



NATIONAL CRIME RESEARCH CENTRE

CAREER OPPORTUNITY

ADVERT NO. NCRC/1/03/23

DIRECTOR/CHIEF EXECUTIVE OFFICER - NCRC 1

The National Crime Research Centre (NCRC) is a State Corporation established under the National Crime Research Centre Act. No. 4 of 1997 of the Laws of Kenya. The Centre is mandated to carry out research on crime, causes, crime prevention and to disseminate research findings and recommendations to the Government agencies concerned with administration of criminal justice and other stakeholders.

The Centre is seeking to recruit a highly competent, proactive and self – driven individual to fill the position of the Director. The Director shall be the Chief Executive Officer and Secretary to the Governing Council and will be responsible for the day-to-day management of the Centre.

Key Responsibilities

Reporting to the Chairperson of the Governing Council, The Director shall:

- a. Be the Accounting Officer of the Centre;
- b. Provide leadership to senior management and staff;
- c. Manage the day-to-day affairs of the Centre and in particular for the implementation of the policies and programs in relation to Crime Research and Management;
- d. Spearhead the development and implementation of Performance Contract for the Centre;
- e. Oversee the preparation of the annual budgets and work plan and establish proper internal controls;
- f. Oversee the mobilization of resources from the government, development partners, private sector and other stakeholders to meet the mandate of the Centre;
- g. Institutionalize a framework for designing and implementation of Crime Research;
- h. Advise the Governing Council on all policies and strategies related to Crime Research;

- i. Responsible for the execution and communication of the Governing Council's strategies, decisions and policies;
- j. Ensure that the Centre has an effective management structure including a succession plan;
- k. Ensure that all Governing Council papers are accurately written, relevant and availed to its members in good time;
- l. Serve as the link between the Governing Council and the Management;
- m. Responsible for the achievement of the objectives of the Centre;
- n. Put in place effective administrative structures, processes and systems;
- o. Provide regular, thorough and prompt communication to the Governing Council on key technical, financial and administrative matters;
- p. Oversee maintenance and compliance with Quality Management Systems;
- q. Responsible for stakeholder management and the enhancement of the Centre's corporate image;
- r. Spearhead the development of a national crime research ecosystem;
- s. Organize and manage staff;
- t. Coordinate institutionalization of effective governance structures;
- u. Advise the Cabinet Secretary on all matters pertaining to Crime Research and Management; and
- v. Foster local and international partnerships with institutions of research and other agencies.

Minimum Qualifications and Experience

The successful applicant should meet the following specifications:

- (i) Doctor of Philosophy (PhD) Degree in Social Sciences from a recognized institution;
- (ii) Master's Degree in Social Sciences from a recognized institution;
- (iii) Bachelor's Degree in Social Sciences from a recognized institution;
- (iv) A minimum of fifteen (15) years relevant work experience, five (5) of which must be in a senior management position;
- (v) Professional qualification and membership to professional body where applicable and in good standing;
- (vi) Leadership course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications; and
- (viii) Fulfill the requirements of Chapter Six (6) of the Constitution

Skills and competencies

- (i) Leadership skills;
- (ii) Strategic and innovative thinking;
- (iii) Interpersonal relationship skills;
- (iv) Strong analytical skills;
- (v) Negotiation skills;
- (vi) Report writing skills;
- (vii) Problem solving skills;
- (viii) Communication skills;

- (ix) Ability to work under pressure;
- (x) Ability to work independently and in a team;
- (xi) Ability to mobilize resources;
- (xii) Ability to work with and supervise multigenerational staff; and
- (xiii) Excellent administrative capabilities.

Terms and Conditions of Service

The Centre will offer a Competitive package in line with the State Corporations Advisory Committee (SCAC) and Salaries and Remuneration Commission (SRC) guidelines.

- Basic Salary structure - Kshs. 210,100 - 400,000
- House Allowance - Kshs. 80,000
- Entertainment Allowance - Kshs. 80,000
- Other Remunerative Allowances - Kshs. 60,000
- Any other allowance as approved by Government from time to time.
- Other benefits - Comprehensive Medical Cover, Group Personal Accident and Group life cover

N/B: Allowances and Basic Salary are subject to review by SRC.

The appointment shall be on Three (3) years contract, renewable once, subject to satisfactory performance.

Documents to be submitted

Interested applicants for this position must submit dully filled NCRC Job application form, downloaded from www.crimeresearch.go.ke detailed CV, copies of Academic Certificates and other testimonials.

The Shortlisted candidates will be required to submit the following documents during the interviews:

- a. Current Police Clearance Certificate 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); and
- d. 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/CEO” as the position for which declaration is being submitted.

Only shortlisted candidates shall be contacted and invited for interviews.

N/B: Applicants who had previously applied for the advertised position on 1st February, 2022 are advised to re-apply.

Submission of Application

All applications should reach the Centre on or before **Monday, 27th March, 2023 latest by 5.00 pm (East African Time).**

Hard copy applications quoting the reference number should be delivered in a clearly marked and sealed envelope addressed to:

The Chairman
Governing Council
National Crime Research Centre
ACK Garden Annex
1st Ngong Avenue, Off Bishop's Road
P.O. Box 21180-00100
NAIROBI

AND a copy emailed to director@crimeresearch.go.ke

NCRC is an equal opportunity employer and all qualified candidates are encouraged to apply. Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Persons with disabilities, the marginalized and the minorities are encouraged to apply.