



## KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)

### VACANCIES

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

In implementing the Government Bottom-up Economic Transformational Agenda (BETA), KEFRI wishes to recruit dynamic, result-oriented and self-driven persons to fill the vacant positions below on a **three (3) year contract**:

No.	POST	GRADE	NO. OF VACANCIES
1	Research Scientist (Seed Science)	KEFRI 7	13
2	Assistant Forester	KEFRI 9	9
3	Assistant Laboratory Technologist (Seed)	KEFRI 9	15
4	Assistant Laboratory Technologist (Horticulture)	KEFRI 9	10

### MODE OF APPLICATION

#### I. Online Application

Interested applicants are required to click the link below and submit their information as guided; <https://forms.gle/mJH5wsskADY8UZJq5>

#### II. Hard copy applications

**IN ADDITION** to the online application, it is **MANDATORY** that all 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 31 July, 2023 at 5:00 pm.**

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.*

## **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR VACANT POSTS**

### **1. RESEARCH SCIENTIST (SEED SCIENCE) : KEFRI 7**

#### **a) Duties and Responsibilities**

- Assist in research problem identification that address provisioning of quality tree seed;
- Participate in conceptualization, formulation, design and implementation of multidisciplinary research projects in Seed Science;
- Undertake research in Seed Science;
- Verify results of seed quality tests and compile reports;
- Publish and disseminate research findings;
- Ensure cleanliness and safety in the laboratory and safe disposal of waste;
- Identification of consumables required for undertaking seed quality assurance and research and assisting in their procurement;
- Supervise and mentor junior staff, interns, students on attachment;
- Host technical and non-technical visitors;
- Prepare and sign KEFRI staff performance contract with your supervisor;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual 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 of Science Degree in Forestry, Natural Resources Management or its equivalent qualification from a recognized Institution;
- iii) A team player, good in communication and report writing; and
- iv) Certificate in Computer Applications

### **2. ASSISTANT FORESTER: KEFRI 9**

#### **a) Duties and Responsibilities**

- Undertake seed source survey, identification and documentation;
- Undertake flower and seed survey;
- Prepare monthly, Quarterly and annual seed collection programme;
- Mobilize financial, human and physical resources required in seed collection;
- Supervise seed collectors during seed collection exercise to ensure efficient production of quality seed;
- Supervise seed processing and storage to ensure efficient production of quality seed;
- Documents all processes of seed production including collected seed and prepare all required reports;
- Ensure safety of seed collectors and collected seed;

- Ensure orderliness and cleanliness in the entire seed production process including equipment and facilities;
- Supervise and mentor junior staff, interns, students on attachment;
- Identification of material resources required for undertaking seed production and assisting in their procurement;
- Host technical and non-technical visitors;
- Prepare and sign KEFRI staff performance contract with your supervisor;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports; and
- Any other duty as assigned from time to time.

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

**3. ASSISTANT LABORATORY TECHNOLOGIST (SEED): KEFRI 9**

**a) Duties and Responsibilities**

- Receive seed samples delivered to the Lab for testing;
- Sampling seed lots for testing;
- Undertake accurate seed quality tests including but not limited to moisture content, purity, seed weight, germination tests;
- Document and report accurately seed testing process and results;
- Assist in undertaking of seed research;
- Participate in planning and evaluating laboratory services;
- Carry out basic maintenance of laboratory equipment;
- Clean laboratory apparatus, equipment working and working surfaces;
- Participate in publications of technical documents;
- Carry out demonstrations for clients and visitors;
- Train and supervise students on attachment and staff in the unit;
- Prepare and sign KEFRI staff performance contract with your supervisor;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports; 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.

#### **4. ASSISTANT LABORATORY TECHNOLOGIST (HORTICULTURE): KEFRI 9**

##### **c) Duties and Responsibilities**

- Undertake vegetative propagation;
- Undertake agronomy of horticultural (tree) crops;
- Prepare orders for various types of plants and seeds;
- Prepare and implement proper nursery management;
- Undertake data collection and elementary analysis;
- Sampling seed lots for testing;
- Undertake accurate seed quality tests including but not limited to moisture content, purity, seed weight, germination tests;
- Document and report accurately propagated tree species, seed testing process and results;
- Assist in undertaking of seed research;
- Carry out basic maintenance of propagation and laboratory equipment;
- Clean propagation, laboratory apparatus, equipment working and working surfaces;
- Participate in publications of technical documents;
- Carry out demonstrations for clients and visitors;
- Train and supervise students on attachment and staff in the unit;
- Prepare and sign KEFRI staff performance contract with your supervisor;
- Participate in implementing relevant ISO standards in Research and Development;
- Participate in compilation of departmental quarterly and annual reports; and
- Any other duty as assigned from time to time.

##### **d) Requirements for Appointment**

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

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