



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

JOB VACANCIES

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. The Commission invites applications from suitably qualified candidates to fill the positions of;

ASSISTANT DIRECTOR FINANCE & PLANNING (NGEC 3) – RE-ADVERTISEMENT

**TERMS OF SERVICE : 5-YEAR CONTRACT. MAY BE RENEWED
SUBJECT TO SATISFACTORY PERFORMANCE**

REF : NGEC/HR/01/2019 – (1 POST)

Requirements for appointment

For appointment to this position, an applicant must;

- i) Have served as a Finance officer or a Senior Accountant for a minimum period of eight (8) years, three (3) years of which should have been as head of finance/accounts department in a large organization.
- ii) Possess a Bachelor's Degree in any of the following disciplines; Economics, Commerce (Finance/Accounts Option), Business Administration (Finance/Accounts Option) or any other relevant and equivalent qualification from a university recognized in Kenya;
- iii) Possess a Master's Degree in any of the following disciplines; Economics, Commerce (Finance/Accounts Option), Business Administration (Finance/Accounts Option) or any other relevant and equivalent qualification from a university recognized in Kenya;
- iv) Be a member in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK)
- v) Possess a certificate in computer applications from a recognized institution;
- vi) Be conversant with Public Financial Management laws and regulations;
- vii) Be conversant with computerized systems of budget making and monitoring;

viii) Have demonstrable professional competence, managerial and administrative capability as reflected in work performance and results.

Note: Knowledge and experience in use of the Integrated Financial Management Information Systems (IFMIS) is an added advantage.

Duties and Responsibilities

The officer will be responsible to the Director Corporate Services for the Financial, Accounting and Planning department.

Duties and responsibilities at this level will entail;

- (i) Development and Maintenance of effective financial management and control systems;
- (ii) Coordination of budget planning and implementation;
- (iii) Advising on risk assessment and management of the budget;
- (iv) Formulating, recommending and implementing sound financial management policies, standards, systems, strategies and procedures at the Commission;
- (v) providing advisory services to the Commission with regard to financial matters;
- (vi) overseeing accounting activities for improvement and enforcement of internal controls in the Commission;
- (vii) Providing advisory services to the Commission Secretary and other stakeholders on accounting matters;
- (viii) Providing advisory services to the Commission with regard to resource mobilization and investment;
- (ix) Coordinating budget planning, preparation and implementation in the Commission.
- (x) Ensuring prudent, effective and efficient financial management and delivery of financial services;
- (xi) Overseeing revenue collection, commitment of funds and expenditure;
- (xii) Preparation of financial reports;
- (xiii) Ensuring timely issuance of Authority to Incur Expenditure (AIE); and
- (xiv) Liaising with the Commission's independent auditors to ensure that all financial accounts and records meet management, donor and other stakeholder requirements.

SENIOR INTERNAL AUDITOR (NGEC 5) – RE-ADVERTISEMENT

**TERMS OF SERVICE : 5 YEAR CONTRACT RENEWABLE
SUBJECT TO SATISFACTORY PERFORMANCE**

REF : NGEC/HR/02/2019 – (1 POST)

The officer will be reporting to the Principal Internal Auditor, the officer will be responsible for overseeing compliance and management of risks at the Commission.

Duties and responsibilities

- i. Provide secretarial services to the audit committee;
- ii. Prepare risk based annual internal audit work plan for approval by Audit Committee of the Commission;
- iii. Prepare quarterly reports on the status of implementation of the internal audit annual work plan for submission to the Audit Committee;
- iv. Formulate and implement internal audit policies and procedures;
- v. Plan and review audit services provided to the Commission;
- vi. Coordinate external audit process;
- vii. Produce proactive and timely internal audit reports;
- viii. Undertake risk assessment in the Commission;
- ix. Supervise the preparation of audit programmes;
- x. Conduct scheduled special and adhoc audits in the Commission;
- xi. Facilitate storage and retrieval of audit reports;
- xii. Check, review, and evaluate the internal control systems at all levels of the Commission; and
- xiii. Ensure that the Commission's assets are efficiently utilized and safeguarded.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served as head of Internal Audit in a large organization for a minimum period of five (5) years.
- ii. Bachelor's Degree in Commerce (Finance/Accounting option), Bachelor of Business Administration (Finance/Accounting option) or any other relevant and equivalent qualification from a University recognized in Kenya.

- iii. Certified Public Accountant (CPA-K), or Certified Internal Auditor (CIA)
- iv. A member of ICPAK or Institute of Internal Auditors (IIA) in good standing.
- v. Knowledge and use of relevant computer applications
- vi. Demonstrated professional competence and administrative ability as shown in work performance and results.

Note: Good understanding of Public Finance regulations, Integrated Financial Management Information system (IFMIS), Procurement Procedures and Regulation will be an added advantage.

PROGRAMME OFFICER – HEAD OFFICE, NAKURU, KITUI & MALINDI - (NGEC 6)

TERMS OF SERVICE : 5 YEAR CONTRACT RENEWABLE SUBJECT TO SATISFACTORY PERFORMANCE

REF : NGEC/HR/03/2019 – (5 POSTS)

Requirements for the Appointment

For appointment to this grade, a candidate must have:

- i) Must hold a Bachelor’s Degree in any of the following fields: Social Sciences, Gender and Development Studies, Law (Human Rights), Community Development, Education (Special Needs) or any other relevant field from a University recognized in Kenya;
- ii) A minimum of 3 years working experience in programming in any of the following fields; gender, human rights, development and governance working with persons with disability, youth, children, the elderly and marginalized communities ;
- iii) Demonstrate a thorough and comprehensive understanding of gender issues and knowledge of project design, development and implementation.
- iv) Excellent report writing, communication, presentation and data collection skills.
- v) Must be computer literate;

Duties and Responsibilities

The officer will be responsible to the Principal Programme officer

Duties and responsibilities will entail:

- i. Assist in the review of policies, legislations and guidelines for integration of the principles of equality and inclusion.
- ii. Participate in the development of country reports and monitor implementation of concluding observations of legal instruments relating to special interest groups
- iii. Participate in research, analysis and report writing including on emerging issues and make recommendations in relation to special interest groups concerns
- iv. participate in monitoring, auditing and mainstreaming of special interest groups by the state and non-state sectors
- v. Assist in the development of concepts and proposals for resource mobilization to fund the Commission’s programs.
- vi. Assist in the preparation of monthly, quarterly, annual and other reports.

- vii. Assist in monitoring the integration of the principles of gender equality and freedom from discrimination in all programmes, policies, laws, and administrative regulations in all public and private institutions;
- viii. Participate in research activities in the division
- ix. Prepare activity reports

HOW TO APPLY

- i. Interested candidates who meet the minimum requirements to submit their applications clearly indicating the position applied for together with :
- ii. A detailed Curriculum Vitae, (Please indicate your county of origin);
- iii. A copy of National Identity Card
- iv. Certified copies of Academic Certificates, Transcripts, professional certificates and any other relevant supporting documents;

Applications without any of the above documents will not be processed.

- i. All applicants should attach a copy of letter of appointment to their substantive post showing current position and salary;
- ii. Applicants should submit three (3) names of referees one of which must be the current employer and their mobile telephone and e-mail contacts.
- iii. For those interested in the Programme officer's position, clearly indicate the preferred duty station on the subject line and on the envelope

Please Note that:

- i. The National Gender and Equality Commission Commission is an equal opportunity employer. Persons with Disabilities, Youth, People from Marginalized groups and Minority communities who meet the requirements of the advertised job are especially encouraged to apply.
- ii. The Commission does not ask for any money nor ask applicants to undergo medical examination.
- iii. Only shortlisted candidates will be notified and will be required to provide clearance from KRA, CID, 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
- vi. A candidate who applies online must scan and attach all the required documents.

All applications should be addressed to:

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

OR

Email to: Vacancies2019@Ngeckeny.org

NOTE: Clearly indicate the job reference number on the subject line and on the envelope and the preferred location where

applicable. Those who will not indicate the location, their applications will not be considered

To reach the Commission on or before 13th May 2019.