



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).

Kenya National Bureau of Statistics invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following positions:

Job Title:	Manager, Legal Services
KNBS:	Level 4
Ref:	KNBS/MLS/15/2022
No. of Positions:	1
Monthly Remuneration:	
Basic Salary:	Kshs. 133,260 - Kshs. 189,960
House Allowance:	Kshs. 40,000
Commuter Allowance:	Kshs. 16,000
Extraneous Allowance:	Kshs 20,000
Terms of Employment:	Permanent and Pensionable

Job Purpose: Reporting to the Corporation Secretary, the job holder will be responsible for undertaking activities in the Legal Services Division.

Key Responsibilities

- i. Serving pleadings as required by law;
- ii. Supervising filing of documents in court registries;
- iii. Receiving court processes served on the Bureau;
- iv. Preparing pleadings in all cases touching on the Bureau;
- v. Attending proceedings on behalf of the Bureau;
- vi. Negotiating settlements of civil disputes;

- vii. Preparing legal briefs and opinions, and filing appeals as need arises;
- viii. Analyzing the probable outcomes of cases, using legal precedents;
- ix. Ensuring risk mitigating clauses are included in all contracts and other legal instruments;
- x. Drafting legal documents on behalf of the Bureau;
- xi. Negotiating contracts and memorandums of understanding between the Bureau and other parties;
- xii. Ensuring compliance with current amendments to the laws governing operations of the Bureau;
- xiii. Researching on any legal areas touching on the mandate of the Bureau;
- xiv. Studying the Constitution, statutes, regulations, and decisions of quasi-judicial bodies to determine any legal implications therein;
- xv. Examining legal data to determine advisability of Bureau defending or prosecuting any lawsuit; and
- xvi. Carrying out legal and governance audits for compliance
- xvii. Preparing sectional work plans and related budget;
- xviii. Implementing performance management activities;
- xix. Supervising and managing staff within the Section;
- xx. Any other duties lawfully assigned by the supervisor.

Requirements for Appointment

- i. Must have served in the grade of Assistant Manager, Legal Services, level 5 or equivalent position for a minimum period of three (3) years;
- ii. Must have a Bachelor's Degree in Law (LLB) from a recognized institution;
- iii. Must have a Master's Degree in Law (LLM) or any other related qualifications from a recognized institution;
- iv. Must have a Post Graduate Diploma in Legal Studies from the Council of Legal Education;
- v. Must have a Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks or any other related qualification from a recognized institution;
- vi. Must be a Certified Public Secretary with a valid Certificate from the institute of Certified Public Secretaries Kenya;
- vii. Must have a Valid Practicing Certificate from Law Society of Kenya;
- viii. Must have be an Advocate of the High Court of Kenya;
- ix. Must have a Certificate in computer applications from a recognized institution;
- x. Shown merit and ability as reflected in work performance and results;
- xi. Must have analytical, financial and human resource management skills;
- xii. Must be able to work in a collaborative team environment.

Job Title:	Assistant Manager, Human Resource Management
KNBS:	Level 5
Ref:	KNBS/AMHRM/16/2022
No. of Positions:	1
Monthly Remuneration:	
Basic Salary:	Kshs. 103,860 - Kshs. 150,480
House Allowance:	Kshs. 30,000
Commuter Allowance:	Kshs. 14,000
Extraneous Allowance:	Kshs 10,000
Terms of Employment:	Permanent and Pensionable

Job Purpose: Reporting to the Manager, Human Resource Management, the jobholder will be responsible undertaking activities in the Human Resource Division.

Key responsibilities

- i. Implementing Human Resource policies and strategies;
- ii. Processing staff Recruitment, deployment, promotions and transfers;
- iii. Complying with statutory and regulatory requirements relating to Human Resource management;
- iv. Processing disciplinary cases;
- v. Administering employee welfare programs;
- vi. Processing salary, retirement benefits, Medical claims, Group Personal Accidents and Group Life schemes;
- vii. Processing of leave applications;
- viii. Developing and implementing Human Resource Management System (HRIS);
- ix. Any other duties lawfully assigned by the supervisor.

Requirements for Appointment

- i. Must have served in the grade of Human Resource Management/Development Officer or equivalent position for a minimum period of three (3) years;

- ii. Must have a Bachelor Degree in any of the following disciplines:- Human Resource Management/Development; Education; Business Administration; Business Management ,Social Sciences or any other related qualifications from a recognized institution;
- iii. Must have a Post-Graduate Diploma in Human Resource Management from a recognized institution;
- iv. Must be a member of a recognized Human Resource management Professional body;
- v. Must have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Experience in the processing and management of payroll will be an added advantage;
- vii. Experience of working with IPPD and GHRIS system will be an added advantage;
- viii. Must have a Certificate in computer applications from a recognized institution;
- ix. Must have shown merit and ability as reflected in work performance and results;
- x. Must have analytical, financial and human resource management skills;
- xi. Must be able to work in a collaborative team environment.

Job Title:	Assistant Statistician, Field Services
KNBS:	Level 8
Ref:	KNBS/ASFS/17/2022
No. of Positions:	14
Monthly Remuneration:	
Basic Salary:	Kshs. 46,500 - Kshs. 70,500
House Allowance:	Kshs. 8,000
Commuter Allowance:	Kshs. 8,000
Terms of Employment:	Permanent and Pensionable

Job Purpose: Reporting to the County Statistics Officer, the jobholder will be responsible for undertaking activities in the Field Office.

Key responsibilities

- i. Dispatching and receiving of questionnaires;
- ii. Following-up on non-response from data providers;
- iii. Collecting, collating, coding, entering and classifying data;
- iv. Entering data into statistical applications;

- v. Maintaining checklists of data providers;
- vi. Identifying and locating statistical units of enumeration;
- vii. Carrying out pre-test and piloting of data collection instruments;
- viii. Printing questionnaires, archiving and retrieving completed returns;
- ix. Updating county specific sampling frames;
- x. Preparing census databases for selection of sampling units;
- xi. Listing field sampling units;
- xii. Distributing sampling frame materials;
- xiii. Capturing data for developed and updated sampling units;
- xiv. Editing and updating records in the sampling frame database;
- xv. Retrieving sampling units records;
- xvi. Any other duties lawfully assigned by the supervisor.

Requirements for appointment

- i. Must have a Diploma in any of the following disciplines:- Statistics, Economics, Actuarial Science, Mathematics or any other related qualifications from a recognized institution;
- ii. Must have a Certificate in computer applications from a recognized institution.

Applicants should fill and submit a copy of the employment application form **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 **26th August 2022** 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

DIRECTOR GENERAL