



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. PRINCIPAL ACCOUNTANT (1 POST)

REF NO: NRF/04/2025

Scale: NRF 5

Basic Salary: 96,813 X 3,873 - 100,686 X 4,027 - 104,713 X 4,712 - 109,425 X 4,924 - 114,349 X 5,146 - 119,495 X 5,377 - 124,872 X 5,427 - 130,299

House Allowance: 35,000

Commuter Allowance: 8,000

Terms of Service: Permanent and Pensionable

Qualifications and Requirements:

For appointment to this grade, an Officer must have:

- i. Cumulative service period of (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Accountant Officer or in a comparable position.
- ii. Bachelor's Degree in any of the following disciplines: Commerce (Accounting or Finance Option), Business Management/ Administration (Accounting or Finance Option) or its equivalent and relevant qualification from a recognized institution.
- iii. Certified Public Accountant CPA-K or equivalent qualification from a recognized institution;
- iv. Been registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or any relevant professional body;
- v. Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Proficiency in computer skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Responsibilities:

Duties and responsibilities at this level will entail;

- i. coordinating implementation of financial accounting policies, strategies and plans;
- ii. ensuring timely payment of expenditures;
- iii. verifying internal and external audit and responses to audit queries;
- iv. ensuring safe custody of cash, cheques, financial records and other accountable documents;
- v. evaluating and scrutinizing expenditure proposal;
- vi. ensuring proper interpretation and implementation of financial regulations and procedures;
- vii. verification of payment vouchers and committal documents to ensure compliance to approved procedures, rules and regulations;
- viii. ensuring provision of quality and timely accounting services;
- ix. coordinating preparation of management and statutory financial reports;
- x. maintaining an inventory on all bank accounts of the Research Fund and their approved signatories;
- xi. ensuring effective handling of taxation matters of the Research Fund; and
- xii. Authorizing payments and identifying suitable cheque signatories.

2. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER (1 POST)

REF NO: NRF/05/2025

Scale: NRF 5

Basic Salary: 96,813 X 3,873 - 100,686 X 4,027 - 104,713 X 4,712 - 109,425X 4,924 - 114,349 X 5,146 - 119,495 X 5,377 - 124,872 X5,427 - 130,299

House Allowance: 35,000

Commuter Allowance: 8,000

Terms of Service: Permanent and Pensionable

Qualifications and Requirements:

For appointment to this grade, an Officer must have:

- i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Information Communication Technology Officer or in a comparable position;
- ii. Bachelor's Degree in any of the following disciplines:- Information and Communication Technology, Computer Science, Computer Engineering, Business Information Technology, Software Engineering, ICT Project Management or equivalent qualification from a recognized institution;
- iii. Relevant professional certifications in ICT such as CCNA, CCNP, MCSE, CISA, CISSP, Prince 2 or equivalent qualification from a recognized institution;
- iv. Membership to ICTAK or any other relevant professional body;
- v. Management Course not lasting less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer application; and
- vii. Shown merit and liability as reflected in work performance and results.

Responsibilities:

Duties and responsibilities at this level will entail:

- i. implementing ICT policies and strategies;
- ii. analyzing, designing coding testing and implementing computer programs;
- iii. developing, installing and upgrading ICT systems and infrastructure;
- iv. performing scheduled maintenance and using ICT applications;
- v. configuring and upgrading the National Research Fund website, equipment and networks;
- vi. creating network security controls;
- vii. verifying, validating and certifying Information Communication Technology equipment;
- viii. implementing systems and network security;
- ix. drawing up specifications on ICT hardware/ equipment;
- x. recording faults and repair of faults in computers and related accessories; and
- xi. Providing technical support and logging of incidents in Directorates.

**3. PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER
(1 POST)**

REF NO: NRF/06/2025

Scale: NRF 5

Basic Salary: 96,813 X 3,873 - 100,686 X 4,027 - 104,713 X 4,712 - 109,425 X 4,924
- 114,349 X 5,146 - 119,495 X 5,377 - 124,872 X 5,427 - 130,299

House Allowance: 35,000

Commuter Allowance: 8,000

Terms of Service: Permanent and Pensionable

Qualifications and Requirements:

- i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of a Senior Human Resource Management and Development Officer or a comparable position;
- ii. Bachelor's Degree in any of the following disciplines: Human Resource, Sociology, Public/Business Administration or its equivalent qualification from a recognized institution;
- iii. Certified Human Resource Professional, CHRP (K) or its equivalent qualification from a recognised Institution;
- iv. Registered with the Institute of Human Resource Management;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Responsibilities:

- i. interpreting, implementing and reviewing human resource and development policies, standards, regulations, procedures, strategies and programmes/work plans;
- ii. designing of training and development programmes based on organization's and individual needs;
- iii. coordinating the development of human resource information system;
- iv. developing, implementing and reviewing knowledge management framework;

- v. developing, implementing and reviewing compensation and benefits schemes;
- vi. coordinating staff recruitment, selection and placement;
- vii. undertaking human resource planning and succession management;
- viii. managing the payroll;
- ix. coordinating the preparation of agenda and minutes for the management human resource advisory committee;
- x. developing human resource management information systems;
- xi. managing the leave system;
- xii. monitoring performance management system; and
- xiii. Managing staff welfare.

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 30th JUNE, 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.