

Job Title:	Research Assistants
Grade:	MG11
Corporation:	Nuclear Power & Energy Agency
Directorate:	Technical Affairs Directorate
Department:	Technical Affairs Department
Division:	-
Section / Unit:	-
Location / Work station:	Nairobi
Reporting Relationships	
Reports to:	Senior Technical Officer
Direct reports:	N/A
Indirect reports:	N/A
Job Purpose	
<p>a) Perform the assessment and guide the establishment of a sustainable national nuclear infrastructure that provides support for the nuclear programme throughout its life cycle.</p> <p>b) Responsible for advising the Managers on the technical, policy and strategic issues regarding the introduction of the nuclear power programme in the country.</p> <p>c) Participate in the development and implementation of planning activities which include conducting power system planning, power economic planning, conduct grid studies and Nuclear Power Program Human resource planning.</p> <p>d) Perform feasibility studies on the viability of introducing nuclear power plants and research reactors in Kenya.</p> <p>e) Conduct siting activities of future nuclear power plants and waste disposal facilities that include site characterization</p>	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<p>a) Assist in compilation of the departmental performance contract and the quarterly performance contract reports for the department.</p>	

<ul style="list-style-type: none"> b) Assist in the development of board papers to the technical committee of the board and the full board. c) Assist in implementing strategies and policies on Management system for the nuclear power programme, d) Assist in implementing strategies and policies on Nuclear Safety, Security and physical protection and nuclear safeguards that will safely, efficiently and reliably support the establishment and operation of Kenya’s nuclear power plants. e) Assist in implementing strategies and policies of Regulatory Development, Radioactive Waste, nuclear fuel cycle that will safely, efficiently and reliably support the establishment and operation of Kenya’s nuclear power plants. f) Assist in implementing a framework for nuclear research and development. g) Assist in implementing a framework and criteria on siting of nuclear power plants and nuclear/radioactive waste disposal facilities that will safely, efficiently and reliably support the establishment and operation of Kenya’s nuclear power plants. h) Perform technical studies of relevant infrastructure issues consistent with international standards for Kenya’s Nuclear plants and supporting facilities
<p>II. Operational Responsibilities / Tasks</p>
<ul style="list-style-type: none"> a) Conducting siting activities of future nuclear power plants and waste disposal facilities that include site characterization; b) Assisting in performing feasibility studies on the viability of introducing nuclear power plants and research reactors in Kenya; c) Participating in the development and implementation of planning activities which include conducting power system planning, power economic planning, conduct grid studies and Nuclear Power Program Human resource planning; d) Assisting in developing of national policies and strategies for nuclear power programme infrastructure. e) Assisting in planning and coordination of expert missions, national workshops and technical meetings; f) Engaging and educating stakeholders on issues of nuclear power to enhance ownership and support of the programme;
<p>Job Dimensions:</p>
<p>III. Financial Responsibility:</p>
<p>The Research Assistant will assist the Technical Officer to:</p> <ul style="list-style-type: none"> a) Develop, implement, monitor and evaluation of directorate’s budget.

b) Implementation of procurement plans. c) Develop directorate's work plans and activities.	
IV. Responsible for Physical Assets:	
a) Participate in the development of directorate asset plan for both physical and intellectual assets. b) Ensure directorate's assets under his/her custody are well maintained and repaired. c) Manages all the directorate physical and intellectual assets under his/her custody.	
V. Decision Making/ Job Influence:	
a) Makes decisions using standard operating procedures b) Plans the work of peers and interns c) Assigns work to peers and interns d) Peer work performance monitoring and review	
VI. Working Conditions:	
Works within the office with regular assignments in the field and abroad.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor's degree in Physical Scientists (Physicist/Chemist)/ Civil Engineer/Electrical Engineer/Mechanical Engineer.	
Professional Qualifications / Membership to professional bodies	
Registration with respective professional bodies.	
Previous relevant work experience required.	
Entry level	
Functional Skills:	Behavioral Competencies/ Attributes:
a) Communication skills b) Leadership c) Critical thinking and Decision making d) Problem solving e) Report and minute writing f) IT Proficiency g) Industry and organizational skills	a) Interpersonal skills b) Leadership skills c) Adaptability and decisiveness d) Proactive, networking and negotiating skills e) Detail oriented f) Commitment to work

	g) Integrity		
Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____
Head of Human Resource	_____	_____	_____