



KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)

REPLACEMENTS

Kenya Forestry Research Institute (KEFRI) is a State Corporation established in 1986 with obligation to undertake forest research, generate and promote improved technologies for sustainable management, conservation and development of forest and allied natural resources.

The Institute wishes to recruit dynamic, result-oriented and self driven persons to fill the vacant positions below:

No.	POST	GRADE	NO. OF VACANCIES	DUTY STATION
1	Research Scientist (Silviculture)	KEFRI 7	3	Gede, Muguga & Kitui
2	Research Scientist (Wood Science)	KEFRI 7	2	Karura
3	Research Scientist (Forest Catchment and Hydrology)	KEFRI 7	1	Muguga
4	Research Scientist (Tree Physiology)	KEFRI 7	1	Muguga
5	Research Scientist (Climate Change)	KEFRI 7	2	Muguga
6	Research Scientist (Molecular Science)	KEFRI 7	1	Muguga
7	Research Scientist (Pathology)	KEFRI 7	2	Kitui & Gede
8	Research Scientist (Environmental/Agricultural Economics)	KEFRI 7	1	Londiani
9	Research Scientist (Taxonomy)	KEFRI 7	1	Muguga
10	Research Scientist (General Forestry)	KEFRI 7	7	Migori, Turbo, Rumuruti, Lamu, Taita Taveta, Kibwezi, Maseno,
11	Assistant Forester	KEFRI 9	2	Kibwezi & Maseno
12	Assistant Laboratory Technologist (Analytical Chemistry)	KEFRI 9	1	Karura
13	Assistant Laboratory Technologist (Seed)	KEFRI 9	2	Kakamega & Kibwezi
14	Assistant Laboratory Technologist (Taxonomy)	KEFRI 9	1	Muguga
15	Assistant Laboratory Technologist (Pathology)	KEFRI 9	1	Muguga

No.	POST	GRADE	NO. OF VACANCIES	DUTY STATION
16	Manager Supply Chain Management	KEFRI 3	1	Headquarters
17	Accountant	KEFRI 7	2	Headquarters
18	Office Administrator	KEFRI 7	2	Headquarters
19	Internal Auditor	KEFRI 7	1	Headquarters
20	Human Resource Management Officer	KEFRI 7	1	Headquarters
21	Assistant Human Resource Management Officer	KEFRI 9	1	Headquarters
22	Assistant Supply Chain Management Officer	KEFRI 9	1	Rumuruti

MODE OF APPLICATION

I. Online Application

Interested applicants are required to click the link below and submit their information as guided; <https://forms.gle/hYSr6x4fc4o69YGBA>

II. Hard copy applications

IN ADDITION to the online application, applicants should send their hard copy applications and attach their Curriculum Vitae and copies of relevant professional/academic certificates and national identification card. They should also include their day and evening telephone numbers, e-mail address and names and addresses of three referees to reach the Director KEFRI not later than **Monday 14th February, 2022.**

Envelopes containing the documents should clearly be marked with the position applied for and addressed to: -

**The Director/CEO,
Kenya Forestry Research Institute (KEFRI),
P.O. BOX 20412-00200, City Square,
NAIROBI.**

KEFRI is an equal opportunity employer. Only shortlisted candidates will be contacted.

KEFRI IS ISO 14001:2015 and ISO 9001:2015 CERTIFIED

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR VACANT POSTS

1. RESEARCH SCIENTIST (SILVICULTURE): KEFRI 7 – 3 POSTS

a) Duties and Responsibilities

- Assist in identifying research problem with stakeholders in forest plantation
- Assist in developing multi-disciplinary research projects in forest plantation;
- Participate in prioritizing research problems for implementation;
- Participate in developing research concepts for donor support;
- Participate in identifying relevant literature material;
- Assist in identifying suitable sites for establishing experiment;
- Assist in designing experimental trials;
- Assist in laying out of trials in the field and nurseries;
- Ensuring high standards of cleanliness in tree nurseries and field trials;
- Collecting of data in trials;
- Undertake data analysis and preparation of reports;
- Participate in dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Participate in writing appropriate technical reports including research notes, technical notes, conference posters, dissemination flyers;
- Disseminate research findings in local and international fora that include seminar, workshops, congress;
- Participate in proposal writing to seek for funding from within and outside the Institute;
- Collaborate with other Scientists in the Institute and other partner institutions locally, regionally and internationally to implement various interdisciplinary research activities;
- Mentor students on attachment, interns and visitors including High School and Colleges;
- Participating in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports;
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science in Forestry Science, Forest Biology, Silviculture from a recognized institution;
- iii) A team player, good in communication and report writing; and

iv) Certificate in Computer Applications from a recognized institution.

2. RESEARCH SCIENTIST (WOOD SCIENCE) : KEFRI 7 – 2 POSTS

a) Duties and Responsibilities

- Assist in research problem identification with stakeholders in Wood Science/Composites;
- Assist in developing multi-disciplinary research projects in Wood Science/Composites;
- Participate in prioritizing research problems for implementation;
- Participate in developing research concepts for donor support;
- Participate in identifying relevant literature material;
- Participating in identifying suitable sites for establishing experiment;
- Participate in design and implementation of experiments;
- Assist in data collection, analysis and preparation of reports;
- Participate in writing appropriate technical reports including Peer reviewed Journal papers, research notes, technical notes, conference posters, dissemination flyers;
- Participate in dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Disseminate research findings in local and international fora that include seminar, workshops, congress;
- Participate in proposal writing to seek for funding from within and outside the Institute;
- Supervise and mentor junior technical staff, interns, students on attachment and visitors including High School, Colleges;
- Collaborate with other Scientists in the Institute and other partner institutions locally, regionally and internationally to implement various interdisciplinary research activities;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;

- ii) Bachelor of Science in Wood Science and Technology/Industrial Processing or its equivalent from a recognized institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

3. RESEARCH SCIENTIST (FOREST CATCHMENT AND HYDROLOGY : KEFRI 7 – 1 POST

a) Duties and Responsibilities

- Participate in planning and studying relationships between rainfall, soil water and water use by tree species in different agro-ecological zone;
- Assist in developing and coordinating multi-disciplinary research on ecosystem-based management, land-use, biodiversity, climate change and hydrology;
- Assist in studying and analysis of the relationships between Forest ecosystems /plants and hydrology;
- Participate in identifying knowledge gaps in hydrology for specific forest ecosystems and developing strategies/technologies to mitigate the gaps in order to improve their ecological integrity;
- Participate in conducting assessments and evaluations of forest hydrology in different ecosystems to guide management and conservation initiatives;
- Assist in data collection, analysis and preparation of reports;
- Participate in dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Supervise and mentor junior staff and students on attachment in hydrology;
- Proposal writing to seek for funding from within and outside the Institute;
- Collaborate with other Scientists in the Institute and other partner institutions locally, regionally and internationally to implement various interdisciplinary research activities;
- Disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate ‘C+’ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science degree in Forest hydrology/ Watershed Management or its equivalent from a recognized institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

4. RESEARCH SCIENTIST (TREE PHYSIOLOGY) : KEFRI 7 – 1 POST

a) Duties and Responsibilities

- Participate in planning and studying relationships between rainfall, soil water, water use and tree physiology;
- Assist in developing and coordinating multi-disciplinary research on ecosystem-based management, land-use, biodiversity and tree physiology;
- Participate in planning and undertaking experiments to study, measure and understand how plant behavior in different eco-systems;
- Assist in conducting experiments on the effects of environmental factors, such as rainfall, temperature, sunlight, soil, topography and disease, on plant growth;
- Assist in prioritizing research problems for implementation in tree physiology;
- Participate in developing research concepts for donor support;
- Participate in identifying relevant literature material;
- Participate in identifying suitable sites for establishing experiment;
- Participate in designing experimental trials to study tree physiology;
- Participate in laying out of trials in the field and nurseries;
- Undertake data collection from the trial, conduct data analysis and preparation of reports;
- Participating in writing appropriate technical reports including research notes, technical notes, conference posters, dissemination flyers;
- Participate in dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Assist in disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in proposal writing to seek for funding from within and outside the Institute;
- Supervise and mentor junior staff, interns, students on attachment and visitors including High School, Colleges;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports;
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;

- ii) Bachelor of Science Degree in Forestry, Botany, Ecology or its equivalent from a recognized Institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

5. RESEARCH SCIENTIST (CLIMATE CHANGE) : KEFRI 7 – 2 POSTS

a) Duties and Responsibilities

- Participate in research problem identification with stakeholders in climate change;
- Assist in developing multi-disciplinary research projects in climate change;
- Participate in prioritizing research problems for implementation in different eco-regions;
- Participate in developing research concepts for donor support;
- Participate in identifying relevant literature material;
- Participating in identifying suitable sites for establishing experiment;
- Participate in design and implementation of experiments;
- Assist in data collection, analysis and preparation of reports;
- Participate in writing appropriate technical reports including Peer reviewed Journal papers, research notes, technical notes, conference posters, dissemination flyers;
- Participate in dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Disseminate research findings in local and international fora that include seminar, workshops, congress;
- Participate in proposal writing to seek for funding from within and outside the Institute;
- Supervise and mentor junior technical staff, interns, students on attachment and visitors including High School, Colleges;
- Collaborate with other Scientists in the Institute and other partner institutions locally, regionally and internationally to implement various interdisciplinary research activities;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports
- Preparing and signing performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate ‘C+’ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science Degree in Forestry, Natural Resource Management, Environmental Science, Climate Change or its equivalent from a recognized Institution;
- iii) A team player, good in communication and report writing; and

- iv) Certificate in Computer Applications from a recognized institution.

6. RESEARCH SCIENTIST (MOLECULAR SCIENCE): KEFRI 7 -1 POST

a) Duties and Responsibilities

- Assist in research problem identification with stakeholders in the area of biotechnology/ molecular science;
- Participate in conceptualization, formulation, design and implementation of multi-disciplinary research projects/programmes in biotechnology/ molecular science;
- Assist in prioritizing research problems for implementation;
- Participate in developing research concepts for donor support;
- Participate in identifying relevant literature material;
- Participate in identification of laboratory ingredients and consumables required for different experiments;
- Participate in ordering of laboratory chemicals and consumables;
- Ensuring cleanliness in laboratories and glass houses;
- Ensuring safe disposal of hazards laboratory waste;
- Assist in data collection, analysis and preparation of reports;
- Participate in writing appropriate technical reports including research notes, technical notes, conference posters, dissemination flyers;
- Participate in dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Participate in disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in proposal writing to seek for funding from within and outside the Institute;
- Supervise and mentor junior staff, interns, students on attachment and visitors including High School, Colleges;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science Degree in Biotechnology or its equivalent qualification from a recognized Institution;

- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

7. RESEARCH SCIENTIST (PATHOLOGY): KEFRI 7 – 2 POSTS

a) Duties and Responsibilities

- Assist in identifying research problem with stakeholders in pathology;
- Participate in prioritizing research problems for implementation;
- Assist in developing research concepts;
- Participate in identifying relevant literature material;
- Participate in identification of laboratory ingredients and consumables required for different experiments;
- Participate in ordering of laboratory chemicals and consumables;
- Ensuring cleanliness in laboratories;
- Ensuring safe disposal of hazards laboratory waste;
- Assist in data collection, analysis and preparation of reports;
- Participate in writing appropriate technical reports including research notes, technical notes, conference posters, dissemination flyers;
- Participate in the implementation of dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Participate in disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in proposal writing to seek for funding from within and outside the Institute;
- Supervise and mentor junior staff, interns, students on attachment and visitors including High School, Colleges;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compiling of departmental quarterly and annual reports
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science in Forestry Science, Forest Biology, Botany or its equivalent from a recognized institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

8. RESEARCH SCIENTIST (ENVIRONMENTAL/ AGRICULTURAL ECONOMICS) : KEFRI 7 - 1 POST

a) Duties and Responsibilities

- Participate in the Conceptualization, planning, implementation, monitoring and evaluating of R&D projects /programmes /activities;
- Assist in collection and analysis of economic data on forest enterprises and markets using cost benefit analysis, econometric and marketing efficiency tools and procedures on farm household surveys, market value chain surveys, value addition processing, comparative land use/enterprises analysis, technology impact surveys, wealth indices, price analysis, and reviews of statistical data;
- Participate in integration of economics and market research in forestry research and development processes by carrying out cost benefits analysis of technology innovation and competitiveness of proposed technologies on existing forest practices/technologies to gauge research benefits and impacts;
- Contribute to the understanding on the role of land use economics and market studies to enhance technology adoption and socioeconomic impacts of technologies on the livelihoods/environment and human development;
- Participate in the assessment of the role of forest sector in socioeconomic development through monitoring the roles of industry and forest-based enterprises in forest technology adoption and development of models for linking tree growers to various vibrant markets niches in the country/export/imports by undertaking market surveys, national and regional trade in forest and natural products;
- Participate in collecting data and developing tolls for linking the forest sector economics to national accounting leading to improved contribution of forest sector to national accounting;
- Assisting other KEFRI programs in mainstreaming economics to research and project activities;
- Assist in developing concepts and proposals for internal and external donor support;
- Participate in the implementation of dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Participate in disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in writing appropriate technical reports including research notes, technical notes, policy briefs, conference posters, dissemination flyers;
- Mentor students on attachment, interns and visitors including High School and Colleges;

- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports;
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate ‘C+’ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science degree in Forestry, Agricultural Economics or its equivalent from a recognized Institution;
- iii) A team player, good in communication and report writing; and
- iv) Computer Literacy especially in Excel, SAS, SPSS or relevant economic packages.

9. RESEARCH SCIENTIST (TAXONOMY): KEFRI 7 – 1 POST

a) Duties and Responsibilities

- Assist in research problem identification in taxonomy;
- Assist in ensuring that all scientific work in KEFRI is performed with correctly named plants;
- Participating in all aspects of conservation, inventory and mapping of vegetation resources;
- Assist in ensuring that voucher specimens permitting future checking are deposited in KEFRI herbarium;
- Assist in maintaining and developing KEFRI herbarium;
- Assist in development of research concepts and projects in taxonomy;
- Assist in designing and implementation of experiments;
- Assist in data collection, analyses and report writing;
- Participate in the implementation of dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Participate in disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in writing appropriate technical reports including research notes, technical notes, policy briefs, conference posters, dissemination flyers;
- Mentor students on attachment, interns and visitors including High School and Colleges;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports;
- Prepare and sign performance contracts with their supervisor; and

- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate ‘C+’ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science Degree in Forestry, Natural Resource Management, Environmental Science, Agroforestry or equivalent from a recognized Institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

10. RESEARCH SCIENTIST (GENERAL FORESTRY): KEFRI 7 – 7 POSTS

a) Duties and Responsibilities

- Assist in problem identification and analysis;
- Assist in planning and over-seeing field work, and acting as in-field leader for foresters and technicians.
- Assist in developing and coordinating multi-disciplinary research on ecosystem-based management, land-use, biodiversity and climate change;
- Assist in studying and analyzing the relationships among plants, animals and land, as well as the effects of humans on dryland forests resources;
- Assist in identifying knowledge gaps in ecology for specific forest ecosystems and developing strategies/technologies to mitigate the gaps in order to improve their ecological integrity;
- Assist in capturing, processing and analyzing data;
- Assist in data collection, analyses and report writing;
- Participate in the implementation of dissemination activities that include Open days, field days, ASK shows, Radio and TV Talks;
- Participate in disseminating research findings in local and international fora that include seminar, workshops, congress;
- Participate in writing appropriate technical reports including research notes, technical notes, policy briefs, conference posters, dissemination flyers;
- Mentor students on attachment, interns and visitors including High School and Colleges;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports;
- Prepare and sign performance contracts with their supervisor; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor of Science Degree in Forestry or its equivalent from a recognized Institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications from a recognized institution.

11. ASSISTANT FORESTER: KEFRI 9 – 2 POSTS

a) Duties and Responsibilities

- Identifying the staff requirement for different operations;
- Identifying and acquisitioning the necessary tools and equipment for field operations;
- Scheduling of data collection in trials in consultation with responsible research scientists;
- Liaising with scientists to facilitate data collection and management;
- Ensuring adherence to seed collection, handling and dispatch standards;
- Ensuring adherence to seedling production standards;
- Disseminating research findings;
- Monitoring, reporting and control of forest pests and diseases;
- Manage Forest Estate;
- Supervise removal of forest products;
- Promote forestry technologies and application of research results amongst stakeholders;
- Prepare planting sites;
- Undertake establishment and protection of experimental plots;
- Assess experiments and collect data;
- Guiding, supervising mentoring field operation staff; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Forestry from a recognized institution; and
- iii) Certificate in Computer Applications from a recognised institution.

12. ASSISTANT LABORATORY TECHNOLOGIST (ANALYTICAL CHEMISTRY):

KEFRI 9 – 1 POST

a) Duties and Responsibilities

- Assist in collecting, preparing, managing and safely disposing samples and specimens;
- Participate in planning and evaluating laboratory services;
- Assist in carrying out analytical work;
- Assist in maintaining and preserving specimens and cultures;
- Recording experimental data;
- Keeping and maintaining laboratory records;
- Carry out basic maintenance of laboratory equipment;
- Clean laboratory apparatus, equipment and surface;
- Train and supervise students on attachment and staff in the unit;
- Carry out demonstrations for clients and visitors;
- Carrying out demonstrations of laboratory functions to clients/visitors; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Analytical Chemistry from a recognized institution;
- iii) Working experience in the same field is an added advantage; and
- iv) Certificate in Computer Applications from a recognised institution.

13. ASSISTANT LABORATORY TECHNOLOGIST (SEED): KEFRI 9– 2 POSTS

a) Duties and Responsibilities

- Assist in collecting, preparing, managing and safely disposing samples and specimens;
- Participate in planning and evaluating laboratory services;
- Assist in carrying out analytical work;
- Assist in maintaining and preserving specimens and cultures;

- Recording experimental data;
- Keeping and maintaining laboratory records;
- Carry out basic maintenance of laboratory equipment;
- Clean laboratory apparatus, equipment working and working surfaces;
- Train and supervise students on attachment and staff in the unit;
- Carry out demonstrations for clients and visitors;
- Carrying out demonstrations of laboratory functions to clients/visitors; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification;
- ii) Diploma in Applied Biology from a recognized institution;
- iii) Working experience in the same field is an added advantage; and
- iv) Certificate in Computer Applications from a recognised institution.

14. ASSISTANT TECHNOLOGIST (TAXONOMY): KEFRI 9 – 1 POST

a) Duties and Responsibilities

- Participate in species identification and naming
- Assist in collecting, preparing, pressing and drying specimens;
- Mount herbarium voucher specimen on mounting board
- Assist in maintaining and preserving specimens and cultures;
- Recording experimental data;
- Keeping and maintaining laboratory records;
- Train and supervise students on attachment and staff in the unit;
- Carry out demonstrations for clients and visitors;
- Assist in ensuring that all scientific work in KEFRI is performed with correctly named plants;
- Undertake vegetation surveys, tree inventory and tree labelling
- Assist in compiling a checklists and distribution maps of tree species
- Assist in conservation, inventory and mapping of vegetation resources;
- Participate in depositing in KEFRI herbarium; voucher specimens permitting future checking;
- Assist in maintaining and developing KEFRI herbarium;
- Assist in data collection, preparation and analyses;
- Supervise interns and students on attachment; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;

- ii) Diploma in Applied Biology from a recognized institution;
- iii) Working experience in a herbarium field is an added advantage; and
- iv) Certificate in Computer Applications from a recognised institution.

**15. ASSISTANT LABORATORY TECHNOLOGIST (PATHOLOGY): KEFRI 9 – 1
POST**

a) Duties and Responsibilities

- Collect, receive, prepare, manage and safely dispose samples and specimens;
- Prepare and standardize laboratory reagents and culture media for laboratory analysis and research activities;
- Maintain and preserve specimens in a reference database;
- Carry out analytical work and record results;
- Set up experimental plots and record field experimental data
- Keep laboratory records;
- Maintain and preserve specimens;
- Carry out routine standardization and maintenance of laboratory equipment;
- Undertake and keep inventory of laboratory equipment, chemicals and reagents;
- Train and supervise students on attachment and staff in the unit;
- Carry out demonstrations for clients and visitors;
- Participate in planning and evaluating laboratory services; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Applied Biology or its equivalent from a recognized institution;
- iii) Working experience in the same field is an added advantage and
- iv) Certificate in Computer Applications from a recognised institution.

16. MANAGER SUPPLY CHAIN MANAGEMENT: KEFRI 3– 1 POST

a) Duties and Responsibilities

- Providing leadership in the development of procurement policies and procedures to provide a framework within which procurement processes are carried out in adherence to the acceptable standards;
- Ensuring implementation of set procurement procedures to adhere to Public Procurement and Asset Disposal Act 2015;
- Developing and coordinating the preparation of annual procurement and disposal plans and their implementation;
- Carrying out pre-qualification of supplier’s eligibility and qualification in doing business with the Institute;

- Preparing tender documents for issuance to suppliers in requesting their bids in response to the requirements of the Institute including user goods/ services specifications;
- Advertising tenders to the public on behalf of the Institute in accordance with the legal requirements and increasing competition in the tendering process as a mechanism for ensuring value for money;
- Conducting supplier appraisal to evaluate their performance in service provision to the Institute;
- Overseeing the disposal of obsolete stores to avoid further deterioration to the assets that would otherwise result to the economic loss to the institute;
- Drawing services and supply contracts between the institute and service providers/ contractors to bind the two parties in a legal engagement in the supply of the goods and services;
- Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- Providing secretarial services to committees' incidental to procurement of goods and services, and disposal of assets;
- Preparing professional opinion document based on tender evaluation report for approval or rejection by the Director/CEO;
- Preparing and file quarterly and annual procurement reports to Public Procurement Regulatory Institute (PPRA) in compliance with legal requirements;
- Monitoring and evaluating Supply Chain Management activities to ensure compliance with set regulations and with their effectiveness in meeting organizational needs;
- Preparing and negotiating the Division's performance contract to outline the specific tasks to be undertaken by the Division to contribute to the Institute's mandate;
- Allocating work to subordinates to ensure targets are effectively met;
- Evaluating the performance of staff in the Division to ascertain efficiency and effectiveness in work performance in meeting the objectives of the Division;
- Developing annual budget and work plans, to match operational requirements with available funds, control and manage the budget and expenditure;
- Mentoring, guiding and supervising subordinates through coaching and training to improve work performance;
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) At least thirteen (13) years' relevant work experience, five (5) of which must have been in a management level in a comparable institution;
- ii) Masters Degree in Supply Chain Management, Logistics or relevant field from a recognized institution;
- iii) Bachelors Degree in Procurement, Purchasing, logistics, Business Administration, Commerce, Economics or its equivalent qualification from a recognized institution;
- iv) Diploma in Purchasing and Supplies Management from a Chartered Institute of Purchasing and Supplies (CIPS) or its equivalent qualification from a recognized institution;
- v) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (C plus) or its equivalent qualification from a recognized institution; or its equivalent;
- vi) Current practicing license from Kenya Institute of Supplies Management (KISM);
- vii) Member of professional body such as Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS) in good standing;
- viii) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- ix) Proficiency in computer applications;
- x) Demonstrated good results in work performance; and
- xi) Fulfilled the requirements of Chapter six of the Constitution.

17. ACCOUNTANT: KEFRI 7– 2 POSTS

a) Duties and Responsibilities

- Collecting revenue and banking;
- Preparing expenditure reports based on approved budgets;
- Compiling and verifying records; processing accounting and transaction reports via computerised accounting systems;
- Preparing trial balance;
- Participating in preparation of final accounts;
- Maintaining and updating fixed asset register and safe keeping of invoices, receipts and accounts records;
- Posting cashbooks and undertaking bank reconciliations;
- Accounting for project funds;

- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor's Degree in Commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;
- iii) Part II of the Certified Public Accountant of Kenya or its equivalent from a recognized institution is added advantage;
- iv) Membership to a relevant professional body is added advantage; and
- v) Proficiency in computer applications.

18. OFFICE ADMINISTRATOR: KEFRI 7 – 2 POSTS

a) Duties and Responsibilities

- Attending to visitors/clients;
- Handling telephone calls, customer inquiries and complaints/compliments;
- Ensuring security and confidentiality of office records, equipment and documents;
- Maintaining office diary;
- Record keeping for correspondences and file movement;
- Managing office protocol and etiquette;
- Coordinating the general administration of the respective office;
- Coordinating schedule of meetings and appointments;
- Coordinating travel arrangements;
- Coordinating appointments and travel itineraries;
- Preparing responses to routine correspondence;
- Monitoring procedures for record keeping for correspondences; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (C plus) or its equivalent qualification from a recognized institution;
- ii. Bachelors degree in Secretarial Studies or any other equivalent from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Diploma/ Higher Diploma in Secretarial Studies from a recognized institution;

OR

Have passed the following examinations from the Kenya National Examinations Council (KNEC);

- Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
- Shorthand III (100 w.p.m);
- Business English III/Communications II;
- Office Management III/Office Administration and Management III;
- Secretarial Duties II;
- Commerce II;

19. INTERNAL AUDITOR: KEFRI 7 – 1 POST

a) Duties and Responsibilities

- Providing input in development of risk based annual Internal Audit plans for the continuous audit of risk management, internal controls and governance processes;
- Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
- Providing input in preparation of audit reports for given assignments by capturing relevant audit findings and recommendations from working papers to give an assurance on the adequacy and effectiveness of systems within the Institute;
- Assisting in follow up on implementation of audit recommendations and prepare status report;
- Undertaking special audit assignments/ investigations to confirm whether there are material breaches in policy, procedures and relevant regulations through review of accountable documents and records and preparing working papers;
- Undertaking consulting and advisory services to offer advice and guidance to management in the development of control systems;
- Undertaking reviews and reporting corruption prevention activities; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor's Degree in Commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;

- iii) Part II of the Certified Public Accountant of Kenya or its equivalent from a recognized institution is added advantage;
- iv) Valid Membership to a relevant professional body is added advantage; and
- v) Proficiency in computer applications.

20. HUMAN RESOURCE MANAGEMENT OFFICER: KEFRI 7 – 1 POST

a) Duties and Responsibilities

- Preparing notes, draft correspondences, enter and process data, write reports on matters relating to human resource administration to ensure appropriate action is carried out;
- Implementing staff recruitment and selection processes decisions to fill vacant positions and prepare recommendations for staff appointments to facilitate hiring of suitable candidates;
- Processing of salaries, allowances, benefits and final dues and payroll administration;
- Processing employee recruitment, promotion and exit documents;
- Processing of leave applications, sick sheets and sick offs;
- Updating and maintaining employee records in their personal files and the human resource information system;
- Maintaining compliment control;
- Updating of the human resource database;
- Analyzing data on work environment and employees' satisfaction surveys;
- Collecting data in relation HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, WIBA, OSHA;
- Undertaking training needs analysis, projections and developing training programmes;
- Developing training materials for in-house courses;
- Administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- Providing input in the preparation of division budget and work plans to ensure smooth flow of operations;
- Preparing periodic progress reports; and
- Any other duty as assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;

- ii) Bachelor's Degree in Human Resource Management or equivalent from a recognized institution;
- iii) Postgraduate Diploma in Human Resource Management or equivalent from a recognized institution is an added advantage;
- iv) Valid Membership to a relevant professional body is added advantage; and
- v) Certificate in Computer Applications from a recognized institution.

21. ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER: KEFRI 9 – 1 POST

a) Duties and Responsibilities

- Preparing draft correspondences;
- Reviewing job descriptions and preparing job advertisements;
- Coordinating the recruitment process;
- Organizing Staff induction and on-boarding programs;
- Writing pay change advise and advice accounts section on staff salary changes, transfers, appointments, promotions and increments for timely processing
- Maintaining and update the staff compliment to ensure records of the establishment are kept up to date;
- Processing salaries, allowances, benefits and final dues;
- Updating the HR information systems data;
- Issuing of staff Identity Cards.
- Collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control;
- Undertaking of training needs analysis, projections and developing training programmes;
- Administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- Collating data in relation to HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Occupational, Safety and Health Act;
- Preparing timely statutory returns such as NSSF and NHIF;
- Processing pension elements and other human resource administration matters for retirees and those proceeding on retirement for timely payments; and
- Implementing decisions made by the Human Resource Officers to ensure issues raised are addressed and in a timely manner.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Diploma in Human Resource or its equivalent qualification from a recognized institution or its equivalent from a recognized institution;
- iii) Valid membership from relevant professional body is an added advantage; and
- iv) Certificate in Computer Applications from a recognised institution.

22. ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER: KEFRI 9 – 1 POST

a) Duties and Responsibilities

- Keeping the store-rooms clean, properly ventilated and in good condition and that the stores are well arranged and easy to access;
- Taking inventory on stored goods for record keeping, accountability and financial planning;
- Receiving and issuing stock to end users within the institute for continued smooth running of operations;
- Responsible for the safe custody of all empty cases, drums, tins and packing materials that may be of any value and records for disposal
- Making sure the bin cards are properly kept for each item of stores;
- Verification of stores and reporting of shortages and losses of stores;
- Preparation of procurement report- stock taking, reconciliation, preparation and maintenance of records;
- Implementing KEFRI and e-government procurement procedures; and
- Monitoring the movement of stores and raising stores purchase requisition to avoid out of stock.
- Any other duty assigned from time to time.

b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C -” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Purchasing and Supplies Management or its equivalent from a recognized Institution;
- iii) Member of professional such as Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS) in good standing; and
- iv) Certificate in Computer Applications from a recognised institution.