



JOB VACANCIES

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established by the National Gender and Equality Commission Act. No. 15 of 2011 under Article 59 (4) & (5) of the Constitution of Kenya, 2010. The Commission's mandate is to promote gender equality and freedom from discrimination for all people in Kenya with a focus on special interest groups, which include women, children, youth, persons with disabilities (PWDs), older members of society, minorities and marginalized groups.

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 | NGEC/HR/8/7/2023 | NGEC 6 | 2 | HQ | Permanent and Pensionable |
| 2. | Finance Officer I | NGEC/HR/9/7/2023 | NGEC 6 | 1 | HQ | Permanent and Pensionable |
| 3. | Assistant Office Administrator II | NGEC/HR/10/7/2023 | NGEC 7 | 1 | HQ | Permanent and Pensionable |
| 4. | Driver II | NGEC/HR/11/7/2023 | NGEC 8 | 1 | HQ | Permanent and Pensionable |
| 5. | Human Resource Management Officer I | NGEC/HR/12/7/2023 | NGEC 6 | 1 | HQ | Permanent and Pensionable |
| 6. | Principal Administration Officer | NGEC/HR/13/7/2023 | NGEC 4 | 1 | HQ | Permanent and Pensionable |
| 7. | Principal Accountant | NGEC/HR/14/7/2023 | NGEC 4 | 1 | HQ | Permanent and Pensionable |
| 8. | Senior Human Resource Management Officer (SHRMO) | NGEC/HR/15/7/2023 | NGEC 5 | 1 | HQ | Permanent and Pensionable |

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|----|--|-------------------|--------|---|----|---------------------------|
| 9. | Assistant Director Research Monitoring, Evaluation and Documentation | NGEC/HR/16/7/2023 | NGEC 3 | 1 | HQ | Permanent and Pensionable |
|----|--|-------------------|--------|---|----|---------------------------|

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. Copies of Academic and Professional Certificates
- iv. Applicants should submit three (3) names of referees, and their mobile telephone and e-mail contacts.

To submit your application, kindly direct it to the **Commission Secretary/CEO of the National Gender and Equality Commission, either by post to P.O BOX 27512-00506 Nairobi, Kenya or by physically delivering it to the Headquarters Office located on the 1st Floor, Solution Tech Place, 5 Longonot Road, Upper Hill, Nairobi.**

The office is open daily from 8:00 am to 5:00 pm. All applications **MUST BE SUBMITTED IN HARD COPY ONLY, CLEARLY INDICATING THE POST ON THE ENVELOPE to reach the Commission on or before 1st August 2023 at 5:00 pm.**

Please note that:

- i. The National Gender and Equality Commission is an equal-opportunity employer. Persons with Disabilities, Youth, Persons from Marginalized groups and Minority communities who meet the requirements of the advertised job are encouraged to apply.
- ii. The Commission does not ask for any money or require applicants to undergo a medical examination.
- iii. Only shortlisted candidates will be notified and only the successful candidates will be required to provide clearance forms from KRA, CID (Police Clearance), EACC, HELB and CRB. Driver/Rider will submit KRA, EACC, CID 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



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

JOB ADVERTISEMENT:

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

1. PROGRAMME OFFICER I (NGEC 6): TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 105, 981.00 -157,495.00

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/8/7/2023

DUTIES AND RESPONSIBILITIES

Duties and responsibilities to this post include;

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

REQUIREMENTS FOR THE APPOINTMENT

For appointment to this position, the candidate must have:

- a) Served in the grade of Programmes Officer II for a minimum period of three(3) years;
- b) 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;
- c) Computer skills;
- d) Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
- e) Shown merit and ability as reflected in work performance and results

2. FINANCE OFFICER I (NGEC 6): ONE(1) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 105, 981.00 -157,495.00

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/9/7/2023

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

- a) Participating in the preparation of the Commission's Medium Term Expenditure Framework (MTEF);

- b) Participating in the preparation of annual budgets in collaboration with all departments/units;
- c) Participating in the allocation and utilization of financial resources
- d) Participating in forecasting and monitoring expenditure;
- e) Prioritizing projects and activities for the purpose of financial allocations in the budget;
- f) Preparing periodic financial reports; and
- g) Assisting in the preparation of annual budgets and work plans.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- a) Served in the grade of Finance Officer II for a minimum period of three(3) years;
- b) A Bachelor's degree in Finance, Commerce (Finance Option), Business Administration (Finance Option) or any other relevant and comparable qualification from a recognized institution;
- c) Attended a supervisory skills course in a recognized institution;
- d) Knowledge in computerized financial management systems;
- e) Met the requirements of chapter six (6) of the constitution of Kenya, 2010;
- f) Been a Member of a relevant professional body where applicable; and
- g) Shown merit and ability as reflected in work performance and results.

3. ASSISTANT OFFICE ADMINISTRATOR II (NGEC 7): ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 59, 037.00 -94,904.00

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/10/7/2023

REQUIREMENTS FOR THE APPOINTMENT

For appointment to this grade, an officer must have:

- a) Served in the grade of Assistant Office Administrator III or in a relevant and comparable position for a minimum period of three (3) years;
 - b) A Diploma in Secretarial Studies from Kenya National Examination Council (KNEC),
- OR**
- c) Business Education Single and Group Certificates from KNEC in the following subjects: Typewriting III (50 wpm)/Computerized document processing III; Shorthand III (100

wpm); Business English III/Communication II; Office Practice II; Commerce II; Secretarial Studies II; Office Management III/Office Administration and Management III;

- d) Computer Skills;
- e) Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
- f) Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

- a) Typing from manuscripts; processing data;
- b) Operating office equipment;
- c) Ensuring security of office equipment, documents and records;
- d) Taking oral dictation, word and data processing;
- e) Managing e-office;
- f) Maintaining an up to date filing system;
- g) Attending to visitors/clients; and
- h) Handling telephone calls and appointments.

4. DRIVER II (NGEC 8): ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 57,984- Ksh. 83,849

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/11/7/2023

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

- a) Driving of vehicles as authorized;
- b) Maintaining vehicles assigned to them;
- c) Detecting common mechanical faults on the vehicles;
- d) Carrying out routine checks on vehicle's cooling, oil, electrical, brake systems and tyre pressure
- e) Reporting all accidents, incidents and any malfunctions of the vehicle systems promptly;

- f) Maintaining daily work tickets for vehicles;
- g) Ensuring safety of vehicles on and off the road;
- h) Ensuring safety of passengers, and
- i) Maintaining the vehicles' cleanliness.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- a) Served in the grade of Driver III for a minimum period of three(3) years;
- b) A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus);
- c) A Valid driving license free from any endorsements for classes of vehicles an officer is required to drive;
- d) Passed Occupational Trade Test II for Drivers;
- e) Passed suitability test for Drivers Grade II conducted by Kenya Institute of Highways Building and Technology (KIHBT)
- f) A Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- g) Attended a First-Aid Certificate Course lasting not less than one (1) week in a recognized institution;
- h) Attended a refresher course for drivers lasting not less than one (1) week in a recognized institution;
- i) Computer skills,
- j) Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
- k) Shown merit and ability in work performance and results.

5. HUMAN RESOURCE MANAGEMENT OFFICER I (NGEC 6): ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 105,981- Ksh. 157,495

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/12/7/2023

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

- a) Verifying information relating to recruitment, appointment, transfers, records and complement control;
- b) Coordinating and evaluating training programmes;
- c) Preparing training projections; and
- d) Assisting in the implementation of human resource management decisions.
- e) Compiling staff performance appraisals;
- f) Ensuring timely remittance of statutory deductions; and
- g) Handling staff leave, medical and other welfare issues.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- a) Served in the grade of Human Resource Management Officer II for a minimum period of three (3) years;
- b) A Bachelor's degree in any of the following disciplines: Human Resource Management, Business Administration/Management, Public Administration, Social Sciences, or any other relevant and comparable qualification from a recognized institution;
- c) Attended a supervisory course in a recognized institution;
- d) Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
- e) Computer Skills;
- f) Been a Member of a relevant professional body; and
- g) Shown merit and ability as reflected in work performance and results.

6. PRINCIPAL ADMINISTRATION OFFICER (NGEC 4): ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 144,123- Ksh. 212,622

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/13/7/2023

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- a) Controlling fuel consumption;
- b) Coordinating the provision of general office administrative services;
- c) Overseeing contracted services;
- d) Overseeing provision of logistical activities for office operation;
- e) Coordinating office access control and security surveillance system;
- f) Coordinating preparation of administrative reports;
- g) Overseeing adherence to occupational and health standards;

- h) Overseeing timely maintenance and repairs of office equipment and assets;
- i) Maintaining and updating the commission's assets register;
- j) Overseeing office records management; and
- k) Overseeing general cleaning services.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an Officer must have:

- a) Served in the grade of Senior Administrative Officer for a minimum period of three (3) years or served in a relevant and comparable position in the public service or private sector for a period of six (6) years.
- b) A Bachelor's degree in any of the following disciplines: Business Administration/Management, Public Administration, Logistics and Fleet Management or any other relevant qualification from a recognized institution;
- c) A Master's degree in any of the following disciplines: Business Administration/Management, Public Administration, Logistics and Fleet Management or any other relevant qualification from a recognized institution;
- d) Attended a Senior Management Course in a recognized institution
- e) Computer skills;
- f) Met the requirements of Chapter six of the Constitution of Kenya, 2010;
- g) Been a Member of a relevant professional body; and
- h) Shown merit and ability as reflected in work performance and results

7. PRINCIPAL ACCOUNTANT (NGEC 4): ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 144,123- Ksh. 212,622

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/14/7/2023

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

- a) Planning, directing, and coordinating accounting services;
- b) Ensuring that all the commission's accounting operations are effectively and efficiently performed;

- c) Ensuring proper interpretation and implementation of accounting procedures, letters and instructions;
- d) Providing advisory services on accounting matters to the Commission Secretary;
- e) Maintaining accurate accounting records and preparation of management and statutory accounting reports;
- f) Maintaining an inventory of all bank accounts in the accounting section and their approved signatories;
- g) Applying sound principles, systems and techniques in accounting for NGEN finances, assets, revenue, expenditure and costs; accounting for special funds set up under various statutes;
- h) Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;
- i) Overseeing commitment of funds and expenditure trends;
- j) Approving payments in both IFMIS and Central Internet Banking System;
- k) Ensuring safe custody of accountable documents and records;
- l) Performing ledger reconciliation and reviewing IFMIS generated reports;
- m) Ensuring timely payment of supplies, service providers and statutory payroll staff deduction;
- n) Facilitating budget revision and the allocation of funds; and
- o) Ensuring monthly bank reconciliation statements and reconciliation of cash management module in IFMIS.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- a) Served in the grade of Senior Accountant for a minimum period of three (3) years or served in a relevant and comparable position in the Public Service or Private Sector for a minimum period of six (6) years three (3) of which should have been at management level;
- b) A Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration (Accounting option) or any other relevant and comparable qualification from a recognized institution;
- c) A Master's Degree in Commerce (Accounting or Finance Option), Business Administration (Accounting option) or any other relevant and comparable qualification from a recognized institution;
- d) Certified Public Accountants (CPA) K;
- e) Attended a Senior Management Course in a recognized institution;
- f) Knowledge in computerized accounting;
- g) Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;

- h) Been a Member of a relevant professional body; and
- i) Shown merit and ability as reflected in work performance and results.

8. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER (NGEC 5): ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 109,877- Ksh. 167,400

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/15/7/2023

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- a) Analyzing the utilization of the human resources at the Commission and advising on proper deployment and training;
- b) Analyzing staff performance and career progression and making appropriate recommendations;
- c) Facilitating recruitment, selection, placement, training and development of staff;
- d) Payroll administration;
- e) Carrying out training needs assessment;
- f) Facilitating implementation performance appraisal system;
- g) Facilitating human resource planning, discipline, employee relations and staff welfare;
- h) Facilitating sensitization on cross-cutting issues; and
- i) Ensuring correct interpretation and implementation of human resource management/development policies, rules and regulations.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- a) Served in the grade of Human Resource Officer I or in a relevant and comparable position for a minimum period of three (3) years;
- b) A Bachelor's degree in any of the following disciplines: Human Resource Management, Business Administration/Management, Public Administration, Social Sciences, or any other relevant and comparable qualification from a recognized institution;

- c) A Diploma/Higher Diploma in Human Resource Management or Certified Human Resource Professional (CHRP);
- d) Attended a Senior Management Course in a recognized institution;
- e) Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
- f) Computer Skills;
- g) Been a Member of a relevant professional body;and
- h) Shown merit and ability as reflected in work performance and results

**9. ASSISTANT DIRECTOR, RESEARCH, MONITORING AND EVALUATION,
NGEC SCALE 3**

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

BASIC SALARY: Ksh. 191,037-- Ksh. 277,512

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF:NGEC/HR/16/7/2023

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Director, Programmes and Research for the day to day management and administration of the Programmes, Research, Monitoring and Evaluation Division.

Duties and responsibilities will entail:

- a. Providing leadership in the development of policy guidelines on Research, Monitoring, Evaluation for the Commission;
- b. Providing leadership in the design and development of research projects, monitoring and evaluation system for the Commission, appropriate data collection tools and frames;
- c. Providing leadership in the design and installation of a data base on equality and inclusion;
- d. Coordinating the development of Monitoring and Evaluation Plans (MEP) for donor funded projects;
- e. Providing leadership in documentation and knowledge management in the Commission;
- f. Coordinating research activities on matters relating to equality and freedom from discrimination;

- g. Collaborating with other research institutions to gather evidence on equality and inclusion of the special interest groups of NGECC;
- h. Coordinating the preparation of monthly, quarterly and annual monitoring and evaluation reports drawn from other programme departments to inform national, counties and private sector progress in Kenya;
- i. Translating reports into policy briefs and provide leadership in the development of evidence-based advisories;
- j. Ensuring establishment of a database of international and regional treaties, conventions and commitments that Kenya has ratified in relation to special interest groups;
- k. Providing leadership in writing of research concepts and proposals; and
- l. Identifying and establishing networks and stakeholder linkages for joint research, monitoring and evaluation activities.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- a. Served in the grade of Principal Research Officer or Principal Monitoring and Evaluation Officer for a minimum period of three (3) years, or served in a comparable position in the public or private sector for a minimum period of nine (9) years, six (6) of which should have been at management level;
- b. A Bachelor's Degree in Gender and Development, Economics, Law, Development Studies, Anthropology, Community Development, Project Management/Planning, Monitoring and Evaluation, Applied Statistics/Research, Sociology, Social Sciences or any other relevant qualification from a recognized institution;
- c. A Master's Degree in Gender and Development, Economics, Law, Development Studies, Anthropology, Community Development, Project Management/Planning, Monitoring and Evaluation, Applied Statistics/Research, Sociology, Social Sciences or any other relevant qualification from a recognized institution;
- d. Computer Skills;
- e. A Thorough understanding of the Constitution of Kenya, 2010, national policies, goals and objectives, and ability to relate to the mandate of the National Gender and Equality Commission;
- f. Attended a Strategic Leadership Development Course in a recognized institution;
- g. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;

- h. Been a Member of a relevant professional body; and
- i. Shown merit and ability as reflected in work performance and results.