



REPUBLIC OF KENYA



# KENYA INDUSTRIAL RESEARCH AND DEVELOPMENT INSTITUTE

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## REPLACEMENT OF VACANT POSITIONS

Kenya Industrial Research and Development Institute (KIRDI) is a State Corporation, established under the KIRDI Act 2022 and operates under the Ministry of Industrialization, Trade and Enterprise Development. Its mandate is to carry out Research, Technology and Innovation (RTI) in industrial and allied technologies. The institute is expected to play a leading role in supporting the industrialization process in line with Vision 2030.

To achieve the above mandate, the Institute is seeking to recruit suitable, self-driven, result oriented, highly motivated and qualified personnel on a **five-year contract term renewable once, subject to Performance and Retirement Age** to fill the following vacant positions:

### 1. CORPORATION SECRETARY/ DIRECTOR, LEGAL SERVICES - GRADE 2 (JOB REF: ID/007/2022) 1 POSITION

#### Duties and Responsibilities

- i. Provide guidance to the Board on their duties, responsibilities and powers and how these should be exercised in the best interest of the Institute.
- ii. Facilitate planning of all KIRDI Board of Management activities to ensure that they are aligned to the Institute's strategies and all relevant Government directives.
- iii. Coordinate evaluations of performance of board members and board development programs;
- iv. Offer guidance to the Director General and top Management in preparation of Board papers.
- v. Provide secretarial services to the Board including ensuring that the minutes of the Board and Board committees are promptly prepared and circulated;
- vi. Custody of the seal and maintenance of a record of its usage;



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- vii. Offer guidance to the Institute on matters touching on investigations of the Institute by external agencies to ensure that the Institute's image and interest are secure.
- viii. Formulate policy and provide advice on legal and corporate matters to the Institute through interpretation and writing legal opinions;
- ix. Ensure that Legal Audit Compliance is carried out to confirm legal compliance with national, regional and international legal requirements;
- x. Develop and review relevant regulatory Legal framework for the better implementation of the Institute's mandate;
- xi. Draft and review contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institute's policies;
- xii. Coordinate and ensure representation of the Institute in courts or other judicial authorities;
- xiii. Review and provide advice on legal risk at the Institute;
- xiv. Manage litigation and review progress of outstanding litigation; Liaise and manage external lawyers for the Institute;

### Specific qualifications and Experience

- i. At least fifteen (15) years' relevant work experience, five (5) Years of which must have served as a Corporation Secretary/Legal Services or a similar Governance role.
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Masters Degree in Law from a recognized institution;
- iv. Certified Public Secretary (K)
- v. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- vi. Admitted as an Advocate of the High Court of Kenya;
- vii. Valid practicing Certificate;
- viii. Membership to the Law Society of Kenya (LSK) and Institute of Certified Public Secretaries of Kenya (ICPS (K) in good Professional standing
- ix. Proficiency in computer applications;
- x. Demonstrated professional competence and administrative capability as reflected in work performance and results;



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- xi. Leadership course lasting not less than four (4) weeks
- xii. Management course lasting not less than four (4) weeks and;
- xiii. Fulfill the requirements of Chapter Six (6) of the Constitution.

## 2. DIRECTOR - TECHNOLOGY TRANSFER AND EXTENSION SERVICES - JOB GRADE 2 (JOB REF: TECH/012/2022) 1 POSITION

### Duties and Responsibilities

- i. Advising the Director General on the status of industrial technology transfer and extension services operations;
- ii. Ensuring adherence to best practices in order to ensure quality services;
- iii. Coordinating the initiation, development, review and implementation of institutional incubation, common manufacturing and pilot plant policies;
- iv. Developing linkages with industry in order to enhance product development and technology transfer initiatives of the institute;
- v. Identifying research innovations that have practical significance and devise strategies for their implementation;
- vi. Preparing and implementing annual work plan and budget for the directorate
- vii. Adopting, adapting and transferring technologies and promoting their commercialization;
- viii. Promoting resource-efficient production technologies in national industries through awareness creation, training, establishment of demonstrations facilities and dissemination of technical information;
- ix. Undertaking technology transfer and disseminating research findings through business incubation of industrial enterprises, and setting up pilot plants.
- x. Undertaking resource mobilization for the Department.
- xi. Coordinating and collaborating with private sector, cooperating partners non-governmental organizations, and other stakeholders to implement the MSME Policy.
- xii. Identifying, selecting, screening and promoting commercialization of technologies and innovations from the Institute Industrial research outputs and external clients.



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- xiii. Strengthening forward linkages, partnerships and networks that promote Public Private Partnerships (PPPs), academia, research and industry engagement.
- xiv. Managing financial and human resources, and administrative functions in the department in order to maximize productivity;

### Specific Qualifications and Experience

- i. Bachelors Degree in any of the following disciplines:-Mechanical Engineering, Chemical Engineering, Electrical and Electronic Engineering, Civil Engineering, Materials Science, Leather Science and Technology, Textile Science and Technology, Food Science and Technology, Microbiology, Information Science and Technology, Computer Engineering, Energy and Environmental Sciences or its equivalent from a recognized institution.
- ii. Masters Degree in any of the following disciplines:-Mechanical Engineering, Chemical Engineering, Electrical and Electronic Engineering, Civil Engineering, Materials Science, Leather Science and Technology, Textile Science and Technology, Food Science and Technology, Microbiology, Information Science and Technology, Computer Engineering, Energy and Environmental Sciences or its equivalent from a recognized institution.
- iii. Doctorate Degree in any of the following disciplines:- Mechanical Engineering, Chemical Engineering, Electrical and Electronic Engineering, Civil Engineering, Materials Science, Leather Science and Technology, Textile Science and Technology, Food Science and Technology, Microbiology, Information Science and Technology, Computer Engineering, Energy and Environmental Sciences or its equivalent from a recognized institution.
- iv. Has at least fifteen (15) years of relevant experience of which five (5) years must have been in the position of Deputy Director, Grade 3 or equivalent.
- v. Co-authored at least 14 (fourteen) articles in peer-reviewed journals with at least five (5) articles as the first or last author
- vi. Applied for registration of at least two (2) patents of an invention or



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- innovation / utility model;
- vii. Presented at least twelve (12) papers in scientific conferences;
  - viii. Developed at least three (3) industrial products / technologies;
  - ix. Registered as the Principal Investigator of at least three (3) externally-funded industrial research proposals
  - x. Evidence in leading and managing four (4) research programmes and served in a management position for a period of three (3) years.
  - xi. Demonstrated a high degree of managerial and professional competencies as reflected in work performance and results.
  - xii. Demonstrated ability to translate national goals, policies and strategies to research programmes and projects;
  - xiii. Have a clear understanding of the role of industrial research in Kenya's social and economic development.
  - xiv. Proven capability in resource mobilization and establishing linkages with development partners and funding organizations.
  - xv. Be a member of a professional body, and in good standing.
  - xvi. Management course lasting not less than four (4) weeks.
  - xvii. Leadership course lasting not less than four (4) weeks and;
  - xviii. Fulfill the requirements of Chapter Six (6) of the Constitution.

### INTERESTED APPLICANTS ARE REQUIRED TO NOTE:

Shortlisted candidates will be required to present originals of the following documents during the interviews:

- a) National Identity Card;
- b) Academic and Professional Certificates and transcripts;
- c) Any other supporting documents and testimonials, and
- d) Clearances from the following bodies:
  - (i) Kenya Revenue Authority
  - (ii) Higher Education Loans Board
  - (iii) Commission for University Education for degrees obtained Outside Kenya
  - (iv) Ethics and Anti-Corruption Commission



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- (v) Directorate of Criminal Investigation (Certificate of Good Conduct)
- (vi) An approved Credit Reference Bureau
- e) Recommendations from relevant professional bodies and associations.

### MODE OF APPLICATION:

All applications quoting the Job Reference Number on the envelope or email subject should be sent to the address below attaching curriculum vitae, a copy of ID/Passport, scanned copies of academic certificates, testimonials, a filled employment form and any other relevant supporting documents.

**The Director-General**  
**Kenya Industrial Research and Development Institute (KIRDI)**  
**Popo Road, Nairobi South C**  
**P.O. Box 30650 - 00100**  
**NAIROBI, KENYA**  
**Website: [www.kirdi.go.ke](http://www.kirdi.go.ke)**

Online applications may be submitted via email to: [directorgeneral@kirdi.go.ke](mailto:directorgeneral@kirdi.go.ke).  
KIRDI Employment Form can be downloaded from the Institute's website.

All applications should reach the Director-General's office on or before **21<sup>st</sup> November, 2022** latest by 5.00 p.m. (**East African Time**).

**NB:** *KIRDI is an equal opportunity employer*  
*Persons with Disability (PWD) and marginalized are encouraged to Apply.*  
*Only short-listed candidates will be contacted and canvassing will lead to automatic disqualification*