



**Regional Centre for
Mapping of Resources
for Development**

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VACANCIES ANNOUNCEMENT

The Regional Centre for Mapping of Resources for Development (RCMRD) is an Intergovernmental organization that provides services in surveying, mapping, remote sensing, GIS, and ICT to its Member States, partners, and clients. It currently has twenty Member States in the Eastern and Southern Africa Region.

Our Mission is “To Strengthen The Member States and Our Stakeholders' Capacity Through Generation, Application, and Dissemination of Geo-Information and Allied Technologies for Sustainable Development.

RCMRD wishes to fill the following vacant positions:

1. Protocol and Security Officer - GS6

Reporting to the Administration and Estate Manager, the Protocol & Security Officer will coordinate institutional protocol services while ensuring the safety and security of RCMRD staff, visitors, assets, facilities, and operations.

The role ensures professional management of official engagements involving dignitaries, partners, and stakeholders while safeguarding organizational operations through effective security planning, risk monitoring, and enforcement of security procedures in the office and field environment.

Duties and Responsibilities:

A. Protocol Management.

- Organize and manage all protocol arrangements for visits, meetings, field missions, and official events involving government officials, diplomatic missions, development partners, and stakeholders.
- Liaise with government agencies, diplomatic missions, and partner organizations to coordinate clearances, permits, and protocol requirements.
- Ensure VIP guests and delegations receive appropriate reception, briefing, and logistical support during RCMRD functions and site visits.
- Coordinate logistics for official ceremonies, conferences, launches, and public engagements.
- Prepare briefing notes, talking points, and official documentation for executive participation in public or diplomatic events.
- Ensure proper protocol practices are observed during formal gatherings, flag displays, seating arrangements, and official communications.
- Serve as a liaison between the company and external entities, ensuring smooth communication and coordination.
- Draft formal correspondence, invitations, and communication related to high-level engagements.
- Maintain accurate records of diplomatic engagements, official visits, and stakeholder interactions.
- Ensure all activities comply with national and international protocol standards.
- Advise leadership on protocol matters and emerging trends in public diplomacy and stakeholder engagement.

B. Security Management

- Monitor and secure office premises, equipment, and staff during working hours and after-hours as required.
- Provide on-site security coordination and support for field teams conducting surveys, data collection, or site visits in remote or sensitive areas.
- Conduct regular patrols, inspections, and perimeter checks to detect and deter any unauthorized activity or security threats.
- Maintain access control protocols, including managing visitor logs, ID badges, and staff entry systems.
- Respond promptly to security breaches, alarms, or emergencies and escalate incidents to management or authorities as appropriate.
- Safeguard RCMRD's equipment stored at offices or temporary field locations.
- Support safe logistical movements by escorting valuable materials and ensuring safe passage for staff in high-risk areas.
- Enforce organizational health, safety, and security protocols in coordination with the relevant team.

- Prepare detailed incident reports and maintain accurate security documentation and logs.
- Monitor surveillance systems (CCTV) and ensure equipment is functional and up to date.
- Any other duties as assigned by the Administration and Estate Manager

Required qualification & Experience:

Academic Qualifications

- Bachelor's degree in International Relations, Public Administration, Communications, Criminology, Security Studies, or any other related field

Professional Qualifications

- Membership with a relevant professional body in security, protocol, public administration, or related disciplines.

Professional Experience

- Minimum of five(5) years' relevant experience in protocol management, security operations, diplomatic liaison, or a comparable institutional environment.

Salary: The salary for the above position is in the range of:
GS6: Ksh1,634,515.68 by Ksh68,815.97 to Ksh2,253,859.44 p.a. Entry points for the position will be determined by qualifications and experience.

Benefits:

- Housing allowance;
- Transport allowance;
- Contributory Provident Fund with both parties contributing 7% of the basic monthly salary;
- 10% gratuity of the annual basic salary based on successful completion of the contract;
- A staff contributory group medical scheme to a maximum of five (5) families and;
- Annual Leave days based on your job grade

Contract duration: Two (2) years, renewable subject to satisfactory performance

2. Driver - GS2

Reporting to the Administration Officer, the Driver will provide transportation support for staff, equipment, and documents. The Driver will ensure the timely, safe, and efficient movement of staff and materials to project sites and other destinations as required.

Duties and Responsibilities:

- Drive staff and authorized staff to various destinations, including field sites, offices, and partner locations.
- Ensure the safety of passengers and the proper handling of equipment and materials during transport.
- Maintain cleanliness and basic maintenance of the vehicle, including checking oil, water, brakes, and tire pressure regularly.
- Keep accurate vehicle logs, fuel records, and trip reports.
- Comply with traffic laws and company transport policies at all times.
- Assist in loading and unloading project equipment or documents.
- Report any vehicle issues, accidents, or incidents immediately to the supervisor.
- Ensure valid licenses, permits, and vehicle documentation are up to date.
- Support logistics or field teams as needed during project activities
- Any other duties as assigned by the Administration Officer.

Required qualification & Experience:

Academic Qualifications

- Secondary Education
- Any relevant Tertiary Certificate

Professional Qualifications

- Basic mechanical knowledge
- Valid driver's license with a clean driving record

Professional Experience

- Minimum of 3 years of professional driving experience.

Salary: The salary for the above position is in the range of:
GS2: Ksh445,495.68 by Ksh30,527.28 to Ksh720,241.20 p.a. Entry points for the position will be determined by qualifications and experience.

Benefits:

- Housing allowance;
- Transport allowance;
- Contributory Provident Fund with both parties contributing 7% of the basic monthly salary;
- 10% gratuity of the annual basic salary based on successful completion of the contract;
- A staff contributory group medical scheme to a maximum of five (5) families and;
- Annual Leave days based on your job grade

Contract duration: Two (2) years, renewable subject to satisfactory performance

3. Dean of Students and Industry Liaison Officer - GS6

Reporting to the Principal RCTI, Dean of Students, and Industry Liaison Officer will be responsible for the welfare of the students while in the institute and when they complete their studies as alumni. While the students are in the institute, the dean will be responsible for counselling, student discipline, and motivation by listening to and arbitrating students' disputes and conflicts. The Dean of Students is the secretary to students disciplinary committee.

The Dean will work with the industry to seek for attachment, internship and even employment for the RCTI graduates. Will also coordinate the group of RCMRD and RCTI alumni so that they can be part of the stakeholders

Duties and Responsibilities:

- Coordinate the development and update of students' rules and regulations.
- Implement the student's rules and regulations, and be the secretary of the students' Disciplinary Committee.
- Conduct and coordinate counselling, mentoring, and motivation of students,
- Develop and coordinate co-curricular events in the institute
- Listen to and arbitrate students' disputes and conflicts.
- Represent students in the institute management meeting and forward their grievances.
- Provide career advice to students.
- Work with the industry and employers to establish good working relations in the aim to seek attachment, internship and even employment for RCTI graduates.
- Establish a tracer system to know where RCTI graduates are working, progressing with studies and getting feedback from employers and the industry on the competency of the graduates and any need for upskilling or reskilling to keep up with technologies and expectations of employers and the industry.
- Be organizing events for the alumni that can benefit RCTI, both students and the infrastructure.
- Any other duties as assigned by the Principal RCTI

Required qualification & Experience:

Academic Qualifications

- Bachelor's degree in psychology-based degree or
- Any other Bachelor's degree with a postgraduate qualification in counselling

Professional Qualifications

- Counselling postgraduate certification
- Trainer's certification;
- Qualifications relevant to counselling and guidance

Professional Experience

- Six (6) years of experience in teaching/ training
- Three (3) years of experience in youth counselling

Salary: The salary for the above position is in the range of:
GS6: Ksh1,634,515.68 by Ksh68,815.97 to Ksh2,253,859.44 p.a. Entry points for the position will be determined by qualifications and experience.

Benefits:

- Housing allowance;
- Transport allowance;
- Contributory Provident Fund with both parties contributing 7% of the basic monthly salary;
- 10% gratuity of the annual basic salary based on successful completion of the contract;
- A staff contributory group medical scheme to a maximum of five (5) families and;
- Annual Leave days based on your job grade

Contract duration: Two (2) years, renewable subject to satisfactory performance

How to Apply:

Qualified and interested candidates are invited to submit their applications through <https://careers.rcmr.org/> by **11.59 hours EAT on 8th April, 2026**, through the RCMRD e-Recruitment system.

Eligible Countries: Candidates must be citizens of Kenya

RCMRD is an equal opportunity employer. The Centre does not charge any fees at any stage of the recruitment process.