



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:	Cartographer
KNBS:	Level 6
Ref:	KNBS/Cart/4/2023
No. of Positions:	1
Monthly Remuneration:	
Basic Salary:	Kshs. 80,400 ~ Kshs. 117,720
House Allowance:	Kshs. 20,000
Commuter Allowance:	Kshs. 12,000
Terms of Employment:	Permanent and Pensionable

Job Purpose: Reporting to the Assistant Manager, Cartographer the jobholder will be responsible for undertaking activities in the Cartography Division.

Key responsibilities

- i. Designing geo-spatial data collection instruments;
- ii. Carrying out pre-testing and piloting of geo-spatial mapping instruments;
- iii. Collecting, collating and analyzing geospatial data;
- iv. Identifying administrative boundaries for census mapping and sampling units;

- v. Delineating and updating Enumeration Areas (EAs) for censuses and surveys;
- vi. Disseminating Information, Education and Communication materials for census mapping;
- vii. Geo referencing and digitizing boundaries and features;
- viii. Symbolizing, generalizing and simplifying features;
- ix. Creating, joining and populating attribute tables with statistical data;
- x. Updating the geo databases;
- xi. Preparing and producing maps as per stakeholders request;
- xii. Calculating area measurements for census units; and
- xiii. Generating geo-codes
- xiv. Any other duties lawfully assigned by the supervisor.

Requirements for Appointment

- i. Bachelor’s degree in any of the following:- Geomatics; Geo-spatial Engineering; Geomatics Engineering; Technology in Geographic Information; Geospatial Information Science; or any other related qualifications from a recognized institution
- ii. Certificate in computer applications from a recognized institution.

Job Title:	Assistant Cartographer
KNBS:	Level 8
Ref:	KNBS/AC/5/2023
No. of Positions:	1
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 Cartographer, the jobholder will be responsible for undertaking activities in the Cartography Division.

Key responsibilities

- i. Carrying out pre-testing and piloting of geo-spatial mapping instruments;
- ii. Collecting and collating Geospatial data;
- iii. Providing support in identifying administrative boundaries for census and survey mapping;
- iv. Scanning, Archiving and Retrieving of maps and map records;
- v. Preparing and producing maps as per stakeholders request;
- vi. Printing Enumeration Area maps
- vii. Any other duties lawfully assigned by the supervisor.

Requirements for appointment

- i. Must have a Diploma in any of the following - Cartography, Remote Sensing or Geographic Information System or any other related qualifications from a recognized institution;
- ii. Must have a Certificate in computer applications from a recognized institution.

Job Title:	Receptionist
KNBS:	Level 8
Ref:	KNBS/Recp./6/2023
No. of Positions:	1
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 Manager Administration, the jobholder will be responsible for undertaking activities in the Administration Division.

Key responsibilities

- i. Guiding and ushering in visitors;
- ii. Registering and issuance of passes;
- iii. Maintaining visitors register and making follow-ups on enquiries;
- iv. Responding to visitors queries and telephone inquiries;
- v. Handling routine enquiries;

- vi. Making and receiving calls;
- vii. Receiving and guiding visitors.
- viii. Managing the telephone call register.
- ix. Any other duties lawfully assigned by the supervisor.

Requirements for appointment

- i. Diploma in Customer Care Services and Front Office Operations 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 an online copy of the employment application form Ref. KNBS/F/93/29 which is available in the link below.

Applications must be received not later than **15th December 2023** and only shortlisted candidates will be contacted.

KENYA NATIONAL BUREAU OF STATISTICS IS AN EQUAL OPPORTUNITY EMPLOYER.