



THE NATIONAL GENDER AND EQUALITY COMMISSION

OUR VISION

A society free from all forms of inequality and discrimination

OUR MISSION

To promote gender equality and freedom from discrimination for all persons in Kenya

VACANCY

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established by the National Gender and Equality Commission Act, 2011. The key functions of the Commission include promotion of gender equality and freedom from discrimination in accordance with Article 27 of the Constitution of Kenya 2010. The Commission invites applications from suitably qualified candidates to fill the positions of;

DIRECTOR PROGRAMMES AND RESEARCH (NGEC 2)

TERMS OF SERVICE : 5 YEAR CONTRACT RENEWABLE SUBJECT TO PERFORMANCE

OTHER BENEFITS : MEDICAL COVER, GROUP LIFE INSURANCE & WIBA

REF: NGEC/HR/19/2018 – 1 POST

Reporting to the Commission Secretary, the Director Programmes and Research will be responsible for coordinating all the Programmes and Research functions of the Commission.

Duties and Responsibilities

- (i) Provide leadership in design and coordination of the Commission's programmatic work for all program departments including developing relevant policies, guidelines and systems
- (ii) development of affirmative action implementation policies to facilitate mainstreaming of issues on gender and women, disability and the elderly, youth and children, marginalised and minorities in all public and private institutions;
- (iii) Development and implementation of policies, procedures and systems to guide investigations into complaints and research on emerging issues within the special interest groups;
- (iv) Formulating, reviewing and developing the Commission's legal policies, contracts, Memorandum of Understanding (MOUs) and all other legal documents;
- (v) Monitoring the integration of the principles of gender equality and freedom from discrimination in all national and county policies, laws, and administrative regulations in all public and private institutions;
- (vi) Establishment of linkages and coordination with key stakeholders and partners;
- (vii) Working with other relevant institutions in the development of standards for the implementation of policies for the progressive realization of the economic and social rights;
- (viii) Coordination of preparation periodic reports on the status of implementation of the various programmes of the Commission;
- (ix) Coordination of preparation of periodic reports for national, regional and international reporting on progress in the realization of equality and freedom from discrimination for interest groups.
- (x) Coordination of preparation, implementation and evaluation of the Commission's Programmes work plan.

Requirements for appointment

For appointment in this grade, an applicant must have;

- Bachelor's degree in Social Sciences, Gender Studies, Business/Public administration, Law, or any other relevant and comparable qualification from a recognized institution;

- A Master's Degree in any of the following fields; program/project management, gender studies, development studies, business/public administration, law or any other comparable qualification from a recognized institution;
- At least 10 years proven relevant experience five (5) of which must be at senior management level;
- Demonstrable experience/skills in research, project planning and management, monitoring and evaluation, and report writing
- Demonstrate excellent understanding of the Commission's mandate that include working with special interest groups including minorities and marginalized groups, women, youth, older members of society, persons with disability and children.
- Excellent managerial capability
- Demonstrable professional competence shown through membership to a professional association/body
- Demonstrable capacity to mobilize and manage grants
- Good understanding of the Constitution of Kenya 2010 and NGECA Act 2011;
- Meet the requirements of Chapter 6 of the Kenya Constitution 2010.

HOW TO APPLY

- a) Interested candidates who meet the requirements may submit their applications together with :
 - i) A detailed Curriculum Vitae;
 - ii) A copy of the National Identity Card;
 - iii) Certified copies of Academic Certificates, Transcripts and any other relevant support documents;
 - iv) Clearance from:
 - Kenya Revenue Authority (KRA);
 - Directorate of Criminal Investigation (DCI) ;
 - Ethics and Anti-Corruption Commission (EACC);
 - Higher Education Loans Board (HELB); and
 - Credit Reference Bureau (CRB).
- b) All applicants should attach a copy of their letter of appointment to their substantive position showing current post and salary;
- c) Applicants should submit three (3) names of referees one of which must be the current employer and their mobile and e-mail contacts.

Please Note :

- a) The Commission is an equal opportunity employer. **Persons with Disability, Youth, People from Minority groups and Marginalized**

- communities** who meet the requirements of the advertised job are encouraged to apply.
- b) Only Shortlisted candidates will be contacted
 - c) It is a criminal offence for any applicant to provide false information and documents in the job application
 - d) Canvassing will lead to automatic disqualification
 - e) A candidate who applies online must scan and attach all the required documents.

All applications should be addressed to:

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

The applications may be sent by email to: recruitment@ngeckkenya.org

OR

Posted OR Hand delivered so as to reach the Commission on or before 24th December 2018 before 5.00pm