



## ADVERTISEMENT OF VACANCIES

Kenya National Bureau of Statistics (KNBS) is a corporate body established under the Statistics Act (2006). It is the principal Government agency responsible for the collection, compilation, analysis, publication and dissemination of official statistical information and its custody. It also oversees the coordination, supervision and development of programmes within the National Statistical System.

Kenya National Bureau of Statistics invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following **temporary positions**:-

Job Title:	Research Assistant, Integrated Survey of Services
Ref:	KNBS/RAISS/2017
No. of Posts:	138 (to be distributed across the 47 Counties, as per attached schedule)

**Job Purpose:** The Research Assistant will be responsible for data collection and capture from the respondents.

### Key Responsibilities

- Identifying the assigned Firms/ Establishments/ Businesses;
- Collecting the required information using both Computer and Paper Assisted Personal Interviews;
- Editing the data collected to ensure quality; and forwarding the completed questionnaires to the server;
- Any other official duties as may be assigned by the Supervisor.

### **Requirements for Appointment:**

- Must be a Kenyan citizen;
- Should possess a minimum of C+ qualification in KCSE or its equivalent with a Bachelor's Degree in Mathematics, Economics, Statistics/ Applied Statistics, Actuarial Science or related qualification .Bachelor of Commerce with a bias in Accounting and/or Finance option; Bachelor of Business Management from a recognized institution will also be considered.
- Knowledge of ICT;
- Must be able to work in a collaborative team environment;
- Must demonstrate good interpersonal and communication skills;
- Must meet the requirements of Chapter six (6) of the Constitution of Kenya 2010;
- Must be ready to reside and work in the county in which application is made;
- Must be available for the entire duration of the exercise (3 months).

### **Instructions to Applicants:**

- i. Submit the completed Application Form in hard copy to the respective KNBS County offices (for those applying to work in the counties outside Nairobi); and in Nyayo House 16<sup>th</sup> Floor Room 19 for applicants intending to work in Nairobi.;
- ii. All Applicants must also send a scanned copy of the completed application form to the following email ([iss2017@knbs.or.ke](mailto:iss2017@knbs.or.ke));
- iii. Submit a copy of the National Identity Card;
- iv. Submit copies of Certificates of Good Conduct and Tax Compliance.
- v. Must be registered with NHIF, NSSF and KRA.

Applicants should fill and submit hard copies of the Employment Application Form **Ref. 93-1-6** which is available on the KNBS website [www.knbs.or.ke](http://www.knbs.or.ke) accompanied by copies of academic, professional and other relevant certificates, transcripts and testimonials. The reference number for the post applied for should be clearly marked on the envelope and addressed to:

The Director General

Kenya National Bureau of Statistics  
P. O. Box 30266 – 00100  
**NAIROBI**

Applications must be received not later than **10<sup>th</sup> October, 2017** and only shortlisted candidates will be contacted.

**KENYA NATIONAL BUREAU OF STATISTICS IS AN EQUAL OPPORTUNITY EMPLOYER.**

**WOMEN, PERSONS WITH DISABILITIES, THE MARGINALISED AND THE MINORITIES ARE ENCOURAGED TO APPLY**

**DIRECTOR GENERAL**