

**DEPUTY DIRECTOR, PLANNING (RESEARCH, INNOVATION AND CONSULTANCY),
KASNEB GRADE 3, (1 POST)- HRM/RBD/DDRIC/1/2026**

(a) Job specification

Reporting to the Director, Research and Business Development, the holder of the above position will be responsible for:

- (i) Coordinating research into specific topics related to KASNEB;
- (ii) Providing adequate findings to influence the policy and legislative processes through drawing on research and literature to develop well-informed positions;
- (iii) Overseeing internal and external awareness and understanding of research and knowledge management principles;
- (iv) Facilitating identification of research areas, develop research proposals and execute research studies;
- (v) Designing data collection methodologies and research related intervention for KASNEB priority programme areas;
- (vi) Coordinating research surveys in liaison with functional areas;
- (vii) Examining and analyzing policy statements on KASNEB from a regional and international perspective; and
- (viii) Coordinating dissemination of research papers and policy briefs.

(b) Person Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director Planning or in a comparable position;
- (ii) Bachelor's degree in Commerce, Economics, Public Policy; Statistics, Mathematics; Strategic Management, Business Administration, Public Administration, Education, Project Planning and Management, Risk Management or any other relevant qualification from a recognised institution;
- (iii) Master's degree in Economics, Public Policy; Statistics, Mathematics; Strategic Management, Business Administration, Public Administration, Education, Project Planning and Management, Risk Management or any other relevant qualification from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- (vi) A valid practicing certificate/license where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

(c) Key competencies and skills

- (i) Good interpersonal and communication skills;
- (ii) Report writing skills;
- (iii) Strong situational analysis capability;
- (iv) Attention to detail and critical thinking;
- (v) Innovative skills;
- (vi) Analytical skills; and
- (vii) Digital literacy skills.

Terms of service: Permanent and pensionable.

Basic salary range: KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000 = 8 increments

KASNEB