



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

VACANCY ADVERTISEMENT – REPLACEMENT ADVERT NO.06/2025: DIRECTOR RESEARCH, MONITORING AND EVALUATION GRADE NCPD 2 (ONE (1) POST

The National Council for Population and Development is a Semi-Autonomous Government Agency in The National Treasury and Economic Planning. The Council seeks to fill the following vacant position.

Terms of Service

Three (3) years contract, renewable subject to satisfactory performance and mandatory retirement age.

Job Purpose

An officer at this level will report to the Director General and will be responsible for Research, Monitoring & Evaluation, Population Centre of Excellence and Knowledge Management at the Council.

Duties and Responsibilities

The job entails the following;

- i. Coordinating the development, implementation and review of standards, guidelines and procedures for research, monitoring and evaluation;
- ii. Overseeing research and analysis of population and development issues;
- iii. Overseeing the development, implementation and review of the National Population Programme M&E Framework, Manual and System;
- iv. Coordinating the review and implementation of the National Research Agenda for Population and Development;
- v. Promoting utilization of population data for decision making by coming up with various research products;

- vi. Overseeing the monitoring and evaluation of implementation of the National Population Policy;
- vii. Coordinating population information analysis and projection system for planning;
- viii. Overseeing the population center of excellence and knowledge management functions;
- ix. Overseeing capacity building in population and development, data collection, analysis and reporting; and
- x. Providing a platform for exchange of information, knowledge sharing, best practice and lessons in implementation of population programme.

Requirements for Appointment

For appointment to this grade, an applicant must have

- i. Satisfactorily served for a cumulative period of fifteen years, three of which should have been at least at the level of Assistant Director Population, Grade NCPD 4 or an equivalent position in a comparable organization
- ii. Master's Degree in any of the following disciplines;
Population Studies, Demography or equivalent qualification from a recognized institution; Public Health, Sociology, Anthropology, Geography, Economics, Population Health, Political Science;
Applicants with a post graduate qualification in population studies or Demography will have an added advantage
- iii. Leadership and Management Course Certificate from a recognized institution;
- iv. Membership to a relevant professional body
- v. Proficiency in Computer applications skills;
- vi. Demonstrated managerial and administrative capability and professional competence in work performance and results;
- vii. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to NCPDs mandate; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

METHOD OF APPLICATION

- i. Applicants who meet the requirements should send their application letter together with detailed CV indicating names and contacts of three (3) references, current position/grade, daytime telephone numbers, copies of academic and professional certificates, and a copy of National Identity Card/Passport to NCPD Head office or Send to the email recruitment@ncpd.go.ke.
- ii. All applications should be addressed to;

The Director General,
National Council for Population and Development
P. O. Box 48994-00100
The Chancery 4th Floor

NAIROBI – KENYA

and must be received on or before 5:00pm (East African Time) Tuesday 1st July, 2025

- iii. Applicant should use **only one mode** of submitting application (**either** hard or soft copy)
- iv. Hard copy applications must display the job advertisement number on the envelope
- v. Only shortlisted candidates will be contacted for interviews.
- vi. Canvassing will lead to automatic disqualification.

NCPD is an equal opportunity employer; persons with disabilities and people from marginalized groups with requisite qualification are encouraged to apply.