



## National Commission for Science, Technology & Innovation

(NACOSTI)

### ADVERT – NEW AND REPLACEMENT

The National Commission for Science, Technology and Innovation (NACOSTI) is established by the Science, Technology and Innovation Act, No. 28 of 2013 (ST&I Act) as a State Corporation. The mandate of NACOSTI is to regulate and assure quality in the science, technology and innovation sector and advise the Government in matters related thereto.

To achieve this mandate the Commission seeks to replace/fill the following vacant positions:

#### **DIRECTOR ADVISORY, STANDARDS, AND LICENSING: GRADE ST 2 - 1 POSITION - REF: DASL/1/2/2023 (REPLACEMENT)**

Reporting to the Director General, the Director Advisories, Standards and Licensing will undertake the following duties and responsibilities:

- i. Coordinate the development of advisories on the regulation and standards of Science, Technology and Innovation (STI), benchmarked with global best practice;
- ii. Coordinate the development and recommendation of standards, guidelines, codes policies, and strategies for the regulation of the Science, Technology and Innovation (STI) sector;
- iii. Lead multi-disciplinary teams charged with the assessment of Research institutes for accreditation, and assessment of submitted Scientific research for licensing.
- iv. Spearhead the development and periodic review of the national research priorities framework;
- v. Prepare, recommend and implement advisories on science and technology education, and innovation at both basic and advanced levels
- vi. Advise on establishment of collaborations and partnerships for the development of regulatory and policy framework for the STI sector;
- vii. Lead multi-disciplinary teams charged with developing appropriate policies, strategies and development programmes at National and County governments;
- viii. Regularly review and advise on the progress in scientific research systems; (ix) Lead the design of programmes for private sector involvement in STI;
- ix. Oversee the overall accountability for planning, directing and executing all strategies, policies and activities for the directorate; (xi) Implement the risk management framework;
- x. Lead in the development and submission of research grant proposals, and capacity building proposals as part of resource mobilization efforts of the Commission;
- xi. Lead in conducting targeted research to inform policy formulation and decision making as pertains to standards, research licensing and institutional accreditation;
- xii. Develop and implement programmes for the promotion of Science, Technology and Innovation (STI);

- xiii. Spearhead Scientific Journal evaluation and accreditation in the country in line with international best practice;
- xiv. Oversee the development and submission of the Directorate's annual workplans, budget, performance contract targets, staff performance appraisal targets, for consideration and integration in the Commission's annual workplan, budget, performance contract targets, and staff performance appraisal targets, and implement the approved plans and targets
- xv. Ensure the discipline, teamwork, and performance of staff in the directorate is exemplary.

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Must have a Bachelors degree or equivalent from a recognized university;
- ii. Must have a Masters degree or equivalent from a recognized university;
- iii. Must have an earned PhD or equivalent from a recognized university;
- iv. Strategic Leadership course lasting not less than six (6) weeks;
- v. Professional qualification and membership in good standing;
- vi. At least twelve (12) years' relevant work experience, three (3) of which must have been in a senior management role
- vii. Demonstrated results in work performance, and in research and development activities,
- viii. Have demonstrable results in building partnerships and collaborations, and in resource mobilization,
- ix. Have demonstrable understanding of the current trends in Science, Technology and Innovation, and the role of NACOSTI in the realization of the National Development Agenda,
- x. Fulfil the requirements of Chapter 6 of the Constitution.
- xi. Demonstrate the following key competencies and skills
  - a) Strong communication skills;
  - b) Analytical skills;
  - c) Results Orientation;
  - d) Decision Making;
  - e) People management skills,
  - f) Strategic thinking;
  - g) Mentoring, coaching and leadership;
  - h) Strong interpersonal and negotiation skills;
  - i) Ability to work under pressure.

**DIRECTOR CORPORATE SERVICES: (GRADE ST 2) - 1 POSITION - REF: DCS/2/2/2023  
(REPLACEMENT)**

Reporting to the Director General, the Director of Corporate Services will undertake the following duties and responsibilities:

- i. Lead the formulation and development of policies, plans and strategies in the functional areas of finance, human resource management, administration ICT, and corporate communications

- ii. Provide strategic leadership in the implementation of sound corporate management policies and strategies in the functional areas of finance, human resource management, administration, ICT, and corporate communications.
- iii. Oversee finance and accounting functions for the Commission including budgeting, asset management, cash flow management, variance and accounts analysis, reporting and regular updates in accordance with generally accepted accounting principles, financial policies and procedures.
- iv. Oversee the Commission's human resources management and development processes, as well as administration processes in line with policies and laws.
- v. Spearhead the Commission's resource mobilization efforts including submission of grant proposals
- vi. Assist the CEO in coordinating donor funded projects in compliance with the donor requirements and the government's policies and laws.
- vii. Participate in multi-disciplinary teams charged with developing appropriate policies, strategies and development programmes at National and County governments.
- viii. Participate in the design of programmes for private sector involvement in STI.
- ix. Develop and implement programmes for the promotion of corporate social responsibility.
- x. Manage and provide prompt update on the external audit process for the Commission in partnership with the office of the Auditor General and any other project audit pertaining to funds from donors and partners, as may be deemed necessary by the CEO.
- xi. Provide guidance to departments and sections of the Commission on the preparation of budgets in accordance with developed work plans and ensure that departmental/directorate budgets are approved and captured in the final Commission budget.
- xii. Develop and implement programmes for the enhancement of staff welfare, and industrial relations.
- xiii. Lead in conducting targeted research to inform policy formulation and decision making as pertains to functional areas under the directorate.
- xiv. Oversee the development and implementation of the Directorate's annual workplans, budget, performance contract targets, staff performance appraisal targets,

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Bachelors degree in commerce, Business Administration, Public Administration, Economics, Human Resource or any other relevant field from a recognized institution.
- ii. Masters degree in Finance, Accounting, Business Administration, Public Administration, Economics, Human Resource or any other relevant field from a recognized institution.
- iii. Professional qualification in a relevant field.
- iv. Membership of a professional body in good standing where applicable.
- v. Twelve (12) years relevant work experience, three (3) of which must have been in senior management position.
- vi. Strategic Leadership course lasting not less than six (6) weeks.
- vii. Demonstrated results in work performance, and in research and development activities.
- viii. Have demonstrable results in building partnerships and collaborations, and in resource mobilization.
- ix. Have demonstrable understanding of the current trends in Science, Technology and Innovation, and the role of NACOSTI in the realization of the National Development Agenda.
- x. Fulfil the requirements of Chapter 6 of the Constitution.
- xi. Demonstrate the following key competencies and skills
  - a) Strong communication skills.
  - b) Analytical skills.

- c) People management skills.
- d) Problem solving skills.
- e) Results Orientation.
- f) Decision Making.
- g) Strategic thinking.
- h) Mentoring, coaching and leadership.
- i) Strong interpersonal and negotiation skills.
- j) Ability to work under pressure.

**MANAGER, INTERNAL AUDIT: GRADE ST 3 – 1 POSITION - REF: MIA/3/2/2023  
(REPLACEMENT)**

Reporting to the Director General, the Manager, Internal Audit will undertake the following duties and responsibilities:

- i. Develop and coordinate implementation of audit strategies, policies and procedures to ensure achievement of Commission's objectives.
- ii. Prepare and coordinate the implementation of the risk based annual audit plan in consultation with Management and Board Audit Committee.
- iii. Coordinate the preparation of audit reports on completion of each assignment to ensure timely issuance to Management for implementation of recommended actions.
- iv. Monitor progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits.
- v. Coordinate execution of special audits/investigations.
- vi. Prepare and present quarterly audit reports to Board Audit Committee.
- vii. Provide secretariat to the Board Audit Committee.
- viii. Evaluate the performance of staff in the Department to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function.
- ix. Develop budgets and work plans to match operational requirements with available funds, control and manage the budget and expenditure.
- x. Participate in the development of Board Audit Committee Charter as well as the Internal Audit Charter in line with the Public Finance Management regulations and other statutory frameworks.
- xi. Advise on Risk Assessment and implementation of Risk Management guidelines.
- xii. File proper and complete audit working papers and evidence that fully support audit opinions and recommendations.

**Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in accounting, Finance, Economics or Business Administration (Finance and Accounting option) or relevant field from a recognized university.
- ii. Masters degree in Business Administration (Accounting/Finance Option) or relevant field from a recognized institution.
- iii. CPA (K)/ACCA
- iv. Certified Internal Auditors (CIA)/ Certified Information Systems Analyst (CISA)
- v. Member of ICPAK/IIA/ISACA in good standing

- vi. At least ten (10) years' relevant work experience three (3) of which must have been in a management position.
- vii. Management course lasting not less than four (4) weeks.
- viii. Demonstrated results in work performance, and in research and development activities.
- ix. Have demonstrable results in building partnerships and collaborations, and in resource mobilization.
- x. Have demonstrable understanding of the current trends in Science, Technology and Innovation, and the role of NACOSTI in the realization of the National Development Agenda
- xi. Fulfil the requirements of Chapter 6 of the Constitution.
- xii. Demonstrate the following key competencies and skills
  - a) Interpersonal
  - b) Analytical
  - c) People management skills
  - d) Problem solving skills
  - e) Results Orientation
  - f) Decision Making
  - g) Strategic thinking
  - h) Mentoring, coaching and leadership.
  - i) Strong interpersonal and negotiation.
  - j) Ability to work under pressure.

**DEPUTY DIRECTOR, BIOLOGICAL AND HEALTH SCIENCES: GRADE ST 3 – 1  
POSITION -REF: DDBHS/4/2/2023. (REPLACEMENT)**

Reporting to Director, Advisories, Standards and Licensing, the Deputy Director Biological and Health Sciences will undertake the following duties and responsibilities:

- i. Develop advisories for STI policy and science education in B&HS;
- ii. Develop and implement STI polices and strategies in B&HS;
- iii. Establish collaborations and partnerships for the implementation of B&HS programmes;
- iv. Coordinate the implementation of STI programmes and projects in B&HS;
- v. Design STI programmes for private sector involvement in B&HS;
- vi. Develop fundraising proposals to support B&HS programmes;
- vii. Develop and conduct targeted research to inform policy formulation and decision making in B&HS;
- viii. Develop and implement programmes for promotion of STI;
- ix. Participate in the review research proposals and research projects in B&HS;
- x. Develop and implement programmes in B&HS for County engagement;
- xi. Establish a dissemination platform for information on STI programs in B&HS;
- xii. Identify and propose STI priorities in B&HS; and
- xiii. Oversee the development and submission of the Department's annual workplans, budget, performance contract targets, staff performance appraisal targets

**Requirements for the position**

For appointment to this grade, a candidate must have;

- i. Bachelor's degree in the relevant Biological or Health Sciences or related academic disciplines from a recognized University;
- ii. Master's degree in a relevant field from a recognized university
- iii. At least ten (10) years relevant experience, three (3) of which must have been in a management position
- iv. Professional qualification and membership where applicable;
- v. Management course lasting not less than four weeks (4)
- vi. Demonstrated results in work performance, and in research and development activities,
- vii. Have demonstrable results in building partnerships and collaborations, and in resource mobilization,
- viii. Have demonstrable understanding of the current trends in Science, Technology and Innovation, and the role of NACOSTI in the realization of the National Development Agenda,
- ix. Fulfil the requirements of Chapter 6 of the Constitution.
- x. Demonstrate the following key competencies and skills
  - a) Interpersonal;
  - b) Analytical;
  - c) People management skills
  - d) Problem solving skills
  - e) Results Orientation;
  - f) Decision Making;
  - g) Strategic thinking;
  - h) Mentoring, coaching and leadership;
  - i) Strong interpersonal and negotiation;
  - j) Ability to work under pressure.

**DEPUTY DIRECTOR, INSTITUTIONAL REGISTRATION AND ACCREDITATION:  
(GRADE ST 3)- 1 POSITION – REF: DDIRA/5/2/2023. (REPLACEMENT)**

Reporting to Director, Advisories, Standards and Licensing,, the Deputy Director, Institutional Registration and Accreditation will undertake the following duties and responsibilities:

- i. Initiate the development and review of regulations, policies and guidelines for registration, and accreditation of research institutions and researchers in accordance with the STI Act.
- ii. Advise and make recommendations on registration and accreditation of research institutions and researchers taking cognizance of global best practice.
- iii. Undertake the development and review of guidelines for establishment and accreditation of institutional scientific and ethical review committees.
- iv. Lead multi-disciplinary teams in the evaluation and recommendation on accreditation of institutional scientific and ethical review committees.
- v. Provide secretariat services and support to the Registration and Accreditation (Vetting) committee tasked with the evaluation and recommendation on registration and accreditation of research institutions.
- vi. Coordinate and provide support during the inspection, and quality assurance visits to research institutions and research projects/programmes.

- vii. Document and arbitrate on issues of research misconduct from Institutional Ethics Review Committees.
- viii. Ensure the registration, licensing, and regulation of researchers in the Scheduled Science areas, or multidisciplinary project-based fields.
- ix. Promote increased awareness, knowledge and information on institutional registration and accreditation regulatory framework in Kenya.
- x. Collaborate in the establishment of platforms for dissemination of information and data on ongoing research projects and programmes, and research outputs.
- xi. Contribute to the development of county and national research and development agenda as pertains to research institutes and facilities.
- xii. Oversee the development and submission of the Department's annual workplans, budget, performance contract targets, staff performance appraisal targets

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in a relevant field from a recognized university
- ii. Master's degree in a relevant field from a recognized university
- iii. At least ten (10) years relevant experience, three (3) of which must have been in a management position.
- iv. Management course lasting not less than four (4) weeks.
- v. Professional qualification and membership where applicable.
- vi. Demonstrated results in work performance, and in research and development activities.
- vii. Have demonstrable results in building partnerships and collaborations, and in resource mobilization.
- viii. Have demonstrable understanding of the current trends in Science, Technology and Innovation, and the role of NACOSTI in the realization of the National Development Agenda.
- ix. Fulfil the requirements of Chapter 6 of the Constitution.
- x. Demonstrate the following key competencies and skills
  - a) Interpersonal.
  - b) Analytical.
  - c) Results Orientation
  - d) People management skills
  - e) Problem solving skills.
  - f) Decision Making.
  - g) Strategic thinking.
  - h) Mentoring, coaching and leadership.
  - i) Strong interpersonal and negotiation skills.
  - j) Ability to work under pressure.

**PRINCIPAL REGISTRATION AND ACCREDITATION OFFICER:  
GRADE ST 4 – 2 POSITIONS - REF: PRAO/6/2/2023. (NEW) -  
PERMANENT TERMS**

Reporting to the Deputy Director, Institutional Registration and Accreditation, the Principal Registration and Accreditation Officer will undertake the following duties and responsibilities:

- i. Provide relevant input into the development of regulations, for registration, and accreditation of research in accordance with the STI Act.
- ii. Initiate the development of guidelines and standards for registration, accreditation of research in Kenya.
- iii. Process certificates of registration and accreditation of research institutions.
- iv. Identify relevant needs and aspects for inspection, monitoring and evaluation of research institutions, programmes and projects.
- v. Maintain databases on research and development activities.
- vi. Participate in the collection and analysis of data on the progress of research in the country.
- vii. Design strategies for inventory of research and development activities.
- viii. Organize seminars and workshops for dissemination of research, science and technology information.
- ix. Initiate review and process applications for registration and accreditation of research institutions.
- x. Review of applications for accreditation of institutional scientific and ethical review committees
- xi. Analyze and process reports from the research institutions.

**Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in a relevant field from a recognized university
- ii. Master's degree in a relevant field from a recognized university
- iii. At least eight (8) years relevant work experience three (3) of which must be in a supervisory position.
- iv. Management course lasting not less than four (4) weeks.
- v. Membership to a relevant professional body where applicable.
- vi. Demonstrate the following key competencies and skills
  - a) Interpersonal.
  - b) Analytical.
  - c) People management skills.
  - d) Problem solving skills.
  - e) Results Orientation.
  - f) Strategic thinking.
  - g) Mentoring, coaching and leadership.

**PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER: GRADE ST 4 – 1  
POSITION- REF: PHRMO/7/2/2023 (NEW)**

Reporting to the Manager, Human Resource Manager, the Principal Human Resources Officer will undertake the following duties and responsibilities:

- i. Participate in the development of, and implement the human resource department work plan to assist in the implementation of the human resource strategy.
- ii. Carry out Training Needs Analysis to identify training needs at the individual, departmental and organizational levels.



- iii. Participate in the development of the Human Resource Management policies, regulations procedures and systems.
- iv. Provide input in the preparation of a training plan, monitor and evaluation on effectiveness of training and development programmes.
- v. Coordinate all human resource and development statutory requirements.
- vi. Prepare and maintain data on staff competencies, competency levels records, as well as academic and professional qualifications.
- vii. Prepare accurate and timely performance reports for Human Resource.
- viii. Assist in job evaluation and job analysis exercises at the commission to ensure the exercise is compliant with the commission policies and procedures.
- ix. Assist in the recruitment and selection process by providing input in the analysis of staffing levels and succession planning.
- x. Provide secretariat to the Human Resource Management Advisory Committee.
- xi. Manage employee relations.
- xii. Perform any other duties as may be delegated by the Head of Department, and the Director General/CEO.

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Human Resource Management, Business Management, Sociology, Education and other related fields from recognized institutions.
- ii. Certified Human Resource Professional (CHRP) qualification or Post Graduate Diploma in Human Resource Management from a recognized institution
- iii. Master's Degree in Human Resource Management, Business Administration, Organizational Development or related field from a recognized institution.
- iv. Membership of the Institute of Human Resource Management in good standing.
- v. Practicing Certificate.
- vi. Management course lasting not less four (4) weeks.
- vii. At least eight (8) years' relevant work experience, three (3) of which must have been in a supervisory position.
- viii. Demonstrated results in work performance.
- ix. Fulfil the requirements of Chapter 6 of the Constitution
- x. Demonstrate the following key competencies and skills
  - a) Interpersonal.
  - b) Analytical.
  - c) People management skills
  - d) Problem solving skills.
  - e) Results Orientation.
  - f) Decision Making.
  - g) Strategic thinking.
  - h) Mentoring, coaching and leadership.

## SECURITY OFFICER: GRADE ST 6 – 1 POSITION – REF: SO/8/2/2023 (NEW)

Reporting to the Senior Security Officer, Security Officer will undertake the following duties and responsibilities:

- i. Participate in the development and implementation of security strategies, policies and procedures.
- ii. Liaise with security agencies to ensure security of assets and operations.
- iii. Participate in the coordination of emergency procedures and contingency planning.
- iv. Identify potential security threats.
- v. Coordinate investigation of internal security breaches.
- vi. Maintain records of crimes and incidents.
- vii. Oversee security surveys and inspections.

### Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in a relevant field and Service at the level of Inspector and above or equivalent for a period of at least five (5) years,  
OR  
Bachelors degree in Criminology or equivalent from recognized university.
- ii. Service in the Police Force or Military.
- iii. Supervisory skills course lasting not less than two (2) weeks.
- iv. Discharge Certificate of minimum “very good”
- v. Certificate of good conduct.
- vi. Proficiency in computer applications.
- vii. Fulfil the requirements of Chapter 6 of the Constitution.
- viii. Demonstrate the following key competencies and skills
  - a) Oral and written communication
  - b) Teamwork.
  - c) Analytical.
  - d) People management skills.
  - e) Problem solving skills.
  - f) Organizational skills.
  - g) Communication skills in both English and Kiswahili.
  - h) Interpersonal skills.

### MODE OF APPLICATION

1. Interested candidates who meet the requirements are invited to send their applications as guided below enclosing copies of updated Curriculum Vitae, Academic and Professional Certificates, testimonials and any other relevant supporting documents. Additionally, they should provide names of three (3) referees one of whom must be an immediate or past supervisor. A copy of National Identity Card, details of Remuneration History and Current contact **MUST** be provided.
2. Applications **MUST** be made **both in hardcopy and** Online.

3. In addition, candidates **MUST** fill the **Applicant Summary Form** which can be downloaded from the following link: <https://www.nacosti.go.ke/careers/>. The filled Applicant Summary form should be submitted via email to: [externalrecruitment2023@nacosti.go.ke](mailto:externalrecruitment2023@nacosti.go.ke)

4. Address/Email

(i) Manual applications should be submitted in a sealed envelope clearly indicating the reference number and sent by post to:

**The Director General**  
**National Commission for Science, Technology and Innovation**  
**NACOSTI Headquarters Building, Kabete off Waiyaki Way**  
**P.O. BOX 30623-00100 Nairobi, KENYA**

**OR**

Deposited in the box marked “**NACOSTI EXTERNAL RECRUITMENT 2023**” at the Ground Floor of NACOSTI PLAZA/MAIN BUILDING

(ii) Online applications should be submitted via email to: [externalrecruitment2023@nacosti.go.ke](mailto:externalrecruitment2023@nacosti.go.ke)

5. Applications should be received **not later than 5.00 p.m. on the 27<sup>th</sup> October 2023.**

National Commission for Science, Technology and Innovation is an Equal Opportunity Employer, and all qualified Kenyans are encouraged to apply. Women and Persons with disability are encouraged to apply.

**Note:** Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.