



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.	Chairperson, Audit Committee	NGEC/HR/2/10/2024	Audit Committee	1	HQ	Contract
2.	Member, Audit Committee	NGEC/HR/3/10/2024	Audit Committee	1	HQ	Contract
3.	Senior Legal Officer	NGEC/HR/4/10/2024	NGEC 5	1	HQ	Permanent and Pensionable

1 POSITION: CHAIRPERSON OF THE AUDIT COMMITTEE

REF: NGEC/HR/2/10/2024 – (1 POST)

REMUNERATION: ALLOWANCES AS STIPULATED BY THE SRC GUIDELINES

TERMS OF SERVICE: THREE YEARS ON A PART TIME BASIS RENEWABLE SUBJECT TO SATISFACTORY PERFORMANCE

REQUIREMENTS FOR APPOINTMENT

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

1. Bachelor's Degree in Commerce (Finance/Accounting option), Bachelor of Business Administration (Finance/Accounting option) or related field from a University recognized in Kenya.
2. Be a Certified Public Accountant of Kenya (CPA-K), or Certified Internal Auditor (CIA).
3. Be a member of ICPAK or the Institute of Internal Auditors (IIA) in good standing.
4. Should have at least 10 years of experience at a senior level in the private or public sector.
5. Be independent, proactive with confidence and integrity.
6. Proficiency in the use of computer applications.
7. Have demonstrated professional competence and administrative ability as shown in work performance and results.
8. Be a person with excellent working knowledge of an audit committee's functions and risk management frameworks.
9. Not a holder of a political office.

DUTIES AND RESPONSIBILITIES

The members constituting the audit committee will report to the Commission and Executive Management on, the significant financial reporting issues and judgements made in connection with the preparation of the Commission's financial statements (having regard to matters communicated to it by the auditor), interim reports, preliminary announcements and related formal statements. The duties and responsibilities will include-

1. Provide assurance to the Commission that all financial and non-financial internal control and risk management functions are operating effectively and reliably
2. Be responsible for the management, development, and effective performance and provide leadership to the Audit Committee.
3. Act as the spokesperson for the Audit Committee.
4. Providing an independent review of an entity's reporting functions to ensure the integrity of financial reports.
5. Monitoring the effectiveness of the entity's performance management and performance information.
6. Providing strong and effective oversight of the Commission's internal audit function.
7. Providing effective liaison and facilitating communication between management, internal audit and external audit.

8. Providing oversight of the implementation of accepted audit recommendations.
9. Ensuring the Commission effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behaviour.

2. MEMBER OF THE AUDIT COMMITTEE

REF: NGEN/HR/3/10/2024 – (1 POST)

REMUNERATION: ALLOWANCES AS STIPULATED BY THE SRC

GUIDELINES

**TERMS OF SERVICE: THREE YEARS ON A PART TIME BASIS RENEWABLE
SUBJECT TO SATISFACTORY PERFORMANCE**

REQUIREMENTS FOR APPOINTMENT

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

1. Bachelor's Degree in Commerce (Finance/Accounting option), Bachelor of Business Administration (Finance/Accounting option) or related field from a University recognized in Kenya.
2. Be a Certified Public Accountant of Kenya (CPA-K), or Certified Internal Auditor (CIA).
3. Be a member of ICPAK or the Institute of Internal Auditors (IIA) in good standing.
4. Five years' experience in Accounting/Auditing or Served in a reputable organization.
5. Excellent working knowledge of an audit committee's functions and risk management frameworks.
6. Have a thorough understanding of the relevant legislation, best practices and emerging issues in Accounting, Auditing, Finance, Risk management, Human resources, Procurement and other related fields.
7. Proficiency in the use of computer applications.
8. Have a good understanding of government operations and financial management systems.
9. Have demonstrated professional competence and administrative ability as shown in work performance and results.

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2. Providing an independent review of an entity's reporting functions to ensure the integrity of financial reports.
3. Monitoring the effectiveness of the entity's performance management and performance information.
4. Providing strong and effective oversight of the Commission's internal audit function.
5. Providing effective liaison and facilitating communication between management, internal audit and external audit.
6. Providing oversight of the implementation of accepted audit recommendations.
7. Ensuring the Commission effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behaviour.

4. SENIOR LEGAL OFFICER

REF: NGEN/HR/4/10/2024 – (1 POST)

REMUNERATION (BASIC SALARY): Ksh 109,877.00 – 167,400.00

OTHER BENEFITS & ALLOWANCES: AS PER NGEN GUIDELINES

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

1. Served in the grade of Legal Officer I or in a relevant and comparable position for a minimum period of three (3) years;
2. A Bachelor's of Laws (LLB) from a recognized institution;
3. Been admitted as an Advocate of High Court of Kenya;
4. Have demonstrable litigation experience of at least Six (6) years in the areas of constitutional, human rights, criminal, family and succession law;
5. Attended a Senior Management course in a recognized institution;
6. Been a member of a relevant Professional Body;

7. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
8. Computer Skills; and
9. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

An officer at this level may be deployed in either of the following functional areas: Legal, Complaints and Investigations or Redress.

Legal services division

At the Legal Services Division, an officer will be responsible for the following duties and responsibilities:

1. Conducting litigation and other court proceedings;
2. Developing legal advisories, briefs and opinions;
3. Formulating and implementing policies and strategies on legal and advisory services for the Commission;
4. Formulating, reviewing and following-up of contracts, agreements, memorandums of understanding and other related documents; and
5. Instituting inquiries on various emerging topical issues.

Complaints and Investigations

At the Complaints and Investigations Division, an officer will be responsible for the following duties and responsibilities:

1. Processing complaints on violations of principles of equality and freedom from discrimination;
2. Investigating violations of the principle of equality and freedom from discrimination and making recommendations for the improvement of the functioning of the institutions concerned;
3. Facilitating and handling the referral mechanism of complaints to respective bodies and organizations;
4. Conducting regional visits and investigations of any violations of equality and discrimination; and

5. Developing and maintaining data base, files and records on complaints and investigations.

Redress Division

At the Redress Division, an officer will be responsible for the following duties and responsibilities:

1. Facilitating and conducting negotiation, mediation and reconciliations in appropriate circumstances;
2. Conducting Alternative Dispute Resolution (ADR) in appropriate circumstances;
3. Surveying existing formal and informal in-country Grievance Redress Mechanism System (GRMS) in matters related to special interest groups (SIGs);
4. Working with relevant public and private sector institutions, civil society and Non-Governmental Organizations to design and implement formal/institutionalized GRMS to ensure complaints and grievances are addressed efficiently and effectively;
5. Conducting needs assessment to determine the GRM's scope and scale and identify resource gaps;
6. Development of standard operating procedures and flow charts that codify how grievances will be redressed for all stages of the process in the various SIG's programmes;
7. Engagement and training of communities on how to undertake grievance redress activities;
8. Developing and publicizing SIGs programmes grievance redress policies and guidelines defining the scope of grievance and types of grievances addressed; setting out user-friendly procedure for lodging grievances; outlining a grievance redress structure; describing performance standards; and spelling out internal review mechanisms;
9. Issuing and publicizing grievance redress policy; and
10. Developing and undertaking training programmes and public education on how to handle grievances including information about interacting with beneficiaries about grievances, internal policies and procedures in relation to grievance redress.

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. A copy of a latest letter of appointment indicating current post and salary; and
5. 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 **2nd December, 2024** before 5.00 pm.