



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 individual to fill the Position of; -

Job Title	Director/Chief Executive Officer; (NCRC 1)	
Job Reference	NCRC/1/8/2026	
Terms	Three (3) years Contract	
No of Posts	1	
Salary	Basic Salary	- Kshs 289,417 – Kshs 367,560pm
	House Allowance	- Kshs 100,000.00 pm
	Entertainment Allowance	- Kshs 100.000.00 pm
	Domestic Allowance	– Kshs 15,800 pm

(a) Job Purpose

The Director is responsible for the overall day to day management of the affairs of the Centre.

(b) Job Description

Duties and responsibilities at this level entail:

- i. Centre's accounting officer.
- ii. Overseeing the day-to-day implementation of the Centre's Mandate.
- iii. Advising and making recommendations to the Governing Council and the Cabinet Secretary on the formulation of policies, plans and strategies on national crime research.
- iv. Coordinating the Centre's development programs, project formulation, funding implementation, appraisal, monitoring and evaluation.
- v. Responsible for stakeholder management and enhancement of corporate image of the Centre.
- vi. Principal spokesperson of the Centre.
- vii. Ensuring that the Centre has an effective management structure including succession plans.
- viii. Maintaining a conducive work environment for attracting, retaining and motivating employees and foster a corporate culture that promotes ethical practices and good corporate citizenship.
- ix. Recommending annual budgets to the Governing Council for approval.
- x. Ensuring that the Centre utilizes its resources prudently according to the financial guidelines provided by Government from time to time.
- xi. Ensuring accurate and timely audits of the Centre's books of accounts.
- xii. Executing and communicating Council's strategies, decisions and procedures.
- xiii. Establishing proper internal monitoring and control systems and overseeing compliance with statutory and regulatory requirements.
- xiv. providing leadership to the management and provide a link between the management and the Governing Council.
- xv. Providing regular, thorough and prompt communication to the Governing Council on key technical, financial and administrative matters.
- xvi. Developing and recommending to the Governing Council the long-term strategy, business plans and oversee implementation of the Centre's corporate strategic plan.
- xvii. Managing the Centre's assets and liabilities.
- xviii. Fostering local and international partnerships with institutions of research and other agencies.

(c) Job Specifications

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

- i. Cumulative service period of fifteen (15) years, five (5) of which must have been in senior management or in a comparative position.
- ii. Bachelor's Degree in Social Sciences or any other equivalent qualification from a recognized institution.
- iii. Master's Degree in Social Sciences or any other equivalent qualification from a recognized institution.
- iv. Doctorate Degree (PhD) in Social Sciences or any other equivalent qualification from a recognized institution.
- v. Must have eighteen (18) publications in peer-reviewed journal articles, books and book chapters.
- vi. Membership to a relevant professional body and in good standing.
- vii. Certificate in Leadership course lasting not less than four (4) weeks from a recognized Institution.
- viii. Proficiency in computer applications.
- ix. Fulfill the requirements of Chapter Six (6) of the Constitution.

The Successful candidates will be required to submit the following documents for compliance with chapter six of the constitution.

- 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) Certificate of clearance from the Credit Reference Bureau, and
- e) Duly filled and stamped self-declaration/ clearance form from the Ethics and Anti-Corruption Commission (EACC).

The self-declaration form, from Ethics and Anti-Corruption Commission (EACC) should indicate the Director/Chief Executive Officer as the position for which declaration is being submitted.

Only shortlisted candidates shall be contacted and invited for interview.

Application Procedure

Interested applicants for this position shall apply through NCRC recruitment portal which is accessible through recruitment.crimeresearch.go.ke . All applications should be submitted on or before **Monday 24th August 2026** by 5.00pm East Africa time. For more information visit the Centre's website. www.crimeresearch.go.ke .Hard copies **shall not** be accepted.

National Crime Research Centre is an equal opportunity employer, people abled differently the marginalized and the minority are encouraged to apply. Applicants are informed that any form of canvassing will lead to automatic disqualification.

Governing Council Chair lady

National Crime Research Centre

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