



VACANCY ANNOUNCEMENT AT NATIONAL RESEARCH FUND

The National Research Fund (NRF) is a State Corporation established under section 32 of the Science, Technology and Innovation Act No. 28 of 2013 with the objective to facilitate Research for the advancement of Science, Technology and Innovation.

The Fund invites applications from qualified persons for the following positions:

1. SENIOR RESEARCH GRANTS OFFICER (1 POST) REF NO: NRF/01/2025

Scale: NRF 5

Basic Salary: 65,377 X 2,615 - 67,992 X 3,060 - 71,052 X 3,197 - 74,249 X 3,341 - 77,590 X 3,492 - 81,082 X 3,649 - 84,731 X 3,983 - 88,714

House Allowance: 16,500

Commuter Allowance: 5,000

Terms of Service: Permanent and Pensionable

Qualifications and Requirements:

For appointment to this grade a candidate must have: -

- i. A Bachelor's degree in any of the Scheduled sciences;
- ii. Supervisory course not lasting less than two (2) weeks;
- iii. Four (4) years' work experience in related duties in the Public Service or Private Sector;
- iv. Demonstrated results in work performance;
- v. Proficiency in computer applications;
- vi. Meets the requirements of chapter six of the Constitution;

Responsibilities:

Duties and responsibilities entail;

- i. Preparing indents for and making grant calls;
- ii. Sorting out the grant proposal for screening;
- iii. Reviewing grant applications;
- iv. Participate in review of policies, regulations and guidelines relating to award of research grants, bursaries, scholarships ;
- v. Reviewing compliance with the requirements of the grant award contracts;
- vi. Updating the database on all research funded by the Fund;
- vii. Developing tools for research grants Monitoring, Evaluation and Reporting framework;

- viii. Monitoring and evaluating research impact assessment and developing the reports;
- ix. Developing work plans for the section.

2. SENIOR LEGAL OFFICER (1 POST) REF NO: NRF/02/2025

Scale: NRF 5

Basic Salary: 65,377 X 2,615 - 67,992 X 3,060 - 71,052 X 3,197 - 74,249 X 3,341 - 77,590 X 3,492 - 81,082 X 3,649 - 84,731 X 3,983 - 88,714

House Allowance: 16,500

Commuter Allowance: 5,000

Terms of Service: Permanent and Pensionable

Qualifications and Requirements:

For appointment to this grade a candidate must have: -

- i. At least four (4) years relevant work experience in public service or private sector;
- ii. Have a Bachelor of Law (LL.B) degree or equivalent qualification from a recognized institution;
- iii. Masters of Law (LL.B) degree or equivalent qualification from a recognized institution;
- iv. Advocate of the High Court of Kenya;
- v. Current Law Practicing Certificate;
- vi. Proficiency in computer applications;
- vii. Good communication skills;
- viii. A supervisory Course lasting not less than two (2) weeks from a recognized institution;
- ix. Be a member of a relevant professional body where applicable;
- x. Demonstrated results in work performance; and
- xi. Meet the provision of Chapter Six of Constitution.

Responsibilities:

Duties and responsibilities entail;

- i. Interpreting legal cases; advising on legal requirements and prosecution procedures; issuing instructions to agreement and contract defaulters;
- ii. Developing and implementing legal agreements and contracts in liaison with relevant departments, divisions and units;
- iii. Monitoring compliance with legal framework, agreements and contracts;
- iv. Preparing legal opinions on legal cases and on matters relating to legal notices; and
- v. Carrying out research on emerging legal issues.

3. SENIOR PLANNING OFFICER, (1 POST) REF NO: NRF/03/2025

Scale: NRF 5

Basic Salary: 65,377 X 2,615- 67,992 X 3,060 - 71,052 X 3,197 - 74,249 X 3,341 - 77,590 X 3,492 - 81,082 X 3,649 - 84,731 X 3,983 - 88,714

House Allowance: 16,500

Commuter Allowance: 5,000

Terms of Service: Permanent and Pensionable

Qualifications and Requirements:

For appointment to this grade a candidate must have: -

- i. At least four (4) years relevant work experience in Public Service or Private Sector;
- ii. Bachelors degree in Economics, Public Policy; Statistic, Mathematics; Strategic Management, Public Administration, Project planning and Management or related disciplines;
- iii. Supervisory Course lasting not less than two (2) weeks ;
- iv. Demonstrated results in work performance;
- v. Membership to a relevant professional body where applicable;
- vi. Proficiency in computer applications; and
- vii. Fulfill the requirements of Chapter Six of the Constitution.

Responsibilities:

Duties and responsibilities entail;

- i. Participate in development and review of Fund internal policies, regulations, guidelines;
- ii. Participate in aligning Fund strategies with national and county policies. Plans and strategies;
- iii. Undertaking studies as per organization strategic plan and performance contract;
- iv. Participate in development and review of the Fund's Strategic Plan;
- v. Participate in monitoring implementation of the Fund's Strategic Plan;
- vi. Participate in carrying out corporate monitoring and evaluation;
- vii. Developing monthly, quarterly, semi-annual and annual organisational performance report to the Director;
- viii. Participate development of Fund's Master-plan;

- ix. Preparation, implementation, monitoring and evaluation of the Fund's; work plans and Performance Contract (PC).
- x. Assist in developing of M&E tools;
- xi. Participate in developing a framework for stakeholders' collaborations

HOW TO APPLY

Candidates who meet the above criteria are advised to submit a filled **Application for Employment Form**, cover letter, detailed curriculum vitae, copy of National Identification card, copies of academic and professional certificates and other testimonials to: recruitment@nrf.go.ke

OR

deliver hard copies with the envelope clearly marked Ref No: of the position you are applying for to the National Research Fund Offices, NACOSTI Plaza, Upper Kabete, 3rd Floor; Addressed to:

**Chief Executive Officer
National Research Fund
NACOSTI Plaza, 3rd Floor, Upper Kabete
P. O Box 26036 – 00100
NAIROBI**

DEADLINE FOR APPLICATION IS **7th APRIL, 2025**. Only shortlisted and successful candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The National Research Fund is an equal opportunity employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.

NB. The National Research Fund is an equal-opportunity employer committed to diversity and gender equality. Persons with disabilities and from marginalized groups are encouraged to apply.