**RECRUITMENT PACK**

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**Job Description**

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| **Job Title:** | Research associate for a corporate governance project in Kenya |
| **Job reference no:** | ESRC-IAA2- UEssex-ICS-RA1 |
| **Location:** | Nairobi, Kenya |
| **Work hours:** | Fulltime, fixed term for 8 months. |
| **Remuneration:** | *See information at the end of this job advert* |
| **Institutions:** | ICS (Kenya) is the contracting institution, in coordination with the University of Essex (UK). |
| **Responsible to:** | Dr. Danson Kimani; Professor Teerooven Soobaroyen;  CS. Obare Nyaega; CS. Jeremiah Karanja; Mr. Gilbert Kiprono. |
| **Reports on a day-to-day basis to:** | CS. Jeremiah Karanja (or other ICS nominee) & Dr. Danson Kimani (or other UoE nominee) |
| **Purpose of job:** | To provide research support by collecting, analysing, and interpreting relevant data concerning the governance of state-owned corporations/parastatal sector in Kenya. |

**About this opportunity**

A team of staff from the University of Essex (United Kingdom) and the Institute of Certified Secretaries of Kenya is seeking a suitably qualified research associate to join a collaborative project titled: “*Towards improving corporate governance practices within Kenyan State-Owned Corporations: A collaborative project with the Institute of Certified Secretaries (ICS) of Kenya*”. This project is funded by the University of Essex’s Impact Acceleration fund.

The aim of this project is to develop a knowledge exchange partnership between the University of Essex and ICS aimed at embedding research insights in enhancing appropriate corporate governance practices in Kenya. Specifically, this collaboration seeks to gather insights and foster consultation with corporate governance practitioners (i.e., directors, board secretaries, and policymakers) in order to support relevant corporate governance reforms pertaining to State-Owned Corporations.

This post is for a fixed term of eight (8) months.

**PERSON SPECIFICATION**

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| --- |
| **JOB TITLE:** Research Associate |

**Qualifications /Training**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Relevant postgraduate level degree in Accounting and/or Banking/Finance; Business Administration/Management, Economics/Public Sector studies |  |  |
| * First degree in Accounting, Finance, Economics, and Public Financial Management, or relevant Social Science studies |  |  |
| * Governance-related qualification (e.g. Governance Auditors' Accreditation course or equivalent) |  |  |

**Experience/Knowledge**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Strong working knowledge of MS Office programs, including Word and Excel. |  |  |
| * Knowledge and understanding of data collection and analysis software, such as NVivo, Qualtrics. |  |  |
| * Research experience in corporate governance and/or public sector financial management |  |  |
| * Experience of working as a corporate governance practitioner trainer/consultant |  |  |
| * Experience of working or having worked in an internationally funded project will be an added advantage. |  |  |

**Skills/Abilities**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Excellent ability to analyse complex information and summarise appropriately |  |  |
| * Strong work ethics, exceptional attention to detail and the ability to work without direct supervision and take on new research initiatives |  |  |
| * Strong communication skills, both written and verbal, in English |  |  |
| * Excellent attention to detail | ☒ | ☐ |
| * Excellent time management and prioritisation skills | ☒ | ☐ |
| * Ability to work as part of the team | ☒ | ☐ |

**Key RESPONSIBILITIES**

* The main responsibilities and tasks for the role include:
  + Performing reviews of academic literature pertaining to governance of state-owned corporations
  + Coordinating and conducting interviews with selected stakeholders, including directors of Kenyan state-owned corporations, company secretaries, and representatives of public sector regulatory bodies.
  + Collecting documentary data (including annual reports) and performing content analysis procedures of these documents.
  + Writing monthly progress reports.
  + Working collaboratively with the project team and participate in periodic discussions about the project’s progress.
  + Collaborating in the completion of a working paper by the end of the project.
* In order to perform the above tasks effectively, the research associate is expected to:
  + Demonstrate a good understanding of Kenya’s state-owned corporations/parastatal sector.
  + Possess relevant experience in collecting and analysing primary data.
  + Possess experience of writing research reports, such as scholarly publications or professional articles.
  + Possess strong qualitative and quantitative research skills.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

**HOW TO SUBMIT AN APPLICATION**

1. This is a full-time, fixed term position for 8 months, from 1st August 2021 (or soon thereafter), on a freelance consultant basis.
2. The cumulative remuneration for this assignment will be in the range of KES 360,000 to KES 720,000 depending on applicant’s profile and experience. The remuneration will be settled at pre-agreed intervals subject to satisfactory performance. Kindly note this is the gross amount, inclusive of taxes and other statutory deductions.
3. To apply for this role, all applicants must supply the following documents:

* CV
* Cover letter, indicating how your profile fits the job description and other person specification.
* Two (2) reference letters from recent employer and/or client organisation, sent directly to the below email contacts.

1. All applications must be **submitted via email** to: [Research@ics.ke](mailto:JKaranja@ics.ke), and copied to [danson.kimani@essex.ac.uk](mailto:danson.kimani@essex.ac.uk)
2. Application closing time: **30th July 2021 (16:59 Hours) East Africa Time**.
3. Interviews for shortlisted candidates will take place soon after the closing date and the selected candidate is expected to commence work as soon as possible thereafter subject to contract signing and related procedures.