JOB ADVERTISEMENT

The Nuclear Power and Energy Agency (N*u*PEA) is a State Corporation established under the Energy Act, 2019 and mandated to promote and implement Kenya's Nuclear Power Programme, undertake research and development in energy technologies and build capacity for the energy sector.

To support the delivery of its strategic mandate, the Agency seeks to recruit qualified, competent, innovative and results-oriented individuals of high integrity to fill the following positions:

1. DIRECTOR, ENERGY RESEARCH AND DEVELOPMENT N*u*PEA 2 REF.NO.D.ERD/2026

a) Job Purpose

The position is responsible for providing strategic leadership and oversight for the Energy Research and Development Directorate by driving research, innovation, technology development and the Nuclear Research Reactor Programme in support of evidence-based planning, knowledge management and sustainable development of the energy and nuclear sectors.

b) Key Responsibilities

i. Providing overall leadership in the planning, coordination, implementation, monitoring and evaluation of the Directorate's programmes, projects and initiatives to ensure alignment with the Agency's Strategic Plan, Government priorities and international obligations.

ii. Providing strategic oversight for the development and implementation of the Nuclear Research Reactor Programme throughout its lifecycle, including planning, design, construction, commissioning, operation, utilization and decommissioning in accordance with applicable national and international standards.

iii. Providing technical leadership and strategic policy advice to the Board, Management and Government on energy and nuclear research, emerging technologies, innovation, nuclear applications and evidence-based policy formulation.

iv. Spearheading resource mobilization and establishing strategic partnerships and collaborations with Government institutions, universities, research organizations, development partners, industry and international organizations to strengthen research, innovation and capacity development.

v. Promoting excellence in research, innovation and knowledge management through the establishment of appropriate standards, systems and quality assurance frameworks, and facilitating the dissemination and utilization of research outputs.

vi. Providing leadership in the management of the Directorate's human, financial and physical resources, including performance management, risk management,

corporate governance and compliance with applicable laws, regulations and Government policies.

c) Academic and Professional Qualifications

Applicants must possess the following minimum qualifications:

i. Cumulative fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Deputy Director or in a comparable position;
ii. Bachelor's degree in Engineering, Physical Sciences or a related field from a recognized institution;
iii. Master's degree in Physical Sciences, Engineering or a related field from a recognized institution;
iv. Certificate in a Leadership Course lasting not less than four (4) weeks from a recognized institution;
v. Membership of a relevant professional body or society, where applicable and in good standing;
vi. A valid practicing license, where applicable;
vii. Proficiency in computer applications; and
viii. Demonstrated managerial, administrative and professional competence in work performance and results.

d) Knowledge, Skills and Competencies

Applicants should demonstrate the following knowledge, skills and competencies:

i. Demonstrable knowledge of corporate governance, leadership and strategic management;
ii. Sound knowledge of energy and nuclear research, innovation, technology development and research programme management;
iii. Demonstrable understanding of the Nuclear Research Reactor Programme;
iv. Demonstrable ability to establish strategic partnerships and mobilize resources for research; and
v. Demonstrable understanding of public service values and principles.

e) Terms of Service and Remuneration

The appointment is on a five (5)-year contract, renewable once subject to performance and attainment of the mandatory retirement age. N*u*PEA offers salary and benefits consistent with scales approved by the Salaries and Remuneration Commission (SRC).

2. DEPUTY DIRECTOR, FINANCE AND ACCOUNTS (N*u*PEA 3)
REF. NO. DD/FA/2026

a) Job Purpose

The position is responsible for providing strategic leadership and oversight in the planning, coordination, implementation and control of the Agency's financial management, accounting, budgeting, financial reporting and internal financial control functions to ensure prudent management of public resources and compliance with the applicable legal and regulatory framework.

b) Key Responsibilities

i. Providing strategic leadership in the planning, coordination, implementation and continuous improvement of the Agency's financial management, accounting, budgeting and financial reporting functions.

ii. Developing, implementing and reviewing financial policies, strategies, systems, procedures and internal controls to ensure prudent management of public resources and compliance with the applicable legal and regulatory framework.

iii. Coordinating the preparation, implementation, monitoring and review of the Agency's annual budgets, Medium-Term Expenditure Framework (MTEF) budgets, financial statements, management reports and statutory returns.

iv. Providing strategic financial advice to Management and the Board on financial planning, resource mobilization, cash flow management, financial sustainability and expenditure control.

v. Ensuring compliance with the Public Finance Management Act, National Treasury Regulations and Circulars, applicable accounting standards, Government policies and other relevant laws governing public financial management.

vi. Providing leadership in financial risk management and coordinating responses to internal and external audit reports, parliamentary inquiries and other oversight mechanisms while ensuring implementation of corrective actions.

vii. Supervising, mentoring and developing staff within the Finance and Accounts Function, fostering high performance, accountability and continuous professional development.

c) Academic and Professional Qualifications

Applicants must possess the following minimum qualifications:

i. Cumulative fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Finance and Accounts or in a comparable position;

ii. Bachelor's degree in Commerce (Accounting/Finance option), Finance, Economics, Business Administration (Accounting/Finance option), Business Management (Accounting/Finance option), or an equivalent qualification from a recognized institution;

iii. Master's degree in Commerce, Management Accounting and Control, Forensic Accounting and Control, Finance, Economics, Business Administration (Accounts Option), or an equivalent qualification from a recognized institution;
iv. Certificate in a Leadership Course lasting not less than four (4) weeks from a recognized institution;
v. Certified Public Accountant of Kenya (CPA K), Association of Chartered Certified Accountants (ACCA), or an equivalent qualification from a recognized institution;
vi. Membership of a relevant professional body and in good standing;
vii. A valid practicing license, where applicable;
viii. Proficiency in computer applications; and
ix. Demonstrated managerial, administrative and professional competence in work performance and results.

d) Knowledge, Skills and Competencies

i. Demonstrable knowledge of corporate governance, leadership and strategic management;
ii. Sound knowledge of the Public Finance Management Act, National Treasury circulars, financial controls and public-sector reporting requirements;
iii. Demonstrable knowledge of the energy sector in Kenya;
iv. Demonstrable knowledge of Kenya's Nuclear Power Programme; and
v. Demonstrable understanding of public service values and principles.

e) Terms of Service and Remuneration

The appointment is on permanent and pensionable terms of service. N*u*PEA offers salary and benefits consistent with scales approved by the Salaries and Remuneration Commission (SRC).

3. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT (N*u*PEA 3)
REF. NO. DD/SCM/2026

a) Job Purpose

The position is responsible for providing strategic leadership and oversight in the planning, coordination and management of the Agency's supply chain management function, including procurement, contract management, inventory management and asset disposal, in accordance with the Public Procurement and Asset Disposal Act, 2015 and other applicable laws and regulations.

b) Key Responsibilities

i. Providing strategic leadership in the development, implementation and review of supply chain management policies, strategies, systems and procedures to promote efficient, transparent and accountable procurement and asset disposal practices.

ii. Providing overall leadership in the planning, coordination, implementation and monitoring of procurement, inventory management, contract management and asset disposal functions in support of the Agency's strategic objectives.

iii. Overseeing the preparation, implementation and review of the Agency's annual procurement and asset disposal plans and ensuring alignment with approved budgets, procurement laws and Government policies.

iv. Providing professional advice to Management, the Accounting Officer and the Board on public procurement, contract management, inventory management, asset disposal and other supply chain management matters.

v. Overseeing the acquisition of goods, works, consulting and non-consulting services, and ensuring effective contract administration in compliance with the Public Procurement and Asset Disposal Act, 2015 and other applicable legal and regulatory requirements.

vi. Providing leadership in supply chain risk management, establishment of internal controls, adoption of appropriate technologies and implementation of continuous improvement initiatives to enhance operational efficiency and value for money.

vii. Coordinating the work of procurement committees, preparing statutory and management reports, and ensuring timely submission of procurement information to Management, the Board and other oversight institutions.

b) Academic and Professional Qualifications

Applicants must possess the following minimum qualifications:

i. Cumulative fifteen (15) years' relevant work experience, three (3) of which should have been at the grade of Assistant Director, Supply Chain Management or in a comparable position;

ii. Bachelor's degree in Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option), Business Administration (Supplies Management Option), Business Management (Supplies Management Option), or an equivalent qualification from a recognized institution.

iii. Master's degree in Supply Chain Management and Logistics, Procurement and Supply Chain Management, Business Administration (Supplies Management Option), or an equivalent qualification from a recognized institution;

iv. Membership of the Kenya Institute of Supplies Management (KISM), with a valid practicing license and in good standing;

v. Certificate in a Leadership Course lasting not less than four (4) weeks from a recognized institution;

vi. Proficiency in computer applications; and

vii. Demonstrated managerial, administrative and professional competence in work performance and results.

c) Knowledge, Skills and Competencies

i. Demonstrable knowledge of corporate governance, leadership and strategic management;

ii. Sound knowledge of the Public Procurement and Asset Disposal Act, applicable Regulations and public procurement practice;

iii. Demonstrable knowledge of the energy sector in Kenya;

iv. Demonstrable knowledge of Kenya's Nuclear Power Programme; and

v. Demonstrable understanding of public service values and principles.

d) Terms of Service and Remuneration

The appointment is on permanent and pensionable terms of service. N*u*PEA offers salary and benefits consistent with scales approved by the Salaries and Remuneration Commission (SRC).

4. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER (N*u*PEA 6)
REF. NO. SHRM/HRMA/2026

a) Job Purpose

The position is responsible for coordinating and implementing the Agency's human resource management policies, programmes, systems and procedures and supporting effective workforce management, staff development, employee relations and compliance with applicable laws and regulations.

b) Key Responsibilities

i. Implementing human resource management policies, procedures, regulations, strategies and systems in accordance with approved frameworks, and ensuring compliance with labour laws, statutory requirements, ISO standards and other applicable regulatory frameworks;

ii. Developing and implementing departmental work plans, budgets and performance targets, and preparing periodic reports, statistics and related documentation to support Management decision-making and institutional planning;

iii. Managing recruitment, selection, appointment, onboarding, placement and induction processes, including job descriptions, advertisements and interviews, and verifying academic, professional and other credentials to support appointments, confirmations and promotions;

iv. Administering payroll processes, including validation of payroll data, statutory deductions, allowances, claims and remittances, and managing staff welfare and benefits schemes, including medical insurance, pension, group life and accident cover, related claims and terminal dues;

v. Implementing performance management processes, including performance contracting, staff appraisals and evaluations, and developing and implementing staff training and development programmes, including training needs assessment, coordination and evaluation of training effectiveness;

vi. Managing human resource information systems, staff establishment records and employee databases to ensure data accuracy, integrity, confidentiality and timely updating; and

vii. Implementing employee relations processes, including disciplinary matters, grievance handling, conflict resolution and preparation of Human Resource Management Advisory Committee documentation.

c) Academic and Professional Qualifications

Applicants must possess the following minimum qualifications:

i. Cumulative six (6) years' relevant work experience, three (3) of which should have been at the grade of Human Resource Management Officer I or in a comparable position;

ii. Bachelor's Degree in Human Resource Management or an equivalent qualification from a recognized institution; OR a Bachelor's Degree in Public Administration, Sociology, Business Administration or an equivalent qualification from a recognized institution, together with a Diploma in Human Resource Management from a recognized institution;

iii. Certified Human Resource Professional (CHRP-K) Course from a recognized institution;

iv. Membership of the Institute of Human Resource Management (IHRM) and in good standing;

v. A valid practicing license issued by IHRM;

vi. Proficiency in computer applications; and

vii. Demonstrated merit and ability as reflected in work performance and results.

d) Knowledge, Skills and Competencies

Applicants should demonstrate the following knowledge, skills and competencies:

i. Knowledge of Kenya's labour laws, public service human resource policies and applicable statutory requirements;

ii. Competence in recruitment and selection, payroll administration, employee benefits and human resource records management;

iii. Ability to administer human resource information systems, performance management and learning and development programmes;

iv. Sound understanding of employee relations, disciplinary processes, grievance handling and professional ethics; and

v. High standards of confidentiality, integrity, analytical ability and commitment to public service values and principles.

e) Terms of Service and Remuneration

The appointment is on permanent and pensionable terms of service. N*u*PEA offers salary and benefits consistent with scales approved by the Salaries and Remuneration Commission (SRC).

OTHER REQUIREMENTS

Candidates recommended for appointment shall be required to present the following valid clearance documents to demonstrate compliance with the provisions of **Chapter Six of the Constitution of Kenya, 2010**, the **Leadership and Integrity Act, 2012**, and other applicable laws:

i. Tax Compliance Certificate from the Kenya Revenue Authority (KRA);

ii. Clearance Certificate from the Higher Education Loans Board (HELB);

iii. Clearance from the Ethics and Anti-Corruption Commission (EACC);

iv. Police Clearance Certificate from the Directorate of Criminal Investigations (DCI); and

v. Clearance report from an approved Credit Reference Bureau (CRB).

Interested candidates who meet the prescribed qualifications and requirements are invited to submit an application letter clearly indicating the position applied for and the relevant reference number, together with:

- A detailed Curriculum Vitae (CV);
- Copies of relevant academic and professional certificates;
- A copy of the National Identity Card or valid passport; and
- Any other supporting documents relevant to the position.

The Curriculum Vitae should include the applicant's current employer, current position, daytime telephone number, email address, current remuneration, and the names, telephone contacts and email addresses of three (3) professional referees who are familiar with the applicant's work and professional record.

Applications should be submitted **by hand delivery** in a sealed envelope clearly indicating the position applied for and the reference number, and addressed to:

The Chief Executive Officer
Nuclear Power and Energy Agency
Block C, Kawi House, Off Red Cross Road, South C
P.O. Box 26374–00100
NAIROBI

Applications must be received on or before **5.00 p.m. (East African Time) on Tuesday 17th November 2026**

Canvassing in any form will lead to automatic disqualification.

Only candidates shortlisted for interviews will be contacted.

The Nuclear Power and Energy Agency (N*u*PEA) does not charge any fee at any stage of the recruitment and selection process.

N*u*PEA is an Equal Opportunity Employer. Qualified women, youth, persons with disabilities, and candidates from marginalized and minority groups are encouraged to apply.