

DIRECTOR, RESEARCH AND DEVELOPMENT

How to apply

1. Download the [KNATCOM 1A](#) form from the website www.unesco.go.ke
2. Complete the form and sign (**Do Not** attach any documents)
3. **First** send a soft copy in **word** format to hr2019@unesco.go.ke (**Do Not** attach any documents)
4. **THE SUBJECT OF THE EMAIL SHOULD BE THE TITLE OF THE POST**
5. **Secondly**, send a hard copy to:

The Secretary General/CEO
Kenya National Commission for UNESCO
P.O. Box 72107-00200
National Bank Building, 16th Floor
Harambee Avenue
NAIROBI

Note: Only short listed and successful candidates will be contacted. Valid Clearance certificates from EACC, HELB, KRA & CID is mandatory.

Function of the Research and Development Department

This department exists to perform the following functions: development of research policies, strategies and plans; assist in design of research methodologies; development and management of research systems and instruments; undertake researches; analysis of research data and reporting; capacity building on research techniques; and promoting innovations and resource mobilization activities.

JOB PROFILE

Director, Research and Development

Job Title	Director, Research and Development
Grade	KNC 9
Reports To	Secretary General/CEO through the DSG, Corporate Support Services
Purpose of the Job	To ensure policy implementation and management of the Research and Development Department.

Remuneration	Gross pay Ksh. 256,336-327,937 Pm Leave Allowance – Ksh. 10,000 Medical Allowance – As per scheme rules Group Life & Accident Cover– As per scheme rules
Terms	Contract (4yrs renewable) with service gratuity

Duties and Responsibilities

The officer will be responsible to the Secretary General/CEO through the Deputy Secretary General, Corporate Affairs for the coordination and implementation research and development programmes in a results oriented and timely manner to achieve the Corporations' goals, objectives and agreed performance targets. This will entail *inter alia*:

Duties
1. Coordinate the day to day business and be responsible for the overall achievement of the functions and objectives of the Research and Development Department;
2. Ensure preparation of the Research annual plans, budgets, performance contracts and establishment of proper internal controls;
3. Ensure the formulation and communication of the Research and Development policies, strategies and plans;
4. Support in the formulation of research and development proposals;
5. Promote and negotiate funding contracts with partners to support research or other applicable studies or support;
6. Coordinate research process activities and the preparation of reports and provide follow up activities as may be required;
7. Ensure the effective dissemination of research findings;
8. Establish effective mechanisms for generation of research intelligence to inform policy;
9. Provide research advice and coordinate capacity building programmes related to research;
10. Provide leadership to research staff and ensure that the Units management structure are effective including succession plans;
11. Any other tasks as may be assigned by the Secretary General/CEO.

Job specifications

Academic & Professional ▪ A minimum of a Master's degree in the relevant field from a recognized and accredited institution;

Qualifications ▪ Possess relevant certifications in either Quantitative or Qualitative research processes;

Experience ▪ Possess eighteen (18) years of management experience in the relevant field or profession five (5) of which must be at a comparable senior management level position or is currently serving in an equivalent position in a similar organization for a minimum period of three years

- Demonstrated wide experience in progressive data management and research responsibilities in a Research and Development unit;
- Demonstrated successful expertise in designing and carrying out quantitative and qualitative research and evaluation processes;
- Demonstrated extensive familiarity with a variety of research field's concepts, practices, and procedures as reflected in work results;
- Have working industry knowledge of relevant emerging research trends and practices;
- Demonstrated wide experience in research dissemination processes including presentations to decision-makers;
- Demonstrated proven ability and results in research resource mobilization processes

Personal qualities Diplomatic, pro-active, approachable, flexible, have integrity and commitment to production results, self-motivated, dependable, organized, professional and must satisfy the requirements of chapter six of the Constitution of Kenya on leadership and integrity.
