INTERNAL ADVERTISEMENT

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by an Act of parliament (The Science and Technology Act Cap. 250 of the Laws of Kenya of 1979) which has since been repealed by The Science, Technology and Innovation Act No. 28 of 2013.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

In line with the approved KMFRI Human Resource Management Policies and Procedures Manual (July 2026 - Section 2.9.3), applications are invited from suitably **qualified officers in the following positions:**

1. **KMF/INT/ADVT/PRM/1. Principal Human Resource Management Officer KMFRI Grade 5 (1 post)**

   a) **Job Description**

Duties and responsibilities at this level will entail:

i) Interpreting and implementing human resource policies including pensions and salary administration, labour laws and other statutes that impact on human resource;
ii) Processing appointments, placement, promotions and confirmation of staff in the Institute;
iii) Analysing utilization of the human resource in the Institute and advising on proper deployment, staff performance, career;
iv) Making appropriate recommendations and proposals on human resource planning and succession management;
v) Coordinating work environment and employee satisfaction surveys;
vi) Undertaking training needs analysis, projections and developing training programmes;

vii) Developing training materials for in-house courses;
viii) Writing Change Advice, (PCA) and advising accounts section on staff salary changes, transfers, appointments, promotions and increments to ensure timely process of payments;
ix) Capturing staff grievances on the medical scheme and submitting to management for action;
x) Administering performance appraisal forms and collating staff performance related data;
xi) Preparing 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;
xii) Processing, maintaining and paying NSSF and SHA data to ensure timely payments.
xiii) Processing applications for appointment and promotions;
xiv) Verifying information relating to recruitment, appointment, transfer, human resource management information systems and assist in the implementation of the decisions thereof;
xv) Managing of complement control, salary administration and pension administration in accordance with the laid down regulations;
xvi) Co-ordinating training and staff welfare programmes and inducting new employees in the institution;
xvii) Implementing employee satisfaction and work environment survey recommendations; and
xviii) Designing instruments for undertaking training needs assessment, work environment and employee satisfaction survey.

b) Person Specification

For appointment to this grade an officer must have:

i) Cumulative service period of nine (9) years relevant work experience, three (3) of which should be at the grade of Senior 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;

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) Management Course lasting not less than four (4) weeks from a recognized institution;
iv) Professional Membership with Institute of Human Resource Management of Kenya (IHRM) in good standing;
v) Proficiency in computer applications;
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) Good Interpersonal skills;
ii) Organizational skills;

iii) Strong communication skills
iv) Good reporting skills;
v) Problem solving skills; and
vi) Strong analytical skills.

d) Remuneration and Benefits

i) Basic Salary Scale: KShs. 116,410 – KShs. 151,334 P.M.
ii) House Allowance: KShs. 45,000 P.M.
iii) Commuter Allowance: KShs. 13,000 P.M.
iv) Annual Leave Allowance: KShs.20,000 P.A.
v) Medical Cover and Other Allowances: As provided by KMFRI

2. KMF/INT/ADVT/PRM/2. Principal Administration Officer - KMFRI Grade 5 (1 Post)

a) Job Description

Duties and responsibilities at this level will entail:

i) Ensuring implementation of administrative policies and procedures in security, records management, transport, rent management and quality management systems;
ii) Ensuring provision of office equipment and materials;
iii) Maintaining and updating furniture and office equipment inventory;
iv) Ensuring maintenance of records of all Institute's assets, logbooks, and insurance covers;
v) Compiling monthly utilization and expenditure data of all vehicles;
vi) Preparing report of motor vehicles;
vii) Overseeing cleaning services in the Institute;
viii) Implementing administrative policies and procedures in security, records management and transport;
ix) Undertaking surveys to ensure adequate provision of office equipment and supplies; and
x) Receiving and handling staff requests for transport services and office accommodation.

b) Person Specification

For appointment to this grade, an officer must have:

i) Cumulative service period of (9) years' relevant work experience, three (3) of which should have been at the grade of Senior 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) Kenya Certificate of Secondary Education (KCSE) with a mean grade C+ (Plus) or its equivalent from a recognized institution;
iv) Membership to a relevant professional body in good standing;

v) Management 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) 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. 116,410 – KShs. 151,334 P.M.
ii) House Allowance: KShs. 45,000 P.M.
iii) Commuter Allowance: KShs. 13,000 P.M.
iv) Annual Leave Allowance: KShs.20,000 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 the 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.