



OFFICE OF THE PRIME CABINET SECRETARY AND MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

SELECTION PANEL FOR THE APPOINTMENT OF CHAIRPERSON AND MEMBERS OF THE BOARD OF TRUSTEES OF THE NATIONAL RESEARCH FUND

DECLARATION OF A VACANCY

The National Research Fund (NRF) is established under the Science, Technology and Innovation Act No. 28 of 2013. The functions of the Fund are as specified under the Act. The Selection Panel invites applications from suitably qualified Kenyans to serve as Chairperson of the National Research Fund Board of Trustees.

CHAIRPERSON (1 POST)

A. Requirements

A person shall be qualified for appointment as a Chairperson if such a person:

- i. Is a citizen of Kenya
- ii. holds a doctorate degree from a university recognized in Kenya;
- iii. has at least fifteen (15) years' experience in leadership and management of public or private institutions;
- iv. Has knowledge and proven experience in finance and investment
- v. Has proven track record in fund raising and resource mobilization;
- vi. Is not a serving public servant; and
- vii. Meets the requirements of Chapter Six of the Constitution.

B. Applicants are required to note that::

All shortlisted applicants shall be required to provide ORIGINALS of the following during the interview:

- (a) National Identity card/Passport.
- (b) Academic and professional certificates and transcripts.
- (c) Commission for University Education Clearance letter for degrees obtained in universities outside the Republic of Kenya.
- (d) Valid and current clearance certificates from the:
 - i. Kenya Revenue Authority.
 - ii. Ethics and Anti-Corruption Commission.
 - iii. Department of Criminal Investigation.
 - iv. Higher Education Loans Board (HELB),
 - v. Credit Reference Bureau (CRB).

C. How to Apply

The application together with detailed Curriculum Vitae, copies of academic and professional certificates, transcripts, National Identity Card or Passport together with relevant testimonials and names and contacts of three (3) referees should be posted to:

The Chairperson
Selection Panel for the Appointment of Chairperson and
Members of the Board of Trustees of the National Research Fund
NACOSTI Plaza P.O. Box 26036-00100
NAIROBI

or delivered to **NRF Offices, 3rd floor, NACOSTI Plaza between 8.00a.m. and 5.00p.m.** on working days. The scanned and signed application should be emailed to **selectionpanel@nrf.go.ke**.

The envelopes enclosing applications should be clearly marked "**APPLICATION FOR CHAIRPERSON OF THE NATIONAL RESEARCH FUND**"

All applications should reach the National Research Fund on or before **10th March 2026 by 5.00 p.m. (East African Time)**. For additional information, please visit **www.nrf.go.ke**.

NB: NRF is an equal opportunity employer committed to inclusivity and diversity. Qualified persons with disabilities, as well as individuals from marginalized and minority communities, are strongly encouraged to apply.