



### **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 by ensuring compliance with policies, laws and practice

### **JOB VACANCY**

The National Gender and Equality Commission (NGEC) invites applications from suitably qualified candidates for the following position: -

1. **DIRECTOR CORPORATE SERVICES - REF: NGEC/HR/1/1/2023**
2. **TERMS OF SERVICE: 5 YEARS CONTRACT RENEWABLE SUBJECT TO PERFORMANCE**

**OTHER BENEFITS:** Medical Cover, Group Life Insurance and WIBA

### **REQUIREMENTS FOR APPOINTMENT**

1. Served in the grade of Assistant Director either in Human Resources and Administration or Finance and Planning for a minimum period of three (3) years or served in a comparable and relevant position in the public or private sector for a minimum period of twelve (12) years, eight (8) years of which must have been at management level;
2. A Bachelor's degree in any of the following disciplines: - Economics, Commerce, Business/Public Administration or any other relevant and comparable qualification from a recognized institution;
3. A Master's degree in Business/Public Administration, Economics, Commerce or any other relevant and comparable qualification from a recognized institution is an added advantage;

4. Attended a Strategic Leadership Development course from a recognized institution;
5. Membership with a relevant professional body in good standing;
6. Demonstrable understanding of national policies, goals and objectives and can relate them to the mandate of the Commission;
7. Meet the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
8. Computer skills; and
9. Shown merit and ability as reflected in past work performance and results.

### **DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible to the Commission Secretary/CEO for the day-to-day management and administration of the corporate services function of the Commission. Specific duties and responsibilities will include:

1. Developing, implementing and interpreting Financial, Human Resource, Administrative, Supply chain Management and ICT policies, procedures, standards, rules and regulations;
2. Overseeing timely preparation of financial statements and accounts;
3. Coordinating the development, production and circulation of institutional publications;
4. Managing human, physical and financial resources of the Commission;
5. Co-coordinating the preparation, publication and periodic review of the Commission's Strategic Plan;
6. Overseeing the development and implementation of policies, standards and guidelines for the provision of administrative services and management; and
7. Ensuring safe custody of the Commission's assets and records.

## HOW TO APPLY

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

- i. A detailed Curriculum Vitae;
- ii. A copy of the National Identity Card and
- iii. Certified copies of Academic and Professional Certificates
- iv. Applicants should submit three (3) names of referees and their mobile telephone and e-mail contacts.

**Please Note that:**

- i) The National Gender and Equality Commission is an equal-opportunity employer.
- ii) The Commission does not ask for any money nor ask applicants to undergo any medical examination
- iii) Only shortlisted candidates will be notified and only the successful candidate will be required to provide clearance forms from KRA, DCI (Police Clearance), EACC, HELB and CRB.
- iv) It is a criminal offence for any applicant to provide false information and documents in the job application
- v) Canvassing will lead to automatic disqualification

All applications **MUST BE SUBMITTED IN SOFT COPY ONLY**, addressed to the Commission Secretary/CEO, National Gender and Equality Commission through the email address [dc@ngeckeny.org](mailto:dc@ngeckeny.org) so as to reach the Commission on or before **14<sup>th</sup> February, 2023**.