

KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

VACANCY

MANAGER, RESEARCH & KNOWLEDGE MANAGEMENT, KUCCPS 4

Reporting to the Chief Executive Officer, the Manager will be responsible for the overall management and administration of the Research and Knowledge Management Department.

Key Responsibilities

1. Conducting research to inform government on training priorities areas;
2. Developing research and documentation strategies, tools, management processes and methodologies that will ensure effective identification, evaluation and implementation of projects and programmes;
3. Planning, designing and conducting collaborative research on placement and career services;
4. Developing networks and collaborations with partners in order to leverage on strategic partnerships to facilitate acquisition and exchange of information for research and future growth opportunities for the Placement Service.
5. Leading the development of skills, tools, management processes, metrics and systems to support research across the Placement Service;
6. Managing the collection, analysis and retention of data on programmes offered by Universities and colleges and the available career opportunities and trends;
7. Monitoring, evaluating and progress reporting of research projects to the Placement Service's management and key stakeholders;
8. Advising management on the research and innovation infrastructure needs of the Placement Service;
9. Conduct continuous quality improvement to evaluate information adequacy and quality as well as staff and stakeholder needs;

10. Coordinating the development, review and publication of career information materials;
11. Overseeing the management of the Placement Service' Documentation Centre; and
12. Overseeing the process of retention and disposal of records in accordance with Public Archives and Documentation Act (Cap 19);

Minimum Requirements

For appointment to this grade, an applicant must:

1. Have a minimum of eight (8) years' relevant work experience and at least three (3) years in a management position in the Public Service or in the Private Sector;
2. Have a Bachelor's Degree in any of the following fields: Research Methodology, Statistics, or other relevant and equivalent qualifications from a recognised institution;
3. Have a Master's Degree in any of the following fields: Research Methodology, Statistics, or other relevant and equivalent qualifications from a recognised institution;
4. Have professional qualification and membership to a relevant professional body;
5. Have attended a management course lasting not less than 4 weeks; and
6. Fulfill the requirements of Chapter Six of the Constitution on integrity.

How to Apply

The deadline for receipt of applications is **February 12, 2018 at 5pm**. Applications **MUST** be submitted online following the process outlined below.

1. Go to the recruitment portal www.careers.kuccps.net and create a personal profile.
2. Upload relevant certificates and testimonials.
3. Submit the application.

The Placement Service is an equal opportunity employer. Persons with disabilities, women and candidates from marginalised regions are encouraged to apply. Canvassing will lead to automatic disqualification.