EXTERNAL ADVERTISEMENT

Kenya Marine and Fisheries Research Institute (KMFRI), a State Corporation under the Ministry of Mining, Blue Economy and Maritime Affairs, State Department for Blue Economy and Fisheries, was established by an Act of parliament (The Science and Technology Act Cap. 250 of the Laws of Kenya of 1979) which has since been repealed by The Science, Technology and Innovation Act No. 28 of 2013.

KMFRI's mandate is to undertake research in "marine and freshwater fisheries, aquaculture, environmental and ecological studies, and marine research including chemical and physical oceanography", in order to provide scientific data and information for sustainable development of the Blue Economy. The Institute is also mandated to cooperate with other organizations and institutions of higher learning in training programmes and on matters of relevant research.

The Institute has Research Centers and Stations located at Mombasa, Kisumu, Naivasha, Baringo, Kegati, Sangoro, Sagana, Turkana, Mutonga, Shimoni, a research substation at Gazi and the Nairobi liaison office. KMFRI is seeking to recruit externally self-motivated professionals who are team players to fill the following vacant positions within her approved staff establishment:

1. KMF/EXT/ADVT/CRS/1: Chief Research Scientist - KMFRI Grade 3 - (4 Posts)

A Chief Research Scientist may be deployed in any of the following research areas: Oceans and Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture and Socioeconomics research areas.

a) Job Description

The duties and responsibilities of the officer entail:

i) Providing leadership in mentoring, supervising, and nurturing talent among scientists, technical staff, students, and interns;

ii) Steering and coordinating large, multi-disciplinary and multi-institutional research programs and national research cruises to deliver impactful outcomes;
iii) Directing and approving departmental work plans, budgets, procurement, and resource allocation to ensure efficiency and accountability;
iv) Championing innovation by aligning research priorities with national development agendas, scientific advances, and global blue economy processes;
v) Guiding and reviewing high-quality scientific outputs, including manuscripts, technical reports, book chapters, and grant applications;
vi) Overseeing knowledge management through the establishment and sustainability of research databases, records, and technical information systems;
vii) Representing and advising the Institute in national, regional, and international taskforces, committees, and professional bodies;
viii) Building strategic partnerships with donors, governments, academia, and industry to mobilize funding and enhance research visibility;
ix) Ensuring compliance by overseeing quality control, monitoring and evaluation, audits, and reporting mechanisms across departmental research;
x) Promoting visibility and influence by communicating research strategies, progress, and findings to diverse stakeholders at high-level for a;
xi) Driving technology transfer by identifying, scaling up, and commercializing innovations, technologies, and intellectual property;
xii) Advancing institutional sustainability by pursuing consultancies, revenue generation, and Appropriation-in-Aid opportunities;
xiii) Leading teams to design proposals, secure donor funding, and address national and regional priority research needs.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of fifteen (15) years relevant work experience, three (3) of which must have been at the grade of Senior Principal Research Scientist (Currently KMFRI Grade 4) or in a comparable relevant position in the public or private sector;
ii) Bachelor's Degree in Fisheries, Aquaculture, Aquatic Sciences, Marine Sciences, Oceanography, Marine Resource Management, Natural Resources Management, Earth Sciences, Natural Sciences,

Environmental Sciences, Economics, Relevant Social Sciences or any other fisheries and aquatic related courses or equivalent from a recognized institution;

iii) Master's degree in Fisheries, Aquaculture, Aquatic Sciences, Marine Sciences, Environmental Sciences, Economics, any other aquatic related courses or equivalent from a recognized institution;

iv) Doctor of Philosophy (PhD) in Fisheries, Aquaculture, Oceanography, Aquatic Sciences, Marine Sciences, Environmental Sciences, Economics, Relevant Social Sciences, any other aquatic related courses or equivalent from a recognized institution;

v) Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ (Plus) or its equivalent;

vi) Cumulatively published at least 12 peer-reviewed publications in ISI – indexed journals / book chapters of which at least four (4) are as first author from the latest date of promotion;

vii) Co-designed the development of at least two (2) multi-institutional and inter-disciplinary research projects that have been funded;

viii) Demonstrated good results in work performance;

ix) Leadership course lasting not less than four (4) weeks from a recognized institution;

x) Proficiency in computer applications;

xi) Demonstrated results in work performance; and

xii) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Key Competencies and Skills

i) Strong reporting skills;

ii) Strong analytical and numerical skills;

iii) Strong organization and interpersonal skill;

iv) Strong negotiation skills;

v) Conflict management skills;

vi) Strong managerial skills and ability to lead teams;

vii) Leadership skills;

viii) Communication skills;

ix) Problem solving skills; and

x) Team building skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 192,034 – KShs. 249,644 P.M.;

ii) House Allowance: KShs. 60,000 P.M.

iii) Commuter Allowance: KShs. 21,000 P.M.

iv) Annual Leave Allowance: KShs.35,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI

vi) Terms of Service: Permanent and Pensionable.

2. KMF/EXT/ADVT/SPRS/3. Senior Principal Research Scientist - KMFRI Grade 4 – (3 Posts)

A Senior Principal Research Scientist may be deployed in any of the following research areas: Oceans, Coastal Systems & Blue Economy, Freshwater Systems, Aquaculture, and Socioeconomics Directorates.

a) Job Description

The duties and responsibilities of the officer entail;

i) Supervise and mentor scientists, technologists, postgraduate students, and interns to strengthen talent development and research capacity;

ii) Coordinate and oversee staff performance appraisals, training, and professional growth for improved research delivery;

iii) Lead and coordinate implementation of strategic plans, multidisciplinary projects, and institutional priorities to achieve set outputs and outcomes;

iv) Ensure quality assurance and compliance in fieldwork, data collection, audits, risk management, and reporting;

v) Review and certify research proposals, technical reports, and standards for fisheries, ecosystems, and blue economy activities;

vi) Advise management on research, policy, and development matters while representing the institute in taskforces, committees, and professional bodies;

vii) Mobilize resources through proposal development, donor engagement, consultancy services, and revenue-generating initiatives;

viii) Manage finances and procurement by preparing budgets, work plans, procurement plans, and ensuring expenditure control and donor reporting;

ix) Monitor and evaluate research activities, performance, and compliance to improve efficiency and accountability;

x) Produce and disseminate technical reports, peer-reviewed publications, policy briefs, and value-use documents for stakeholder uptake;

xi) Network and collaborate with national, regional, and international partners to enhance innovations, joint research, and knowledge transfer;

xii) Identify and upscale research innovations, technologies, and solutions to support the blue economy and sustainable development; and

xiii) Engage stakeholders and visitors through briefings, dissemination fora, and outreach activities to enhance visibility and impact.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which must have been at the grade of Principal Research Scientist (currently KMFRI Grade 5) or in a comparable position;

ii) Bachelor's Degree in Fisheries, Aquaculture, Aquatic Sciences, Marine Sciences, Oceanography, Marine Resource Management, Natural Resources Management, Earth Sciences, Natural Sciences, Environmental Sciences, Economics, Relevant Social Sciences or any other fisheries and aquatic related courses or equivalent from a recognized institution;

iii) Master's degree in Fisheries, Aquaculture, Aquatic Sciences, Marine Sciences, Environmental Sciences, Economics, any other aquatic related courses or equivalent from a recognized institution;

iv) Doctor of Philosophy (PhD) in Fisheries, Aquaculture, Oceanography, Aquatic Sciences, Marine Sciences, Environmental Sciences, Economics, Relevant Social Sciences, any other aquatic related courses or equivalent from a recognized institution;

v) Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ (Plus) or its equivalent;

vi) Leadership Course lasting not less than four (4) weeks (cumulative) / Corporate Governance course from a recognized institution;

vii) Cumulatively published at least ten (10) peer-reviewed publications in ISI – indexed journals / book chapters of which at least four (4) are as first author from the latest date of promotion;

viii) Proficiency in computer applications;

ix) Demonstrated results in work performance; and

x) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Key Competencies and Skills

i) Strong communication and reporting skills;

ii) Strong analytical and numerical skills;
iii) Strong organization and interpersonal skill;
iv) Good interpersonal and negotiation skills;
v) Conflict management;
vi) Ability to work under pressure, prioritize and multi task;
vii) Strong managerial skills and ability to lead teams;
viii) Leadership skills;
ix) Team building; and
x) Problem solving.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 148,634 – KShs. 193,225 P.M.
ii) House Allowance: KShs. 50,000 P.M.
iii) Commuter Allowance: KShs. 17,000 P.M.
iv) Annual Leave Allowance: KShs.20,000 P.A.
v) Medical Cover and Other Allowances: As provided by KMFRI.

3. KMF/EX/ADVT/AD-PRM&EM/4 Assistant Director Partnership, Resource Mobilization and Enterprise Management - KMFRI Grade 4 - (1 Post)

a) Job Description

Duties and responsibilities at this level will entail:

i) Providing input in the development and implementation of mobilization policies and strategies for sourcing funds from individuals, bilateral, multi-lateral and private organizations;
ii) Identifying and mapping out potential areas of resource mobilization;
iii) Identifying, analysing and documenting fundraising gaps in the Institute;
iv) Formulating and reviewing of fundraising tools for the Institute to ensure uniformity and shared vision;
v) Formulating multi-disciplinary projects and program proposals for resource mobilization to support the Institute;
vi) Identifying and biding to win marine and fisheries with allied natural resources-based consultancies to grow the Institute resource base;

vii) Coordinating partnerships and cooperation with other research organizations and institutions of higher learning in joint research and training through Memorandum of Understandings;

viii) Developing joint work plans and activities with collaborators for active Memorandum of Understandings;

ix) Ensuring effective maintenance and updating of records of partners' support;

x) Reviewing and analysing the partnership database for policy decisions;

xi) Coordinating the development and execution of work plans, budgets and progress reports in Department;

xii) Ensuring quality assurance and effective aid utilization for realized donor projects;

xiii) Training, mentoring scientists and students on attachment in resource mobilization for improved resources and career progression;

xiv) Conducting intelligence analysis of donor policies, practices and consultancy opportunities for timely response;

xv) Providing quality assurance for ongoing donor projects to ensure compliance with anticipated outputs and objectives;

xvi) Marketing and participating in lobby forums to enhance Institutes' visibility;

xvii) Coordinating teams responding to calls for Letter of Interest (LoI), Concept Notes and

xviii) Proposals on websites, newspapers and institutions to ensure responses are relayed in a timely manner; and

xix) Participating in key internal forums to internalize Research and Development needs and debates to inform fundraising concepts and proposals.

b) Person Specification

For appointment to this grade, the officer must have:

i) Cumulative service period of twelve (12) years relevant work experience, three (3) of which must have been as a Principal Resource Mobilization & Partnership Development Officer or a comparable position;

ii) Master Degree in Commerce, Business Administration, Project Management, Corporate Communication/Public Relations, Social Sciences, Social Economics, Natural Resource Sciences or its equivalent qualification from a recognized institution;

iii) Bachelor Degree in Commerce, Business Administration, Project Management, Corporate Communication/Public Relations, Social Sciences, Social Economics, Natural Resource

Sciences or its equivalent qualification from a recognized institution;

iv) Certificate in Negotiation or Persuasion Skills Course lasting not less than two (2) weeks from a recognized institution; Certificate in Resource Mobilization course lasting not less than two (2) weeks from a recognized institution;

v) Certificate in Resource Mobilization course lasting not less than two (2) weeks from a recognized institution;

vi) Leadership course lasting not less than four (4) weeks, or equivalent, from a recognized institution;

vii) Proficiency in computer applications;

viii) Demonstrated results in work performance.

c) Key Competencies and Skills

i) Strong analytical skills;

ii) Communication skills;

iii) Strategic and innovative thinking; and

iv) Strong interpersonal skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 148,634 – KShs. 193,225P.M.

ii) House Allowance: KShs. 50,000 P.M.

iii) Commuter Allowance: KShs. 17,000 P.M.

iv) Annual Leave Allowance: KShs.20,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI.

4. KMF/EX/ADVT/AD-ADMIN/5 Assistant Director Administration - KMFRI Grade 4 - (1 Post)

a) Job Description

Duties and responsibilities at this level entail:

i) Coordinating implementation of administrative policies and procedures and in security, records management and transport;

ii) Conducting disaster management, and emergency response activities;

iii) Coordinating identification of obsolete assets and manage the disposal process;

iv) Managing the services in administration including fleet management, registry operations, asset maintenance and security services;

v) Planning and coordinating office accommodation;
vi) Overseeing cleaning services in the Institute;
vii) Implementing administrative policies and procedures in security, records management and transport;
viii) Undertaking surveys to ensure adequate provision of office equipment and supplies;
ix) Receiving and handling staff requests for transport services and office accommodation;
x) Managing telephone, registry and security services;
xi) Managing office bills and utilities;
xii) Coordinating and managing outsourced services of the Institute; and
xiii) Implementing quality management system procedures in the department for conformity and efficiency.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of twelve (12) years relevant work experience, three (3) of which should have been at the grade of Principal Administration Officer or in a comparable position in public service or private sector;
ii) Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration, Human Resource Management, Business Management, Transport and Logistics, Social Sciences or equivalent qualifications from a recognized institution;
iii) Master's degree in any of the following disciplines: - Public Administration, Business Administration, Business Management, Transport and Logistics, Social Sciences or equivalent qualifications from a recognized institution;
iv) Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ (Plus) or its equivalent from a recognized institution;
v) Membership to a relevant professional body in good standing where applicable;
vi) Leadership Course certificate lasting not less than four (4) weeks from a recognized institution;
vii) Proficiency in computer applications;
viii) Demonstrated results in work performance; and
ix) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Key Competencies and Skills

i) Strategic and innovative thinking
ii) Mentoring, coaching and leadership skills;
iii) Good interpersonal and negotiation skills;
iv) Organization skills;
v) Strong communication and reporting skills;
vi) Problem solving skills;
vii) Analytical skills; and
viii) Conflict resolution skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 148,634 – KShs. 193,225P.M.
ii) House Allowance: KShs. 50,000 P.M.
iii) Commuter Allowance: KShs. 17,000 P.M.
iv) Annual Leave Allowance: KShs.20,000 P.A.
v) Medical Cover and Other Allowances: As provided by KMFRI.

5. KMF/EXT/ADVT/ADHRM/6 Assistant Director Human Resource Management KMFRI GRADE 4 (1 Post)

a) Job Description

Duties and responsibilities at this level will entail:

i) Coordinating of human resource services in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare;
ii) Ensuring correct interpretation and implementation of human resource policies including pensions, salary administration, labour laws and other statutes that impact on human resource;
iii) Coordinating succession management;
iv) Coordinating utilization of human resources in the Institute and advising on proper deployment;
v) Forecasting human resource development requirements in the Institute;
vi) Coordinating implementation of human resource training plans for the Institute;
vii) Evaluating the effectiveness of training and staff development programmes;
viii) Initiating and formulating human resource development training policies in Institute;
ix) Ensuring compliance with various statutory and regulatory requirements;
x) Coordinating training needs assessment, training projections, plans and implementation of development programmes;

xi) Managing industrial relations at the workplace;

xii) Preparing budget, work plan performance contract and procurement plan for the department;

xiii) Ensuring adherence to internal controls in the human resource management and development division;

xiv) Undertaking analysis on utilization of human resources in the organization and advising on proper deployment;

xv) Ensuring adherence to the quality management system in the human resource management and development;

xvi) Undertaking impact assessment of human resource policies and practices on performance to inform review;

xvii) Overseeing development and maintenance of human resource database; coordinating staff recruitment, appointments, selection process and discipline;

xviii) Coordinating implementation of performance appraisal process;

xix) Ensuring adherence to internal controls and management information systems;

xx) Overseeing employee wellness programs and im0lemenation of programmes on prevention of endemic diseases in the workplace, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Work Injury Benefit Act and Occupational, Safety and Health Act; and

xxi) Implementing quality management system procedures in the department for conformity and efficiency.

b) Person Specification

For appointment to this grade, the officer must have:

i) Cumulative service period of twelve (12) years relevant work experience, three (3) of which should be at the grade of Principal Human Resource Management Officer or in a comparable position in the public or private sector;

ii) Bachelor's degree in Human Resource Management, Human Resource Development or equivalent qualifications from a recognized institution;

iii) Masters' degree in Human Resource Management, Human Resource Development or equivalent qualifications from a recognized institution;

OR

i) Bachelor's degree in any Social Sciences or equivalent qualification with a Diploma / Higher Diploma in Human Resource Management from a recognized institution;

ii) Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ (Plus) or its equivalent;

iii) Certified Human Resource Professional of Kenya (CHRP-K) or its equivalent from a recognized institution;

iv) Professional Membership with Institute of Human Resource Management of Kenya (IHRM) in good standing;

v) Leadership Course lasting not less than four (4) weeks course from a recognized institution;

vi) Proficiency in computer applications;

vii) Demonstrated results in work performance; and

viii) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Key Competencies and Skills

i) Mentoring, coaching and leadership skills;

ii) Good interpersonal skills;

iii) Organization skills;

iv) Strong communication and reporting skills;

v) Problem solving skills;

vi) Strong analytical skills; and

vii) Conflict resolution skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 148,634 – KShs. 193,225P.M.

ii) House Allowance: KShs. 50,000 P.M.

iii) Commuter Allowance: KShs. 17,000 P.M.

iv) Annual Leave Allowance: KShs.20,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI.

6. KMF/EX/ADVT/AD-CC/7 Assistant Director, Corporate Communications - KMFRI Grade 4 - (1 Post)

a) Job Description

Duties and responsibilities at this level entail:

i) Overseeing the development of corporate communication policies, strategies and regulations; execute and manage communications intended to create a favourable point of view among stakeholders to boost KMFRI's corporate image;

ii) Providing timely and accurate written and verbal briefings, reports, and advice to top management on sensitive and complex communication matters for reporting to the KMFRI board to promote remedial action;
iii) Reviewing corporate communication messages and managing internal communications to ensure they represent uniform opinions and are structured to convey the attitudes, beliefs and goals of the Institute;
iv) Identifying and overseeing the creation of relevant online accounts that can efficiently and effectively promote the Institute's research activities, encourage live-tweeting from events, initiate online conversations with the Institute's like-minded organizations, research communities and funders;
v) Communicating the organization's mission cohesively to KMFRI's diverse stakeholders to create awareness about KMFRI and position it strategically as a research hub;
vi) Overseeing creation and publishing of relevant website content and ensuring proper management of all content uploaded on the Institute's website to position KMFRI strategically in Blue Economy matters and give it a competitive edge;
vii) Overseeing editing and production of the Institute's newsletter, media features, briefs, speeches and supplements; and coordinating content generation for diverse KMFRI platforms;
viii) Facilitating development of Institute's calendars, diaries and internal communication by providing needed leadership;
ix) Consulting with research scientists and liaising with Centre Directors/Station Coordinators for promotion of the Institute's profile by sharing research activities and researchers' profiles with potential funding partners, and collaborators in research projects;
x) Enhancing the Institute's linkages and outreach services through networking with KMFRI publics including government agencies, NGOs, SAGAs, universities and fisher communities to maintain mutually beneficial relationships with all clients and for continued support for KMFRI;
xi) Make recommendations for the review of the Institute's brand elements to promote corporate image;
xii) Coordinating the Institute's advertising and publicity activities and ensure safe custody of corporate communication records;
xiii) Coordinating with departmental staff to enhance effective implementation of the approved performance contracting targets assigned to the department to enable the organization successfully deliver on its mandate;

xiv) Scheduling interviews with top management and ensure Chief Spokesperson is well prepared for all media engagements;

xv) Overseeing the development of the organization's profile and recommend updating of the same from time to time;

xvi) Managing departmental budget and ensuring prudent use of the resources of allocated to the department;

xvii) Spearheading the Institute's branding and re-branding activities by generating relevant information, artworks and manuals to guide the management in decision-making;

xviii) Coordinating the Institute's public functions and corporate social responsibility activities;

xix) Provide guidance in the development of pitch messages sent to media outlets on activities and developments within the Institute that need coverage and brief editors from multiple channels on the same to facilitate publishing on interesting and compelling information about the Institute;

xx) Scheduling interviews with top management and identify relevant media training for top management;

xxi) Formulating and implementing the Institute's corporate communication policy;

xxii) Monitoring dissemination of information to stakeholders through publications, website and ASK shows;

xxiii) Preparing and managing the departmental budget to ensure it incorporates the department's key activities and ensuring prudent use of resources allocated; and

xxiv) Monitoring and evaluation of corporate communication services; and mentoring, guiding and supervising staff.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of twelve (12) years' relevant work experience, three (3) of which must have been at the grade of Principal Officer II or in a comparable position;

ii) Master's degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication, or Social Media Journalism, or Science Communication from a recognized institution;

iii) Bachelor's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication, or Social Media Journalism, or Science Communication from a recognized institution;

iv) Membership in Public Relations Society of Kenya (PRSK) or a relevant professional body.

v) Leadership course lasting not less than four (4) weeks from a recognized institution;

vi) Proficiency in computer applications;

vii) Demonstrated results in work performance; and

viii) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Key Competencies and Skills

i) Communication and reporting skills;

ii) Analytical and numerical skills;

iii) Organization and interpersonal skill;

iv) Mentoring, coaching and leadership skills;

v) Interpersonal and negotiation skills;

vi) Conflict management;

vii) Ability to prioritize and multi task; and

viii) Strong managerial skills and ability to lead teams.;

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 148,634 – KShs. 193,225P.M.

ii) House Allowance: KShs. 50,000 P.M.

iii) Commuter Allowance: KShs. 17,000 P.M.

iv) Annual Leave Allowance: KShs.20,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI.

7. KMF/EX/ADVT/AD-LAB/8 Assistant Director, Laboratory Services (Organic Chemistry) - KMFRI Grade 4 - (1 Post)

a) Job Description

Duties and responsibilities at this level entail:

i) Overseeing implementation of policies, strategies and regulations for laboratory programs to achieve organizational objectives;

ii) Managing plans for maintaining and calibrating equipment, managing consumables and reagents, and ensuring efficient and cost-effective laboratory operations;

iii) Supervising of senior staff in the department to ensure their qualification and training meets requirements for GLP and ISO/IEC 17025;
iv) Reviewing technical documentation, protocols, and reports, including policies and procedures for recording and storing experimental data;
v) Implementing policies and procedures for managing reagents, consumables, samples, and specimens to ensure accuracy, reliability, and safety;
vi) Implementing policies and procedures to monitor and improve the accuracy, reliability, and repeatability/reproducibility of test results and data;
vii) Ensuring all laboratory activities adhere to the quality assurance/quality control (QA/QC) system, particularly ISO/IEC 17025, and GLP standards where applicable;
viii) Leading internal audits to verify the effective implementation and maintenance of the laboratory management system (LMS);
ix) Establishing and implementing corrective actions to address discrepancies and prevent future issues, contributing to the continuous improvement of the QMS;
x) Overseeing all analytical work and analysis, ensuring it adheres to set standards and turnaround times (TAT); and
xi) Establishing and maintaining robust systems for documenting all activities, including experimental data, protocols, and reports.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative period of twelve (12) years relevant work experience, three (3) of which should have been at the grade of Principal Laboratory Analyst or in an equivalent or comparable position;
ii) Bachelor's Degree in any of the following disciplines; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
iii) Master's degree in any of the following; Applied Biology, Food technology, Analytical Chemistry, Biotechnology, Microbiology, Environmental Science, Natural Resource Management, or equivalent, from a recognized institution;
iv) Membership to a professional body/Associations where applicable and in good standing.
v) Certificate in Leadership Course lasting not less than four (4) weeks, or equivalent, from a recognized institution;

vi) Proficiency in computer applications;

vii) Demonstrated results in work performance;

viii) Experience in organic chemistry will be an added advantage.

c) Key Competencies and Skills

i) Analytical skills;

ii) Computer proficiency;

iii) Strong communication and reporting skills;

iv) Strong managerial skills and ability to lead teams;

v) Mentoring, coaching and leadership skills; and

vi) Interpersonal and negotiation skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 148,634 – KShs. 193,225P.M.

ii) House Allowance: KShs. 50,000 P.M.

iii) Commuter Allowance: KShs. 17,000 P.M.

iv) Annual Leave Allowance: KShs.20,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI.

8. KMF/EX/ADVT/LOI/9. Legal Officer I - KMFRI Grade 7 (1 Post)

a) Job Description

The duties and responsibilities of the officer entail:

i) Providing legal advice to ensure the best legal approach is taken by the Institute;

ii) Drafting contracts, agreements and other legal documents;

iii) Undertaking research on different information to ensure the Institute is acting in accordance with all applicable laws;

iv) Participating in preparing Board reports and minutes, and resolutions;

v) Assisting in managing the risk exposure of the Institute by ensuring compliance with all relevant statutory and regulatory requirements;

vi) Working with external lawyers to initiate lawsuits or to formulate a defence, to gather evidence in legal proceedings involving the Institute and rendering general advice relating to any legal proceedings involving the Institute;

vii) Keeping track and updates of the amendments and changes in legislations;

viii) Assisting facilitating Board induction and development and implementation of the capacity building programmes;
ix) Assisting in facilitating legal, compliance and governance audits;
x) Providing input in the development and implementation of the Board charters and the Code of Conduct and Ethics;
xi) Providing input in the preparation and monitoring of the Departmental budgets and expenditures; and
xii) Providing Secretariat to the Senior Management Meeting and ensuring management decisions are converted to Board papers where applicable.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of three (3) years' relevant work experience, at the grade of Legal Officer II;
ii) Bachelor of Laws degree from a recognized university;
iii) Post graduate Diploma in Law from the Kenya School of Law;
iv) Kenya Certificate of Secondary Education (KCSE) with a mean grade of C+ (Plus) or its equivalent qualification from a recognized institution;
v) Admitted as an advocate of the High Court Kenya;
vi) Member to the Law Society of Kenya;
vii) Current Practicing Certificate;
viii) Certified Public Secretary CPS (Part II) or its equivalent qualification from a recognized Institution;
ix) Shown merit and ability as reflected in work performance and results;
x) Proficiency in computer applications;
xi) Demonstrated results in work performance; and
xii) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

c) Key Competencies and Skills

i) Organization and management skills;
ii) Leadership and managerial skills;
iii) Drafting skills;

iv) Report writing skills; and

v) Negotiation skills and arbitration skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 69,766 – KShs. 90,695 P.M.

ii) House Allowance: KShs. 28,000 P.M.

iii) Commuter Allowance: KShs. 7,000 P.M.

iv) Annual Leave Allowance: KShs. 10,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI

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9. KMF/EX/RE-ADVT/SSO/10. Senior Security Officer- KMFRI Grade 6 (1 Post)

a) Job Description

The duties and responsibilities of the officer entail:

i) Developing and ensuring implementation security strategies, policies and procedures;

ii) Liaising with security agencies to ensure security of assets and operations;

iii) Participating in the coordination of emergency procedures and contingency planning;

iv) Verifying identification and credentials of staff, visitors, and contractors;

v) Issuing of visitor passes and maintain visitor logs;

vi) Conducting regular foot or vehicle patrols of premises (interior and exterior;

vii) Monitoring CCTV and alarm systems for suspicious activities;

viii) Inspecting doors, windows, gates, and other access points for signs of tampering;

ix) Responding promptly to alarms, emergencies, and incidents (e.g., fire, theft, disturbances);

x) Enforcing access restrictions, parking rules, or building policies as applicable;

xi) Providing directions and information to visitors, clients, or staff;

xii) Escorting employees or visitors to and from parking lots or buildings when required;

xiii) Offering support during evacuations, drills, or emergency situations;

xiv) Monitoring high-value areas to deter theft or vandalism;

xv) Preventing loss of company property through observation and intervention;

xvi) Overseeing security surveys and inspections;

xvii) Coordinating investigation of internal security breaches;

xviii) Maintaining records of crimes and incidents;

xix) Overseeing security surveys and inspections; and

xx) Advising management on security related matters affecting operations.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period six (6) years with relevant work experience at the position of Security Officer I or comparable position;

ii) Bachelor's Degree in Criminology, Security Management, Police Science, Peace Building and Conflict Management, Risk and Disaster Management, Military Science, Criminal Justice, Security and Risk Management, Homeland Security, Emergency Management, Business Administration (with a focus on Security or Risk Management), Occupational Health and Safety (OHS) or any other field related to security;

OR

iii) Served at comparable level in the Police Service, Military or related disciplined service with relevant qualifications;

iv) Proficiency in computer applications;

v) Demonstrated results in work performance.

c) Key Competencies and Skills

i) Organizational skills;

ii) Good Communication skills;

iii) Integrity;

iv) Interpersonal skills; and

v) Interpersonal skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 87,098 – KShs. 113,228 P.M.;

ii) House Allowance: KShs. 35,000 P.M.

iii) Commuter Allowance: KShs. 9,000 P.M.

iv) Annual Leave Allowance: KShs. 10,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI

10. KMF/ EX / RE-ADVT/SE/11. Senior Engineer - KMFRI Grade 6 (1 Post)

a) Job Description

Duties and responsibilities at this level will entail:

i) Preparation of policies, strategies and plans for the optimization of the institute's research infrastructure and equipment;

ii) Lead engineering design, analysis, and implementation of projects in line with the institute's standards;

iii) Prepare and review detailed engineering drawings, technical Specification and costs estimates;

iv) Manage projects from conception to completion, including planning, scheduling, budgeting, anD reporting;

v) Implementing policies, strategies and plans for the optimization of the institute's research infrastructure and equipment;

vi) Development and implementation of standards for the institute's research infrastructure and equipment;

vii) Ensuring compliance with engineering codes, safety standards and quality control & assurance of the institute's infrastructures;

viii) Oversee contracted engineering works to ensure quality control and adherence to timelines; and

ix) Coordinating the management of the lifecycle of the institute's research infrastructure and equipment lifecycle.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of six (6) years of relevant work experience, three (3) of which must have been in the position of Senior Engineer I or a comparable position;

ii) Bachelor of Science Degree in one of the following fields: - Mechanical Engineering, Electrical Engineering Building and Civil Engineering, Marine Engineering;

iii) Kenya Certificate of Secondary Education (KCSE) mean grade C+ (Plus) or its equivalent qualification from a recognized institution;

iv) Registered/membership with the Engineers Registration Board of Kenya or any relevant body;

v) Proficiency literate in technical computer-based applications such as auto card, arch card, MS word, Revit, Ms Project, Civil 3D, Prokon, Solid works, structural design & detailing software and/or any other relevant Computer Aided Engineering (CAE) design software's;

vi) Demonstrated results in work performance; and

vii) Fulfilment of the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

c) Key Competencies and Skills

i) Strong communication and reporting skills;

ii) Strong analytical and numerical skills;

iii) Strong organization and inter personal skills;

iv) Mentoring, coaching and leadership skills;

v) Interpersonal and negotiation skills

vi) Conflict management;

vii) Ability to work under pressure, prioritize and multi task; and

viii) Strong managerial skills and ability to lead teams.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 87,098 – KShs. 113,228 P.M.;

ii) House Allowance: KShs. 35,000 P.M.

iii) Commuter Allowance: KShs. 9,000 P.M.

iv) Annual Leave Allowance: KShs. 10,000 P.A.

v) Medical Cover and Other Allowances: As provided by KMFRI

APPLICATION PROCEDURE

The detailed job descriptions, person specifications and other requirements are accessible on KMFRI's official recruitment portal (https://careers.kmfri.go.ke/). Interested and qualified applicants are requested to submit their applications **ONLINE** through the recruitment portal. Applications should be received on or before **30th November 2026**, latest **23:59hrs (EAT).**

NOTE

1. **Successful Candidates** in compliance with Chapter Six of the Constitution will be required to present originals of the following documents:

   i) Certificate of Good Conduct from the Directorate of Criminal Investigations

ii) Clearance/Compliance Certificate from Higher Education Loans Board (HELB)

iii) Tax Compliance Certificate from Kenya Revenue Authority

iv) Clearance from Ethics and Anti-Corruption Commission (EACC)

v) Clearance from recognized Credit Reference Bureau (CRB)

2. Only **Shortlisted Candidates** will be contacted and shall be required to produce originals of their National Identity Card, academic and professional certificates during the interviews.
3. **Shortlisted Candidates** will be invited for an **oral** and **practical interview**.
4. Any canvassing will lead to **Automatic Disqualification**.
5. Hard copy applications **will not be accepted**.

KMFRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, PERSONS LIVING WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.