



VISION

A society free from gender inequality and all forms of discrimination

MISSION

To promote gender equality and freedom from all forms of discrimination in Kenya, especially for special interest groups through ensuring compliance with policies, laws and practice

CAREER OPPORTUNITY

The Commission is seeking to recruit highly motivated, visionary, dynamic and results oriented candidates to fill the following position: -

S/N	Position	Job Ref	Grade	No. of Posts	Duty Station	Terms of Service
1.	Programme Officer I/PA	NGEC/HR/1/02/2025	NGEC 6	1	HQ and Regional Offices	Permanent and Pensionable
2.	Programme Officer II	NGEC/HR/2/02/2025	NGEC 7	1	HQ and Regional Offices	Permanent and Pensionable
3.	Office Assistant III	NGEC/HR/2/03/2025	NGEC 10	2	HQ and Regional Offices	Permanent and Pensionable

PROGRAMMES OFFICER I, NGEC SCALE 6 -REF: NGEC/HR/2/02/2025 – (1 POST)

Remuneration (Basic Salary):	Ksh. 105,981.00 – 157,495.00
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

DUTIES AND RESPONSIBILITIES

1. Assisting in the development, implementation and evaluation of strategies on issues of gender mainstreaming, children, youth, persons with disability, elderly and marginalized;
2. Providing input in the development of funding proposals and technical briefings; and
3. Assisting in the development of work plans and budget.

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. Served in the grade of Programmes Officer II for a minimum period of three (3) years;
2. A Bachelor's Degree in Gender and Development, Economics, Development Studies, Human Rights, Anthropology, Community Development, Sociology, Social Sciences or any other relevant qualification from a recognized institution;
3. Computer skills;
4. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
5. Shown merit and ability as reflected in work performance and results.

2. POSITION: PROGRAMME OFFICER II, NGEC 7- REF: NGEC/HR/2/02/2025 – (I POST)

Remuneration (Basic Salary):	Ksh. 78,622 – 118,486.00
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. A Bachelor's Degree in Gender and Development, Economics, Development Studies, Human Rights, Anthropology, Community Development, Sociology, Social Sciences or any other relevant qualification from a recognized institution;
2. Computer skills; and
3. Met the requirements of Chapter six (6) of the Constitution of Kenya.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities will include-

1. Working with stakeholders to mainstream issues on gender, women, youth, persons with disability, minorities and marginalized groups, the elderly and children into the national development process; and
2. Developing concept papers and reports on programme activities.

3. OFFICE ASSISTANT III NGEN 10 - REF: NGEN/HR/02/02/2025 – (2 POSTS)

Remuneration (Basic Salary):	Ksh. 31,420 – 44,615.00
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or its equivalent from Kenya National Examination Council;
2. Computer skills; and
3. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

1. Cleaning offices, machines, equipment and apparatus;
2. Cleaning kitchen and preparing tea;
3. Maintaining general cleanliness around the offices by collection and disposal of litter;
4. Ensuring proper sanitation;
5. Carrying out photocopying and binding documents;
6. Dusting offices;
7. Moving or carrying office equipment, furniture;
8. Dispatching letters;

HOW TO APPLY

Interested candidates who meet the minimum requirements should submit their applications together with;

1. A detailed Curriculum Vitae;
2. A copy of the National Identity Card;
3. Certified copies of Academic and Professional Certificates;
4. Three (3) names of referees, their mobile telephone and e-mail contacts.

Please Note that:

1. The National Gender and Equality Commission is an equal opportunity employer. **Persons with Disability, Youth, Women and People from Minority and Marginalized communities** are encouraged to apply.
2. The Commission does not ask for any money nor ask applicants to undergo any medical examination.
3. Only shortlisted candidates will be notified.
4. Only the successful candidate will be notified and will be required to provide clearance certificates from KRA, DCI (Police Clearance), EACC, HELB and CRB.
5. It is a criminal offence for any applicant to provide false information and documents in the job application.
6. Canvassing will lead to automatic disqualification.

All applications **MUST BE SUBMITTED IN HARD COPY ONLY**, addressed to:

The Commission Secretary/CEO
The National Gender and Equality Commission
Solution Tech Place, Longonot Road, Upper Hill
P O Box 27512-00506, **NAIROBI**

Posted or Hand-delivered applications should reach the Commission Secretary/CEO on or before **12th March, 2025** before 5.00 pm.