



**NGEC**  
National Gender and  
Equality Commission

# THE NATIONAL GENDER AND EQUALITY COMMISSION

## REGISTRATION OF TRAINERS/ FACILITATORS

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established by the National Gender and Equality Act. No. 15 of 2011 pursuant to Article 59 (4) & (5) of the Constitution of Kenya, 2010. The Commission's mandate is to promote gender equality and freedom from discrimination for all people in Kenya with focus on special interest groups, which include: women, children, youth, persons with disabilities (PWDs), older members of society, minorities and marginalized groups.

The Commission invites persons with capacity to train, develop and provide facilitation in the following areas/field for the financial years 2019/2020- 2020/2021

1.	Sign language Interpretation
2.	Brailing Services
3.	Report Writing, Minute Taking and Rappoteuring
4.	Public Education on Gender and Equality
5.	Language Translation
6.	Mainstreaming of Gender Equality and Inclusion
7.	Staff Team Building
8.	Editing and Proof Reading Services
9.	Creative Design
10.	Risk Management
11.	Sexual and Gender Based Violence (SGBV)
12.	Research, Knowledge Management (KM), Documentation and Records Management
13.	Monitoring and Evaluation
14.	Strategic Planning

15.	Legal, Investigations and Compliance
16.	Fleet Management
17.	Corporate Governance
18.	Supply Chain Management /Procurement
19.	Human Resource Management
20.	Finance, Accounts And Planning
21.	Internal Audit Functions
22.	Information Communication Technology
23.	Corporate Communications, Master of Ceremonies, Media Relations, Public Relations & Protocol
24.	Customer Service
25.	Refresher Courses in Driving
26.	Secretarial Management
27.	Public Administration
28.	Supervisory Skills Course, Senior Management Course, Strategic Leadership Management Course

### Minimum Qualifications and Experience

- Five years of relevant experience
- First degree in a relevant field.
- Post graduate professional qualification in the respective field of study
- Fluency in written and spoken English.
- Registered member of a professional body where applicable
- Demonstrate facilitation skills in the field of interest

Applications in plain sealed envelopes indicating the title of the application shall be placed in sealed envelopes and clearly marked on the envelope and addressed to:

**The Commission Secretary/ CEO  
National Gender and Equality Commission  
P.O Box 27512-00506  
NAIROBI**

Or be deposited in the Tender Box on 1<sup>st</sup> floor of Solution Tech Place, Longonot Road, Upper Hill Nairobi, so as to be received on or before **Wednesday, 17<sup>th</sup> July 2019 at 10.30 a.m**

Applications will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at NGEN Boardroom on 1st Floor of the same building.

**Betty S. Nyabuto, MBS  
Commission Secretary/CEO**