



ADVERTISEMENT OF VACANCIES

Kenya National Bureau of Statistics (KNBS) is a corporate body established under the Statistics Act (2006). It is the principal Government agency responsible for the collection, compilation, analysis, publication and dissemination of official statistical information and its custody. It also oversees the coordination, supervision and development of programmes within the National Statistical System (NSS).

KNBS invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following positions: -

Job Title: DIRECTOR, POPULATION AND SOCIAL STATISTICS
KNBS: Level 2
Ref: KNBS/DPSS/37/2020
No. of Posts: 1
Terms of Employment: Five (5) Years Contract Renewable once

Monthly Remuneration:
Basic Salary - Kshs. 212,310 - Kshs. 290,000
House allowance – Kshs. 60,000
Commuter allowance: Kshs. 25,000

Job Purpose: Reporting to the Director General, the job holder will be responsible for planning, implementing and coordinating all the activities carried out in the Population and Social Statistics Directorate.

Duties and Responsibilities: -

- i. Coordinating the provision of technical support on population and health, social statistics , cartographic and Geographical Information system data to stakeholders;
- ii. Coordinating all activities of Kenya Population and Housing Census;
- iii. Overseeing the undertaking of scheduled ad-hoc, demographic and health surveys;

- iv. Ensuring the provision of population data and write-ups for Annual Economic Survey and National and County Statistical Abstract;
- v. Coordinating the constitution of the census and household based surveys Management Committees;
- vi. Coordinating census cartographic mapping and map production activities;
- vii. Overseeing development and management of a geospatial database;
- viii. Providing leadership in the development and implementation of budgets and policies for the Directorate;
- ix. Providing leadership in the development of work plans for staff in the Directorate;
- x. Reporting on the performance of the Directorate;
- xi. Coordinating development of staff in the Directorate in line with both individual and institutional performance objectives;
- xii. Any other duty as may be assigned by the Director General from time to time.

Requirements for Appointment:

- i. Must have at least ten (10) years working experience in Statistics of which three (3) should have been at the level of a Senior manager or equivalent position;
- ii. Must have a Bachelor Degree in Statistics; Mathematics; Economics, Demography or any other related qualifications from a recognized institution;
- iii. Must have a Master Degree in Statistics; Mathematics; Economics, Demography or any other related disciplines from a recognized institution;
- iv. Must have a Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Must be adept with appropriate computer skills;
- vi. Must have outstanding communication and motivation skills;
- vii. Must have working knowledge and experience in financial management with respect to planning and budgeting;
- viii. Must have analytical and human resource management skills;
- ix. Must be able to work in a collaborative team environment;
- x. Must meet the requirements of chapter six (6) of the Constitution of Kenya 2010 and submit the following documents: -
 - Tax Compliance Certificate from Kenya Revenue Authority (KRA)
 - Certificate from Credit Reference Bureau (CRB)
 - A current Certificate of Good conduct from DCI
 - Clearance Certificate from HELB

- Clearance from EACC
- National Identity card/passport

Job Title: SENIOR MANAGER, EXTERNAL SECTOR STATISTICS

KNBS: Level 3

Ref: KNBS/SMESS/38/2020

No. of Posts:

Monthly Remuneration:

Basic Salary - Kshs. 169,380 - Kshs. 236,460

House allowance – Kshs. 50,000

Commuter allowance: Kshs. 20,000

Job Purpose: Reporting to the Director, Macroeconomics Statistics, the job holder will be responsible of planning, implementing and coordinating activities in the External Sector Statistics Division.

Key Responsibilities:

- i. Designing and implementing survey programmes in the areas of balance of payments, international merchandise trade, international trade in services external remittances and external debt statistics;
- ii. Developing concept papers for the overall technical development of External Sector statistics;
- iii. Compiling and analyzing balance of payments statistics;
- iv. Compiling and analyzing international investment position statistics;
- v. Compiling and analyzing external debt statistics;
- vi. Compiling and analyzing international merchandise trade statistics;
- vii. Compiling and analyzing international trade in services statistics;
- viii. Compiling and analyzing external remittances statistics;
- ix. Producing the Quarterly Balance of Payment reports;
- x. Analyzing External Sector Statistics for economic analysis and other related services;
- xi. Monitoring statistical trends of national, regional and international regional External Sector statistics;
- xii. Establishing, maintaining and deploying appropriate systems for measuring and evaluating data quality of external sector statistics;
- xiii. Developing, maintaining and updating External Sector databases;

- xiv. Producing statistical data relating External Sector Statistics for sharing with international and regional agencies that Kenya is party to; and data subscribers;
- xv. Writing and submitting technical reports on specific subject;
- xvi. Developing annual work plans and related budgets for the Division;
- xvii. Implementing performance management activities;
- xviii. Ensuring that the Quality Management System is implemented accordingly;
- xix. Supervising and managing staff within the Division;
- xx. Any other duty as may be assigned by the Director from time to time.

Requirements for Appointment:

- i. Must have served in the grade of Manager Statistics or equivalent position for a minimum period of three (3) years
- ii. Must have a Bachelor Degree in any of the following disciplines: - Statistics, Mathematics, Economics or any other related qualifications from a recognized institution;
- iii. Must have a Master Degree in any of the following disciplines: - Statistics; Economics, Mathematics or any other related qualifications from a recognized institution;
- iv. Must have a Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Must be adept with appropriate computer skills;
- vi. Must have analytical, financial and human resource management skills;
- vii. Must be able to work in a collaborative team environment;
- viii. Must meet the requirements of chapter six (6) of the Constitution of Kenya 2010 and submit the following documents: -
 - Tax Compliance Certificate from Kenya Revenue Authority (KRA)
 - Certificate from Credit Reference Bureau(CRB)
 - A current Certificate of Good conduct from DCI
 - Clearance Certificate from HELB
 - Clearance from EACC
 - National identity card/passport

Job Title:	SENIOR MANAGER, SAMPLING, METHODS AND STANDARDS KNBS: Level 3
Ref:	KNBS/SMSMS/39/2020
No. of Posts:	
Monthly Remuneration:	
Basic Salary -	Kshs. 169,380 - Kshs. 236,460
House allowance –	Kshs. 50,000
Commuter allowance:	Kshs. 20,000

Job Purpose: Reporting to the Director, Statistical Coordination and Methods, the job holder will be responsible planning, implementing and coordinating activities in the Sampling, Methods and Standards Division.

Key Responsibilities

- i. Developing sample survey designs and selecting sampling units and compute data weights;
- ii. Designing , developing, maintaining and updating master household sampling frame and stand-alone frames;
- iii. Reviewing and advising on sample surveys proposals from stakeholders by providing technical support in planning and budgeting;
- iv. Reviewing and computing variances/Standard Errors for survey indicators;
- v. Preparing survey methodology reports;
- vi. Designing, developing, maintaining and updating business master sampling frames;
- vii. Formulating sample designs and calculating sample sizes for undertaking various surveys;
- viii. Providing technical guidance on sampling techniques across the NSS;
- ix. Facilitating planning, budgeting and logistics for sample surveys;
- x. Developing and updating the National Data Quality Assessment Frameworks for Kenya (KENQAF);
- xi. Assessing the data quality of statistics produced across the NSS;
- xii. Establishing, implementing and reviewing the criteria for designating statistics as ‘official’;
- xiii. Preparing statistical compendium on concepts, definitions, classifications and methodologies;
- xiv. Preparing metadata dictionary;

- xv. Reviewing statistical classifications and methodologies for compiling official statistics;
- xvi. Enforcing use of acceptable standards, methodologies and classifications for quality statistical production;
- xvii. Monitoring the use of statistical sampling frames;
- xviii. Conducting regular trainings and sensitization on standards and methods;
- xix. Developing annual work plans and related budgets for the Division;
- xx. Implementing performance management activities;
- xxi. Ensuring that the Quality Management System is implemented accordingly;
- xxii. Supervising and managing staff within the Division;
- xxiii. Any other duty as may be assigned by the Director from time to time.

Requirements for Appointment:

- i. Must have served in the grade of Manager, Statistics or equivalent position for a minimum period of three (3) years
- ii. Must have a Bachelor Degree in any of the following disciplines: - Statistics, Mathematics, Economics or any other related qualifications from a recognized institution;
- iii. Must have a Master Degree in any of the following disciplines: - Statistics; Economics, Mathematics or any other related qualifications from a recognized institution;
- iv. Must have a Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Must be adept with appropriate computer skills;
- vi. Must have analytical, financial and human resource management skills;
- vii. Must be able to work in a collaborative team environment;
- viii. Must meet the requirements of chapter six (6) of the Constitution of Kenya 2010 and submit the following documents: -
 - Tax Compliance Certificate from Kenya Revenue Authority (KRA)
 - Certificate from Credit Reference Bureau (CRB)
 - A current Certificate of Good conduct from DCI
 - Clearance Certificate from HELB
 - Clearance from EACC
 - National identity card/passport

Job Title: SENIOR MANAGER, CORPORATE COMMUNICATIONS KNBS (Re-advertisement)

KNBS: Level 3

Ref: KNBS/SMCC/40/2020

No. of Posts: 1

Terms of Employment: Permanent and Pensionable

Monthly Remuneration:

Job Purpose: Reporting to the Director Corporate Services, the jobholder will be responsible for planning, implementing and coordinating activities in the Corporate Communications Division.

Key responsibilities

- i. Overseeing the interpretation and implementation of corporate communication policies, strategies and programmes;
- ii. Developing standards and regulations in the management of public communications functions;
- iii. Overseeing research conducted on public opinion and providing appropriate strategies to address issues raised;
- iv. Overseeing the initiation and maintenance of good relations with media practitioners and the public;
- v. Liaising with media practitioners and the public on issues of mutual concerns;
- vi. Overseeing the promotion of corporate brand and image of the Bureau;
- vii. Overseeing preparation of media supplements, documentaries, press release and media features;
- viii. Spearheading editing and dissemination of information to the public and media;
- ix. Developing annual work plans and related budgets for the Division;
- x. Implementing performance management activities;
- xi. Ensuring that the Quality Management System is implemented accordingly;
- xii. Supervising and managing staff within the Division;
- xiii. Any other duties as may be assigned by the Director Corporate Services

Requirements for Appointment

- i. Must have served in the grade of Manager, Corporate Communications or equivalent position for a minimum period of three (3) years;

- ii. Must have a Bachelor Degree in any of the following disciplines:- Communications studies, Public Relations or any other equivalent qualifications from a recognized institution;
- iii. Must have a Master Degree in any of the following disciplines: - Communications Studies, Public Relations or any other related qualifications from a recognized institution;
- iv. Must have a Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution OR any other related leadership course;
- v. Membership to Public Relations Society of Kenya (PRSK) OR any other related recognized body;
- vi. Must be adept with appropriate computer skills;
- vii. Must have outstanding communication and motivation skills;
- viii. Must have analytical, financial and human resource management skills;
- ix. Must be able to work in a collaborative team environment;
- x. Must meet the requirements of chapter six (6) of the Constitution of Kenya 2010 and submit the following documents:-

- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Certificate from Credit Reference Bureau (CRB)
- A current Certificate of Good conduct from DCI
- Clearance Certificate from HELB
- Clearance from EACC
- National identity card/passport

Applicants should fill and submit hard copies of the employment application form Ref. Ref. KNBS/F/93/29 which is available on the KNBS website www.knbs.or.ke accompanied by copies of academic, professional and other relevant certificates, transcripts and testimonials. The reference number for the post applied for should be clearly marked on the envelope and addressed to:

The Director General
Kenya National Bureau of Statistics
P. O. Box 30266 – 00100
Real Towers, Upper Hill, 4th floor
Hospital Road
NAIROBI

Applications must be received not later than 10th December 2020 and only shortlisted candidates will be contacted.

KENYA NATIONAL BUREAU OF STATISTICS IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONS WITH DISABILITIES, THE MARGINALISED AND THE MINORITIES ARE ENCOURAGED TO APPLY