

## RE- ADVERTISEMENT

The Kenya Institute for Public Policy Research and Analysis (KIPPRA) is a public Institute established in 1997 and governed by the KIPPRA Act No. 15 of 2006. It's key mandate is to contribute to the formulation of medium and long-term strategic perspectives for economic and social development of the country through developing required human and institutional capacities.

This is achieved by undertaking independent and objective policy research and analysis and developing capacity to support the public policy process. Towards meeting the requirements of this mandate and in enhancing institutional capacity, KIPPRA invites applications from qualified candidates to fill the following positions within its establishment

### **Policy Analysts KIP/6 – 11 (Eleven) positions**

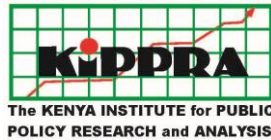
#### **POLICY ANALYSTS KIP6-REF: PA/NOV17**

KIPPRA seeks candidates with strong quantitative, analytical and communication skills to fill several Policy Analyst positions. This is an entry level position within the research departments.

The opportunities exist within the following areas of specialization:

1. **Macroeconomics – 3 Positions** (Economic growth, Fiscal and monetary policy, External sector and forecasting analysis)
2. **Productive Sector – 1 Position** (Agriculture, Tourism, Environment and Natural resources)
3. **Infrastructure and Economic Services – 1 Position** (Energy, ICT, Transport, Water and Sewerage Systems, Building and Construction)
4. **Private Sector Development – 3 Positions** (Investment Opportunities and growth, Financial needs of private sector, Role of Government in Private Sector growth, and Firm Operations and performance)
5. **Governance – 3 Positions** (Devolution process, Constitutional and political reforms, Public Sector Administration and Reforms, and Rule of law)

<b>Job Title:</b>	<b>Policy Analyst</b>
<b>Grade:</b>	KIP/6
<b>Supervisor</b>	Deputy Director
<b>Supervisory Responsibilities</b>	None
<b>Position Summary</b>	The Policy Analyst will be responsible for supporting all aspects of the research services offered by KIPPRA, particularly in the priority projects. Particularly, the incumbent will be required to conduct research and capacity building projects assigned to them in annual work plans or through other means within the Institute.
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Undertaking relevant objective policy research;</li> <li>• Conducting capacity building activities for government and other stakeholders;</li> <li>• Undertaking policy analysis and provide policy advice to government;</li> <li>• Participating in developing research proposals to raise targeted funds to enhance sustainability of the Institute;</li> <li>• Participating in enhancing the Institute’s networks and partnerships;</li> <li>• Disseminating research findings through seminars, roundtables, workshops and conferences;</li> <li>• Publishing of research work including referred journals, and book chapters;</li> <li>• Developing policy oriented outputs such as discussion papers, working papers, policy papers, policy briefs among others;</li> <li>• Contributing to the preparation of work plans to achieve the Institute’s mandate;</li> <li>• Participating in the preparation of KIPPRA flagship report;</li> <li>• Participating in policy engagement forums such as task forces, working groups among others;</li> <li>• Collecting and updating data and ensuring the overall quality of this data;</li> <li>• Updating on current economic developments to guide in identifying policy issues for the Institute focus;</li> <li>• Participating in the preparation of quarterly and annual reports-has individual targets that also need to reported; and</li> <li>• Developing content and publish in peer Reviewed journals to disseminate research findings and contribute to the body of knowledge at national, regional and international levels.</li> </ul>	
<b>Minimum Requirements for Appointment</b>	
<ol style="list-style-type: none"> <li>1. Masters Degree in Economics or related social sciences</li> <li>2. Bachelors Degree Economics or related social sciences</li> <li>3. Knowledge of basic statistical software for data entry, extraction and reporting.</li> </ol>	



In addition to the qualifications set above, applicants must further meet and get the following clearances:

- Ethics and Anti-Corruption Commission (EACC)
- Directorate of Criminal Investigation (DCI)
- Kenya Revenue Authority (KRA)
- Chief Executive Officer, Higher Education Loans Board
- Credit Reference Bureau (CRB)

**The above positions will require the following key skills/competencies:**

- a) Good time management
- b) Assertiveness and self-drive
- c) Honesty, reliability and dependability
- d) Good interpersonal skills
- e) Sound analytical and numerical skills.
- f) Good communication skill

Details of the Terms & Conditions, application procedure and job descriptions for these positions can be accessed through the link: [www.kippra.or.ke/careers](http://www.kippra.or.ke/careers)

Previous applicants for the Policy Analyst positions are encouraged to apply

Applications with a detailed cover letter, curriculum vitae and copies of certificates/testimonials, the **Job Reference Number with division applied to** on the subject line/envelope be addressed and posted/hand delivered to:

**Executive Director**  
**Kenya Institute for Public Policy Research and Analysis**  
**2nd Floor, Bishops Garden Towers, Bishops Road**  
**P. O. Box 56445 – 00200**  
**Telephone: 254 20 4936000/0736712724**  
**NAIROBI**

**OR**

Emailed to: [careers@kippra.or.ke](mailto:careers@kippra.or.ke)

Applications to be received on or before **15<sup>th</sup> December 2017**  
ISO 9001: 2008 Certified

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

***KIPRA is an equal opportunity employer***  
***Persons with Disability and Women are encouraged to apply***

