



REPUBLIC OF KENYA



ADVERTISEMENT OF TEMPORARY POSITIONS FOR THE 2019 KENYA POPULATION AND HOUSING CENSUS

Kenya National Bureau of Statistics (KNBS) is a State Corporation established under the Statistics Act (2006). It is the Principal Government Agency responsible for the collection, compilation, analysis, publication and dissemination of official statistical information and its custody. It also oversees the coordination, supervision and development of programmes within the National Statistical System.

The Government of Kenya through KNBS will be conducting the 2019 Kenya Population and Housing Census in August, 2019 and wishes to invite applications from qualified individuals to fill the following Temporary Positions:

Job Title: ICT SUPERVISORS

Ref: KNBS/KPHC/ICTS/1/2019

No. of Posts: 2, 700 (To be distributed in all counties)

Terms of Employment: Fixed term contract for a period of 30 days

Gross Remuneration: Ksh.3, 000 per day- Total Kshs.90, 000 (Taxable)

Job Purpose:

- Reporting to the County Statistics Officer (CSO), the job holder will be responsible for undertaking census activities before, during and after enumeration exercise.
- Key Responsibilities
- Training Content Supervisors and ensuring that Enumerators are adequately trained;
- Working with the Content Supervisors to ensure that the census enumeration starts at the agreed time in the assigned supervision areas;
- Carrying extra census equipment/materials to be given to the Content Supervisors in case of emergencies;
- Providing technical support on ICT issues to Content Supervisors and Enumerators in their area of supervision;
- Any other duties as may be assigned by the CSO.

Requirements for Appointment

- Must be a Kenyan Citizen, eighteen (18) years and above;
- Must be a resident of the Sub-county where they will be assigned to work;
- Must have at least a Diploma certificate in Information Communication Technology or any other relevant qualification related to Information Technology (IT) from a recognised Institution;
- Must have good communication skills;
- Must have good leadership skills
- Must be available for an uninterrupted period of at least twenty-three (23) days from **12th August to 2nd September, 2019.**

Job Title: CONTENT SUPERVISORS

Ref: KNBS/KPHC/CS/2/2019

No. of Posts: 27, 000 (To be distributed in all counties)

Terms of Employment: Fixed Term Contract for a period of 23 days

Gross Remuneration: Ksh.2, 500 per day- Total Kshs.57, 500 (Taxable)

Job Purpose:

Reporting to the County Statistics Officer (CSO), the job holder will be responsible for the census activities before, during and after enumeration exercise.

Key Responsibilities

- Training all the enumerators under their supervision;
- Ensuring that all materials and equipment required (mobile devices and accessories) for training for the Enumerators and enumeration areas under their supervision area are in place;
- Assigning enumeration areas to the Enumerators under their supervision;
- Liaising with the Village Elder, Assistant Chief or Chief to identify all the special population groups, i.e. in institutions, hotels/lodges, travelers, out-door sleepers, among others in the supervision area;
- Undertaking census enumeration in the resampled households
- Keeping a register of Enumerators who are assigned to work under them;
- Ensuring that everybody in the supervision area has been enumerated;
- Submitting all the equipment/questionnaires to the CSO;
- Any other duties as may be assigned by the CSO.

Requirements for Appointment

- Must be a Kenyan Citizen, eighteen (18) years and above;
- Must be residents of the location where they will be assigned to work in;
- Be conversant with the local language/dialect in the area they will be working;
- Must have at least a Diploma Certificate in any field;
- Must possess good communication skills and demonstrate ability to work in teams;
- Must have leadership skills
- Must be available for an uninterrupted period of at least twenty-three (23) days from 12th August to 2nd September, 2019.

Job Title: ENUMERATORS

Ref: KNBS/EN/3/2019

No. of Posts: 135, 000

Terms of Employment: Fixed term contract for a period of 16 days

Gross Remuneration: Ksh.1, 500 per day- Total Kshs.23, 000 (Taxable)

Job Purpose:

Reporting to the Content Supervisor, the Enumerator will be responsible for enumeration during the Census.

Key Responsibilities

- Identifying boundaries for the Enumeration Areas (EAs), locating all structures and visiting every household to list all the usual members in the EA assigned to them before the enumeration exercise;
- Ensuring that all the necessary equipment/materials to be used for enumeration are available to them before the exercise commences;
- Administering all questions and recording responses on all persons who will have spent the night of 24th/25th August 2019 in each of the households in the assigned Enumeration Area.
- Obtaining complete and accurate answers and capturing them correctly during the enumeration exercise;
- Forwarding all equipment and questionnaires (used and unused), maps, notebooks and any other materials as directed to the Content Supervisor after the enumeration exercise;
- Undertaking any other duties as may be assigned by the CSO.

Requirements for Appointment

- Must be a Kenyan Citizen, eighteen (18) years and above;
- Must be a resident of the enumeration area or neighbouring enumeration area they will be assigned to work in;
- Be conversant with the local language/dialect;
- Must be Computer literate or be able to use smart phones;
- Must have at least form four (4) level of education with a minimum of KCSE grade of C (plain) or its equivalent qualification;
- Must be available for at least uninterrupted period of sixteen (16) days from **15th to 31st August, 2019.**

INSTRUCTIONS TO APPLICANTS

All applicants are required to write a cover letter addressed to relevant "County Statistics Officer" indicating clearly the position being applied for (stating the reference number) and details of ID Number, Academic qualification, County, Sub-County, Division, Location, Sub-Location, and Village/Estate of residence.

Attach copies of National Identity card, Academic certificates and other relevant certificates. Each of the applicant must have either an active Bank Account or a Telephone Number registered in his/her name through which payment will be made at the end of the exercise. (Taxation in accordance with prevailing tax regulations shall apply in every payment).

For all cadres of personnel, applications should be submitted by **24th June 2019** in the following offices;

- ICT Supervisors:** To be submitted to the respective County Statistics Offices;
- Content Supervisors:** To be submitted to the Chiefs' office;
- Enumerators:** To be submitted to the Assistant Chiefs' office.

All applicants upon submission of applications should register their details on the Applicant's Summary Form and on the Register and are advised to take note of the serial number for any future reference.

Only shortlisted candidates will be contacted. Interviews for all the positions will be conducted from **5th to 14th July 2019.**

NOTE: There is no online submission of the applications and no payments should be made when applying for any of the census positions.

KENYA NATIONAL BUREAU OF STATISTICS IS AN EQUAL OPPORTUNITY EMPLOYER.