



KENYA NUCLEAR REGULATORY AUTHORITY

CAREER OPPORTUNITIES

The Kenya Nuclear Regulatory Authority (KNRA) is a body corporate established under section 5 of the Nuclear Regulatory Act No. 29 of 2019.

Core mandate of KNRA is to regulate the safe, secure and peaceful use of atomic energy and nuclear technology; the production and use of radiation sources; the management of radioactive waste and spent fuel for socio-economic development; and, to protect persons, society and the environment against the hazards associated with the use of radiation.

KNRA seeks to fill the following positions:

1. REF: KNRA/ADV/01/12/2021 – DIRECTOR, TECHNICAL SERVICES – KNRA GRADE 2: 1 POSITION

Position Title: Director – Technical

Position Type: Full Time

Position Category: KNRA Grade 2

Terms of Service: three (3) year renewable performance-based Contract

Applicant Specifications/Attributes;

For appointment to this grade, an applicant must:-

- (i) Be a Kenyan citizen
- (ii) Have served in the grade of Director, Inspections or Deputy Director, Compliance for a minimum period of three (3) years or in a comparable and relevant position in the public service for minimum period of twelve (12) years, eight (8) of which should have been at management level;
- (iii) Bachelor's degree in any of the following disciplines:- Physics, Chemistry, Electrical/Mechanical/Nuclear Engineering, Physical Science with a bias in Atomic or Radiation Science or relevant qualification from a university recognized in Kenya;
- (iv) Master's degree or a PhD in any of the following disciplines:- Physics, Chemistry, Electrical/Mechanical/Nuclear Engineering, Nuclear Science or relevant qualification from a University recognized in Kenya;
- (v) Registration by a relevant and recognized regulatory body where applicable;
- (vi) Certificate in a leadership course of not less than four weeks from a recognized Institution;
- (vii) Professional training in any of the following areas: Radiation Protection, Radioactive Waste Management, Nuclear Power, Nuclear Safety, Nuclear Security or Nuclear Safeguards from recognized Institutions;
- (viii) Demonstrated professional, managerial and administrative competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the inspections, compliance and enforcement functions;
- (ix) Prior service in a national security or law enforcement agency will be an added advantage.

Duties and Responsibilities:

The duties and responsibilities for the Director, Technical shall entail: -

- (i) Overseeing the formulation, implementation and review of policies, strategies, guidelines, standards, procedures, protocols, manuals on inspection, compliance and enforcement;
- (ii) Coordinating inspection, compliance and enforcement activities and validating findings and recommendations of the reports;
- (iii) Spearheading the establishment, implementation, maintenance and updating of regulatory control systems;
- (iv) Overseeing inspection of nuclear and radiation facilities and activities;
- (v) Ensuring that the authorized persons are complying with conditions of authorization for a specified activity in the instrument of authorization;
- (vi) Enforcing nuclear and radiation standards, policies, guidelines, protocols and regulations to ensure radiation safety and nuclear security;
- (vii) Liaising with national, regional and international agencies, such as the National Police Service, Directorate of Public Prosecution, the International Atomic Energy Agency (IAEA) and International Criminal Police Organization (INTERPOL), in performing the functions of the office;
- (viii) Participating in international fora for the development of inspection, compliance, enforcement, radiation and nuclear safety standards, regulation, protocols, guides, Memorandum of Understandings (MoUs) and agreement;
- (ix) Validating and presenting briefs and country position papers on national and international standards, regulations, protocols, guides, Memorandum of Understanding (MoUs), agreements, obligations, trends and best practice with regard to inspection, compliance, enforcement, radiation and nuclear matters;
- (x) Spearheading the development and implementation of the directorate's strategic plans, budgets, performance contracts and staff performance appraisal;

2. REF: KNRA/ADV/02/07/2021 – DIRECTOR, CORPORATE SERVICES – KNRA GRADE 2: 1 POSITION

Position Title: Director – Corporate

Position Type: Full Time

Position Category: KNRA Grade 2

Terms of Service: three (3) year renewable performance-based Contract

Duties and Responsibilities:

- (i) Developing and overseeing the implementation of a dynamic corporate strategy that is able to deliver exemplary services and results as envisioned in the strategic plan;
- (ii) Developing the Authority's budget and continuously monitor and evaluate its implementation;
- (iii) Giving oversight to the Authority's financial affairs and advice the Authority on financial planning strategies and policies;
- (iv) Ensuring effective and efficient management of the Authority's Resources including Finances and Assets;
- (v) Ensuring the provision of meaningful, accurate and prompt management accounts and reports to the Chief Executive Officer and the Board;

- (vi) Giving oversight to the Placement Service's human capital affairs, ensuring that the Placement Service has the right and sufficient human resource to meet its objectives;
- (vii) Providing oversight for effective records management operations;
- (viii) Overseeing performance management system in the Authority;
- (ix) Participating in the development and review of the Authority's strategic plan;
- (x) Ensuring compliance with labour laws, public, Public Financial Management Act, IPSAS and IFRS and ISO Standards;
- (xi) Reviewing the Corporate Services plans in line with the overall strategic objectives and government performance contract; and
- (xii) Overseeing operations of HRM, ICT and Finance & Accounting departments.

Applicant Specifications/Attributes;

In order to be considered, the applicant must:

- (i) Be a Kenyan Citizen;
- (ii) Be a holder of a degree in either Commerce, Economics, Business Management, Law, Public Administration, IT, Human resources management or equivalent qualification from a University recognized in Kenya
- (iii) Have a minimum of ten years' experience, five of which should have been in senior management;
- (iv) Must have served for at least three years as a director in a public or private institution;
- (v) Be a member of a recognized professional body;
- (vi) Have thorough understanding of financial management, corporate affairs, human resource management and technology functions;
- (vii) Be of high moral character, integrity and impartiality

3. REF: KNRA/ADV/03/07/2021 – INTERNAL AUDITOR – KNRA GRADE 5: 1 POSITION

Position Title: Internal Auditor

Position Type: Full Time

Position Category: KNRA Grade 5

Terms of Service: three (3) year renewable performance-based Contract

Applicant Specifications/Attributes;

For appointment to this grade, an applicant must:

- (i) Be a Citizen of Kenya
- (ii) Possess a Bachelor's Degree in any of the following disciplines: Commerce, Economics, Mathematics, Statistics, Business Administration, Actuarial Science or equivalent qualification from a recognized University;
- (iii) Have served in the grade of Internal Auditor for a minimum of five (5) years or in a comparable and relevant position in the public or private sector;
- (iv) Certified Public Accountant of Kenya CPA(K);
- (v) Be registered member of ICPAK in good standing;
- (vi) Shown merit and ability as reflected in work performance and results.

Duties and responsibilities include:

- (i) Implementing policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on audit;
- (ii) Reviewing governance, transparency and accountability mechanisms with regard to finances and assets of the Authority;
- (iii) Conducting risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the Authority;
- (iv) Carrying out audit inspections of the Authority's records and financial control systems, analyzing data and compiling audit reports;
- (v) Developing and implementing an Enterprise Risk Management Framework;
- (vi) Preparing documents and taking minutes of the Risk and Audit Committee of the Authority;
- (vii) Identifying if and where processes are not working as they should and advising on changes to be made.

Skills and Competencies:

Applicants should possess the following skills.

- (i) Strong aptitude for mathematical skills
- (ii) Meticulous and attention to detail
- (iii) Self-motivation and leadership skills
- (iv) Organizational skills and ability to manage time
- (v) Excellent problem-solving skills
- (vi) Keen interest in financial systems
- (vii) Ability to meet deadlines and to work under pressure
- (viii) Ability to work on own initiative and as part of a team
- (ix) Strong IT skills
- (x) Excellent interpersonal and communication skills
- (xi) Good report writing and presentation skills

Interested candidates, who match the requirements of this position, should submit an online application with detailed curriculum vitae indicating qualifications, experience, present position, email address and mobile telephone number with copies of certificates and testimonials, identity card, through dg.office@knra.co.ke on or before 07th January 2022.

KNRA is an Equal Opportunity Employer and is committed to diversity and gender equality.

Only shortlisted candidates will be contacted. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

It is a criminal offence to present fake certificates/documents