



COMMISSION ON REVENUE ALLOCATION
Promoting an Equitable Society

VACANCY ANNOUNCEMENT

The Commission on Revenue Allocation (CRA) is an independent Commission set up under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and County Governments; sharing of revenue among the County Governments and make recommendations on other matters concerning the financing of, and financial management by county governments.

The Commission seeks to recruit experienced, qualified and competent persons to fill the following positions:

DIRECTORATE OF RESEARCH AND KNOWLEDGE MANAGEMENT

1. DIRECTOR RESEARCH AND KNOWLEDGE MANAGEMENT: SCALE: CRA 2 (READVERTISEMENT)

Reporting to the Commission Secretary/CEO, the job holder will be responsible for driving independent research to continually build and update the stock of knowledge needed by the Commission's directorates responsible for implementing its constitutional mandate as envisioned in the CRA Act.

MAIN DUTIES AND RESPONSIBILITIES:

1. Ensure preparation and execution of annual research program of the Commission. Research Programs shall have clear links with the Commission's broader mandate and be synchronized such that research outputs are ready on time for realization of other mandates.

2. Develop suites of modelling for policy simulation and forecasting, design, preparation and dissemination of analytical economic work and reporting including, macroeconomic modelling and forecasting.
3. Offer support to the CRA team by contributing to policy notes, studies and reports on a wide range of issues and specifically on fiscal policies, tax spending, equity, natural resource revenue management, economic diversification, productivity and fiscal decentralization.
4. Oversee the preparation of the Directorate's budget and implementation of the financial plan for inclusion in the Commission's budgetary cycle.
5. Champion the development of internal capacity within the Commission for collection or acquisition and management of data bases relevant for discourse on devolution and fiscal decentralization.
6. Seek out, establish and nurture the Commissions participation in relevant local, regional and global research network.
7. Propose and manage the Commissions round of technical presentations.
8. Propose and implement production of periodic publications such as journals, articles and policy briefs that are instrumental in growing and consolidating the Commission's profile within the devolution space.
9. Prepare Commission papers on topical issues, analytical findings as may be required from time to time.
10. Provide leadership and management of the Research Team of the Commission.

ACADEMIC QUALIFICATIONS:

1. A PhD in either Economics or Statistics from a recognized University.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

1. At least five (5) years' post PhD experience in a reputable organization, preferably in a research role.
2. At least ten (10) years of work experience and five (5) of which should be in a supervisory role.
3. At least five (5) publications and or book chapters.

4. Demonstrated track record in producing user friendly written outputs.
5. A good understanding of econometrics and ability to use standard econometrics software to conduct research and modeling such as STATA/SPSS, RATS and CATS.
6. Knowledge and experience in development arena – Ability to understand policy making process, distil operationally relevant recommendations for stakeholders.
7. Policy Dialogue Skills: Ability to identify assess and engage policy issues and play an active role in dialogue with a broad range of stakeholders.
8. Lead and innovate – Develops innovative solutions, to entrench devolution.
9. Demonstrable ability to build cohesive teams and to achieve goals through teamwork and be a person of integrity.
10. Excellent communication, interpersonal, presentation and facilitation skills and result oriented and ability to work under pressure.

2. MONITORING AND EVALUATION OFFICER: SCALE - CRA 5

JOB PURPOSE:

To ensure that the Commission on Revenue Allocation has effective monitoring and evaluation mechanism of it's activities and programs in line with the Commission's mandate. It should also provide accountability and ensuring success from start to finish.

MAIN DUTIES AND RESPONSIBILITIES:

1. Developing an effective Monitoring and Evaluation policy, creating a framework and procedures for project activities.
2. Define and implement the key project performance indicators (KPI) as well as monitor them throughout the duration of the project.
3. Analyze changes and patterns in KPI indicator data and performance reports in order to make recommendations to the Team.
4. Assist the Research Team in clarifying project information requirements.
5. Support Teams on ways to properly document, organize and capture the progress of the program.

6. Review performance of existing management information systems to help identify potential modifications or resources.
7. Recommend tools and strategies to increase program performance and results.
8. Implement and participate in Program and Project progress evaluation, survey and follow up in order to advise and recommend tools and strategies to increase performance and results.
9. Document lessons learned on programs and activities in the Commission.
10. To develop, promote and adhere to best practice and to agreed systems and procedures in monitoring and evaluation; and
11. To undertake other duties as assigned by the supervisor.

ACADEMIC QUALIFICATIONS:

1. Bachelor's Degree in Social Sciences, Information Systems, Project Management
2. A Master's degree will be an added advantage.
3. Knowledge of Computer applications such as excel and word;
4. Member of relevant professional body.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

1. A minimum of five (5) years working experience in Monitoring and Evaluation.
2. He/she must be a person of integrity, demonstrate excellent interpersonal and communication skills, honesty and attention to detail;
3. Demonstrated ability to achieve high performance goals and meets datelines in a fast-paced environment;
4. Assertive, result oriented and able to work under pressure;

3. LIBRARY ASSISTANT: SCALE - CRA 6

JOB PURPOSE

The Library Assistant will report to the Manager Research and be in charge of developing and implementing effective Library Management systems, programs and activities and oversee the Commission's Resource Centre/Library.

MAIN DUTIES AND RESPONSIBILITIES:

1. Plan, design, coordinate and implement comprehensive knowledge management initiatives, strategies and conduct needs assessment and baseline surveys to determine the information needs of various players.
2. Test modern Resource Centre products and services for effectiveness, quality and responsiveness to the Commission's needs e.g. the audio-visual equipment.
3. Create avenues for exchange of information, converting data into valuable information and ensuring its accessibility and usage.
4. Maximize creation, discovery and dissemination of information within the Commission.
5. Assess information needs, develop strategies to meet those needs, identify and obtaining required resources and ensuring accessibility of these resources to the staff, management and stakeholders.
6. Perform a variety of clerical duties, including processing and maintaining library media, entering records and files, books and related reference materials.
7. Serve as a key contact for data requests by responding to queries and assisting clients in accessing information tools and resources.
8. Help conduct periodic inventories of book collection, materials, software, journals and equipment and participate in ordering and maintaining supplies and equipment.
9. Conduct programs and oversee training for staff and clients in use of information tools.

ACADEMIC QUALIFICATIONS:

1. Bachelor's degree in Information science/library science, or related discipline.
2. Working knowledge of educational media and technology including the internet and its utilization for electronic learning and basic appreciation of modern trends in library and Information Science and Proficiency in MS office suite and excel
3. Membership to a relevant professional body.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

1. At least three (3) years' experience in a busy organization in library or resource centre.

2. He/she must be a person of integrity, demonstrate excellent interpersonal and communication skills and be a team player.

APPLICATION GUIDELINES:

1. For the position of Director Research and Knowledge Management is a **Re advertisement**. Those who applied earlier need not apply but shall be considered along with the new applicants.
2. If your training, experience and competence match or exceed any of the above minimum requirements, please send a secured copy of your application, a detailed up-to-date curriculum vitae, indicating current remuneration, e-mail and telephone contacts, together with copies of certificates and testimonials. You should also give the names of three (3) referees who must be familiar with your previous work and academic experience indicating their telephone, postal and email addresses.
3. Application should be addressed to the Commission Secretary, CRA and be sent by post or hand delivered to the Commission offices at 14 Riverside Drive by **Tuesday, 22nd October 2019** at 5.00 pm. as follows:

**APPLICATION FOR THE POSITION OF ____ (insert appropriate position)
TO THE COMMISSION SECRETARY
COMMISSION ON REVENUE ALLOCATION
14 Riverside Drive
Grosvenor Block
P.O. BOX 1310 - 00200
NAIROBI.**

The CRA is an equal opportunity