



VACANCY ANNOUNCEMENT

The Kenya National Bureau of Statistics (KNBS) is a State Corporation established via the Statistics Act No. 4 of 2006. KNBS is the principal government agency for collecting, analyzing and disseminating statistical data and is the custodian of official statistical information in Kenya.

The Bureau wishes to recruit a dynamic, result oriented and self-driven individual to fill the vacant position as outlined below.

POSITION	VACANCY NO.	GRADE	NO. OF POSITIONS
DIRECTOR, CORPORATE SERVICES	Job Ref. No. KNBS/DCS/4/2023	Level 2	1

Applicants should fill and submit a copy of the employment application form **Ref. KNBS/F/93/29** available on the KNBS website www.knbs.or.ke. Full details of the job description and specifications are contained on the website www.knbs.or.ke. The form should be accompanied by copies of academic, professional and other relevant certificates, transcripts and testimonials.

The reference number for the post 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 **5th September, 2023**. Only candidates who have met all the requirements of the advert and have been shortlisted will be contacted.

Kenya National Bureau of Statistics is an Equal Opportunity Employer. Canvassing will lead to automatic disqualification.

Women, Persons With Disabilities, the marginalised and minorities are encouraged to apply.



JOB DESCRIPTION AND SPECIFICATIONS

Job Title	Director, Corporate Services
KNBS	Level 2
No. of Positions	1 (One)
Reference No.:	KNBS/DCS/4/2023
MONTHLY REMUNERATION	
Basic Salary	Kshs 212,310 - Kshs 290,000 pm
House Allowance	Kshs 60,000
Transport Allowance	Kshs 25,000
Extraneous Allowance	Kshs 40,000
Terms of Employment	5 Year Contract

Job Purpose and Requirements

The job holder will be responsible to the Director General for planning, implementing and coordinating activities in the Directorate of Corporate Services.

Key Responsibilities

The Director, Corporate Services will be responsible for:-

- i. Providing leadership and coordinating administrative support services including Finance, Human Resource and Administration, Information & Communication Technology and Corporate Communications;
- ii. Leading the development of the Directorate's strategy;
- iii. Providing leadership in the development and implementation of budgets, policies and procedures to support services;
- iv. Providing leadership in development of work plans for staff at all levels;
- v. Providing leadership in the planning, development, operation and maintenance of Bureau Communication & Networks Infrastructure and Services;
- vi. Spearheading development of performance measurement tools and implementation of staff appraisals;
- vii. Ensuring adequate financial resources, human resources and assets necessary for the delivery of services;

- viii. Reporting on the performance of Corporate Services Directorate;
- ix. Coordinating development of staff in line with both individual and institutional performance objectives;
- x. Spearheading financial resource mobilizing and budgeting;
- xi. Coordinating and ensuring understanding of the Bureau's communication strategy and the protection of the Bureau's products among stakeholders;
- xii. Championing working linkages between Technical Directorates and support services in the Bureau;
- xiii. Any other duties lawfully assigned by the Director General.

Requirements for Appointment

For appointments to this position, the applicant must have:-

- i. At least ten (10) years working experience in management, of which three (3) years should have been at the level of a Senior manager or equivalent 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. Membership to a recognized professional body;
- v. Certificate in Strategic Leadership Development Programme or any other leadership course lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

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