



KENYA INSTITUTE OF PRIMATE RESEARCH

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JOB ADVERTISEMENT

The Kenya Institute of Primate Research (KIPRE) formally, Institute of Primate Research is a biomedical pre-clinical research facility in Kenya which has existed since 1958. Established under Science and Technology Act No. 28 of 2013, through legal Notice No. 273, 2017, KIPRE is a body Corporate and a Semi-Autonomous Government Agency (SAGA), whose mandate is to Improve Human Health through Biomedical Research and is domiciled in the Ministry of Health, State Department for Public Health and Professional Standards.

In line with the need to realize the above mandate, KIPRE Management is seeking to recruit a suitable and qualified person to fill the position of **Director General KIP 1**

Key Position Functions

- 1) Coordinate the day to day administrative and operational functions of the Institute and Chair the top management and other key committee meetings;
- 2) Provide leadership and performance management to senior management and staff;
- 3) Responsible for managing KIPRE's stakeholders needs and expectations;
- 4) Provide regular communication to the Board of Directors on key technical, financial and administrative matters;
- 5) Oversee the formulation, implementation, and review of strategies for undertaking Biomedical and Preclinical research using non-human primates and other experimental animals for development of health products and other services that meet local and international standards.
- 6) Official spokesperson of the institute;
- 7) Accounting officer of the Institute with overall responsibility and authority to incur expenses in accordance with the PFMA, 2012;
- 8) Provide leadership in managing the budget of the Institute and ensuring that the funds are properly expended and accounted for;
- 9) Promoting National values and principles of public service in the Institute;
- 10) Enhancing corporate culture that promotes ethical practices and good corporate governance;

Qualification Requirements

1. Doctorate Degree in Biomedical Sciences, other related medical or scientific fields from a recognized Institution.
2. Master's Degree in Biomedical Sciences or equivalent qualification from a recognized Institution.
3. Bachelor's Degree in Biomedical Sciences or equivalent qualification from a recognized Institution.
4. At Least 15 years relevant work experience, 10 years of which have been in a senior Management position of Public Institution
5. Evidence of at least Thirty (30) publications in refereed journals.
6. Attracted Funding not less than Kshs 100 million.
7. Leadership course lasting not less than four (4) weeks from a recognized Institution.
8. Proficiency in Computer Applications
9. Fulfilling the requirements of Chapter Six of the Constitution
10. Member of a professional body and in good standing where applicable.

Experience in working at a Primate Research will be an added advantage.

Terms of service:

Five (5) years contract renewable once based on performance.

Qualified and interested applicants may apply enclosing a detailed resume, certified copy of their current Pay Slip, Certified Copies of Academic and Professional Certificates plus Testimonials, Names and Addresses of 3 Referees **(including their telephone contacts and emails)**. The applications should be addressed to

**Chairman,
Board of Directors,
Kenya Institute of Primate Research,
P.O. Box 24481-00502,
Karen, Nairobi**

The Application should be placed in the box labelled **"Application for the Position of Director General"** Provided at the Director's Board Room not later than **31st July 2024 at 5.00pm.**

Applicants are required to submit their applications alongside Clearances from Anticorruption Commission, Kenya Revenue Authority, Directorate of Criminal Investigation, Credit Reference Bureau and Higher Education Loans Board.

KIPRE is an equal opportunity employer committed to diversity, persons with disability, youth and those from marginalized areas are encouraged to apply. KIPRE does not charge a fee at any stage of its recruitment process.

Applicants should not that any form of canvassing will lead to automatic disqualification.

For more information please visit "www.primateresearch.org"