project Planning and Management, or its equivalent qualification from a recognized institution;
 - iv. Membership to a relevant professional body and in good standing where applicable;
 - v. Leadership course lasting not less than four (4) weeks from a recognized institution;
 - vi. Proficiency in computer application; and
 - vii. Demonstrated professional competence and ability as reflected in work performance and results.

8. VACANCY/POST NO. NCRC/8/2/2026 Research Analysts (NCRC 6) Six (6) Posts.

(a) Job Descriptions

Duties and responsibilities at this level will entail:

Organized Crime Research

- i. Developing and reviewing of organized crime research policies and programmes.
- ii. Supporting development of specialized research methodologies.
- iii. Undertaking research and analysis on organized crime patterns and networks.
- iv. Validating organized crime datasets and analytical outputs.
- v. Preparing of high-level organized crime research reports.
- vi. Strengthening research collaborations and partnerships.
- vii. Providing technical advisory and support services on organized crime research.
- viii. Monitoring quality and relevance of organized crime research outputs.

Conventional and Emerging Crimes Research

- i. Coordinating research initiatives on conventional and emerging crimes.
- ii. Providing expert technical input to crime prevention strategies.
- iii. Preparing of research publications and briefs.
- iv. Undertaking thematic crime studies and analytical reviews.
- v. Developing and maintaining of crime databases.
- vi. Undertaking policy formulation with evidence-based research.
- vii. Strengthening stakeholder research collaborations.
- viii. Monitoring emerging crime trends and risks.

Monitoring and Evaluation Research

- i. Undertaking evaluation research on criminal justice programmes.
- ii. Leading impact assessments and outcome evaluations.
- iii. Reviewing evaluation tools and methodologies.
- iv. Monitoring implementation of evaluation recommendations.
- v. Preparing consolidated evaluation research reports.
- vi. Providing technical guidance on programme effectiveness.
- vii. Supporting evidence-based programme improvement.
- viii. Strengthening evaluative research partnerships.

Public Awareness and Partnerships

- i. Coordinating dissemination of research findings to stakeholders.
- ii. Preparing of crime advisories and policy briefs.
- iii. Supporting design and implementation of awareness programmes.
- iv. Monitoring stakeholder engagement and feedback mechanisms.
- v. Strengthening collaborative partnerships.
- vi. Supporting evaluation of public awareness outcomes.
- vii. Organizing stakeholder forums and workshops.
- viii. Enhancing visibility of research outputs.

Capacity Building

- i. Developing and implementing of training programmes and curricular.
- ii. Supporting curriculum development and review.
- iii. Developing and implementing of capacity development program:
- iv. Coordinating research exchange initiatives with various stake holders.
- v. Supporting institutional research capacity initiatives
- vi. Ensuring compliance with training standards and protocols.
- vii. Supporting monitoring and evaluation of training outcomes.
- viii. Assisting in development of resource mobilization proposals.
- ix. Promoting use of research outputs in training programmes.

Applicants may be deployed to any of the above functional areas

(b) Job Specifications

For appointment to this grade, an officer must have:

- i. Cumulative service period of Six (6) years relevant work experience, three (3) of which should have been at the grade of Assistant Research Analyst I or in comparable position.
- ii. Bachelor's degree in Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related field from a recognized institution.
- iii. Master's degree in Social Science, Sociology, Criminal Justice, Criminology, Psychology, Law, Political Science, Crime, Public Administration or related field from a recognized institution.

9. VACANCY/POST NO. NCRC/9/2/2026: Information Management Officer II (NCRC GRADE 8) One (1) Post.

(a) Job Descriptions

This is the entry and training grade for this cadre, an officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail:

- i. Receiving, sorting, opening, date stamping, recording, capturing, distributing, retrieving, filing, folioing, shelving, minuting of mail;
- ii. Ensuring proper handling of documents, pending correspondence and bring-up;
- iii. Ensuring security of files and documents;
- iv. Ensuring storage of files and records.
- v. Scanning and uploading records onto Integrated Public Records and Information Management System (IPRIMS);
- vi. Ensuring that letters are appropriately filed and marked to action officers;
- vii. Maintaining files and records;
- viii. Managing file movement;
- ix. Dispatching mail including maintenance of related registers;
- x. Undertaking periodic file census;
- xi. Undertaking cross referencing;
- xii. Updating and maintenance of records;
- xiii. Labelling storage facilities and locations;
- xiv. Undertaking regular inventory of records; and
- xv. Ensuring safe and conducive working environment

(b) Job Specifications

For appointment to this grade, an officer must have: -

- i. Bachelor's Degree in any of the following disciplines: Information Science and Records Management, Information Management, Library and Information Sciences, Business Information Technology, Information Studies or equivalent qualifications from a recognized institution; and
- ii. Proficiency in computer applications.

10. VACANCY/POST NO. NCRC/10/2/2026 Corporate Communication Officer II (NCRC GRADE 8) One (1) Post.

(a) Job Descriptions

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

Duties and responsibilities at this level will entail: -

- i. Implementing communications, customer and branding strategies to support the Centre 's objectives;
- ii. Supporting activities to enhance the corporate image of the Centre;
- iii. Monitoring internal and external media communication functions;
- iv. Assisting in protocol management;
- v. Organizing Centre's planned events and functions;
- vi. Providing content in the development of Communication materials;
- vii. Supporting implementation of the Centre's Corporate Social Responsibility (CSR) initiatives and preparing reports;
- viii. Responding to customer enquiries;
- ix. Receiving, analyzing and sharing customer feedback; and
- x. Manning information desk services at public awareness programmes and outreach forums.

(b) Job Specifications

For appointment to this grade, an officer must:

- i. Bachelor's degree in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations, Graphic Design or any other relevant equivalent qualifications from a recognized institution; and
- ii. Proficiency in computer application skills.

11. VACANCY/POST NO. NCRC/11/2/2026 Supply Chain Management Officer II (NCRC GRADE 8) One (1) Post.

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

(a) Job Description

Duties and responsibilities at this level will entail: -

- i. Implementing supply chain management policies, standards, strategies, guidelines and any other functions that might be stipulated by the National Treasury and the PPRA;
- ii. Participating in reviewing tenders notices;
- iii. Participating in reviewing notices of award/regrets and tender

- acceptance process;
- iv. Preparing agenda and taking minutes for tender and procurement committee;
 - v. Capturing data on annual procurement and disposal plans for compilation and review;
 - vi. Preparing prequalified list of suppliers;
 - vii. Maintaining reorder levels of stores to facilitate smooth running of the Centre, by replenishing stock in good time;
 - viii. Updating records of the inventory, inventory movement and balance; and
 - ix. Safeguarding tenders, quotations and request for proposals.

(b) Job Specifications

For appointment to this cadre, an officer must have: -

- i. Bachelor's degree in any of the following disciplines: Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management option), or an equivalent qualification from a recognized and accredited institution;
- ii. Membership to Kenya Institute of Supplies Management (KISM); and
- iii. Proficiency in computer application skills.

12. VACANCY/POST NO. NCRC/12/2/2026 Legal Officer II (NCRC GRADE 8) One (1) Post.

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a designated supervisor.

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

- i. Implementing policies, standards and guidelines in respect to the legal function;
- ii. Drafting legal opinions, agreements, contract, Memorandum of Understandings;
- iii. Supporting negotiation of contract/agreements;

- iv. Supporting management of intellectual property rights, grantmanship and data protection aspects of the Centre;
- v. Obtaining information required on case files and communicating to the supervisor;
- vi. Identifying legal and compliance risks;
- vii. Providing and interpreting legal information;
- viii. Participating in policy development and advising on legal policy issues; and
- ix. Handling pre-litigation legal disputes and inquiries.

(b) Job Specifications

For appointment to this grade, a candidate must have: -

- i. Bachelor of Law Degree (LLB) from a recognized and accredited institution;
- ii. Postgraduate Diploma in Law from the Kenya School of Law;
- iii. Advocate of the high court of Kenya;
- iv. Member of the Law Society of Kenya;
- v. Valid practicing certificate from a relevant professional body where applicable; and
- vi. Proficiency in computer application skills.

13. VACANCY/POST NO. NCRC/13/2/2026 Records Management Officer I (NCRC GRADE 7) One (1) Post.

(a) Job Descriptions

Duties and responsibilities at this level will be:

- i. Developing and ensuring implementation of records management policies and procedures;
- ii. Ensuring security of files and information;
- iii. Ensuring proper handling of documents, pending correspondences and bring ups;
- iv. Preparing disposal schedules in accordance with relevant government laws and regulations;
- v. Ensuring classification and indexing of records;
- vi. Ensuring effective mail management; and

- vii. Maintaining, verifying and evaluating existing records management system.

(b) Job Specifications

For appointment to this grade, a candidate must have: -

- i. Cumulative service period of three (3) years relevant work experience in the grade of Records and Information Officer II or in a comparable position;
- ii. Bachelor's Degree in any of the following disciplines: - Information Science and Records Management, Records and Information Management, Library and Information Sciences, Information Studies or equivalent qualifications from a recognized institution.
- iii. Proficiency in computer application skills; and
- iv. Shown merit and ability as reflected in work performance and results.

14. VACANCY/POST NO. NCRC/14/2/2026 Senior Office Administrator (NCRC GRADE 6) One (1) Post.

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

- i. Promoting Customer Care by handling internal and external customer enquiries and complaints;
- ii. Facilitating appointments by maintaining the office diary to ensure planned activities are conducted on schedule;
- iii. Coordinating logistical arrangements for national and regional conferences, seminars, meetings and workshops by making transport and hotel reservations for meetings within and out of the Centre;
- iv. Coordinating physical and virtual meetings with different departments within and outside the Centre by prioritizing booking of rooms/conference facilities. recording minutes for use during meetings;
- v. Ensuring security and integrity of office equipment, records and documents. including classified materials;
- vi. Preparing reports and draft letters for the Head of Directorate/Senior Assistant Director's action;
- vii. Maintaining up to date filing system and monitoring file movement:

- viii. Handling telephone calls and appointments;
- ix. Using e-office to research and process data;
- x. Providing for good office layout and cleanliness;
- xi. Implementing and monitoring procedures for record keeping of correspondence and file movements;
- xii. Managing office protocol, etiquette and telephone calls;
- xiii. Managing petty cash;
- xiv. Ensuring office equipment such as scanners, photocopiers, shredders, computers and printers are serviced and in good working condition;
- xv. Generating drafts and responding to incoming and outgoing correspondence; and
- xvi. Support preparation, custody, archival and retrieval of reports and document.

(b) Job Specifications

For appointment to this grade, an officer must have:

- i. Cumulative service period of six (6) years relevant work experience, three (3) of which should have been in the grade of Office Administrator I or in a comparable position;
- ii. Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor's Degree in Social Sciences **AND** a Diploma in Secretarial Studies from a recognized institution **OR** Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- Shorthand III (minimum 120 w.p.m.);
 - Typewriting III (50 w.p.m.)/Computerized Document Processing III;
 - Business English III/Communications II;
 - Commerce II;
 - Office Practice II;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
- iii. Public Relations and Customer Care Course lasting not less than (2) weeks from a recognized institution;

- iv. Membership to a relevant professional body where applicable and in good standing;
- v. Proficiency in computer application skills; and
- vi. Shown merit and shown ability as reflected in work performance and results.

Application Procedure

Interested applicants for these positions shall apply through NCRC recruitment portal which is accessible through recruitment.crimeresearch.go.ke. All applications should reach the Centre on or before **2nd March 2026** latest by **5.00 PM**. East African Time, for more information visit the Centre's website www.crimeresearch.go.ke

The Successful candidates will be required to submit the following documents;

- a) Certificate of clearance from Directorate of Criminal Investigations (DCI)
- b) Certificate of Clearance from the Higher Education Loans Board (HELB)
- c) Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- d) Duly filled and stamped self declaration/ clearance form from the Ethics and Anti Corruption Commission (EACC)

The self declaration form, Ethics and Anti-Corruption Commission (EACC) should indicate the position for which declaration is being submitted.

Only shortlisted candidates shall be contacted and invited for interview.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Persons abled differently, the marginalized and minorities are encouraged to apply.