



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.	Assistant Director, Finance, Planning and Accounts	NGEC/HR/5/4/2023	NGEC 3	1	HQ	Permanent and Pensionable
2.	Programme Officer II (Interns)	NGEC/HR/6/4/2023	NGEC 7	2	HQ	Contract
3.	Driver/Rider	NGEC/HR/7/4/2023	NGEC 9	1	HQ	Contract

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 18th April 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. ASSISTANT DIRECTOR, FINANCE PLANNING AND ACCOUNTS, NGEC 3

REF: NGEC/HR/5/4/2023 (ONE POST)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Basic Salary attached to this post is Ksh 191,037- 277,512

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

The officer will be responsible to the Director, Corporate Services for all finance, accounting and planning services of the Commission.

DUTIES AND RESPONSIBILITIES

- i. Providing advisory services to the Commission Secretary and other stakeholders on accounting matters;
- ii. Forecasting and monitoring expenditure and allocating and utilizing financial resources;
- iii. Ensuring proper interpretation and implementation of accounting procedures, letters and instructions;
- iv. Facilitating annual statutory audit;
- v. Controlling, monitoring and implementing the NGEC'S financial resources;
- vi. Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;

- vii. Spearheading the planning functions; and
- viii. Maintaining an inventory of all bank accounts in the Accounting Section and their approved signatories.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- i. Served in the grade of Principal Finance Officer, Principal Planning Officer or Principal Accountant for a minimum period of three (3) years, or served in a comparable position in the Public Service or Private Sector for a minimum period of nine (9) years six (6) of which must have been at a Management level;
- ii. A Bachelor's degree in any of the following disciplines: - Economics, Commerce, Finance, Business/Public Administration or any other relevant and comparable qualification from a recognized institution;
- iii. A Master's degree in Economics, Commerce, Finance, Business/Public Administration or any other relevant and comparable qualification from a recognized institution;
- iv. Attended a Strategic Leadership Development Course (SLDP) from a recognized institution;
- v. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010
- vi. Been a Member of a relevant professional body;
- vii. computer skills; and
- viii. Showed merit and ability as reflected in past work performance and results.

2. PROGRAMME OFFICER II (INTERNS), NGEC 7

REF: NGEC/HR/6/4/2023 (TWO POSTS)

TERMS OF SERVICE: CONTRACT

Basic Salary attached to this post is Ksh. 25,000

DUTIES AND RESPONSIBILITIES

The officer will be responsible to the Senior Programme Officer.

Duties and responsibilities to this post include;

- i. Assist in the development of country reports and monitor implementation of concluding observations of legal instruments relating to special interest groups
- ii. Participate in research, analysis and report writing including on emerging issues and make recommendations to special interest groups' concerns

- iii. participate in monitoring, auditing and mainstreaming of special interest groups by the State and non-State actors
- iv. Assist in the development of concepts and proposals for resource mobilization to fund the Commission's programs.
- v. Assist in the preparation of monthly, quarterly, annual and other reports.
- vi. 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;

REQUIREMENTS FOR APPOINTMENT

- i. 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.
- ii. Excellent report writing, communication, presentation and data collection skills.
- iii. Must be computer literate

3. DRIVER /RIDER III, NGEC SCALE 9- REF: NGEC/HR/7/4/2023 (ONE POST)

TERMS OF SERVICE: CONTRACT

Basic Salary attached to this post is Ksh. 32,432- Ksh. 45,629

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must have:

1. A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus);
2. A valid driving license free from any endorsements for classes of vehicles an officer is required to drive (A, B, C & E)
3. At least three (3) years of active driving experience;
4. Passed Occupational Trade Test II for Drivers;
5. Passed suitability test for Drivers Grade II conducted by Kenya Institute of Highways Building and Technology (KIHBT)
6. A Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;

7. Attended a First-Aid Certificate Course lasting not less than one (1) week in a recognized institution;
8. Attended a refresher course for drivers lasting not less than one (1) week in a recognized institution;
9. Computer skills, and
10. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

THE DUTIES AND RESPONSIBILITIES

The Officer will report to the Head of Administration. Duties and responsibilities to this post include: -

1. Driving of vehicles/motorcycles as authorized;
2. Maintaining vehicles/motorcycles assigned to them;
3. Detecting common mechanical faults on the vehicles/motorcycles;
4. Carrying out routine checks on vehicles/motorcycles cooling, oil, electrical, brake systems and tyre pressure and monitoring dates for due service.
5. Reporting all accidents, incidents and any malfunctions of the vehicle/motorcycle systems promptly
6. Maintaining daily work tickets for vehicles/motorcycles;
7. Ensuring the safety of vehicles/motorcycles on and off the road;
8. Ensuring the safety of passengers, and goods or parcels
9. Maintaining the vehicles/motorcycles' cleanliness, including appropriate fumigation and sanitization
10. Deliver as well as collect packages, documents, letters, goods and other assignments.