



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

CAREER OPPORTUNITY

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

COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER

REF: NGEC/HR/1/1/2024 – (1 POST)

TERMS OF SERVICE: CONTRACT

SALARY : As Gazetted by Salaries and Remuneration Commission (SRC)

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REQUIREMENTS FOR APPOINTMENT

To be considered for this post, a candidate must:

1. Be a Kenyan citizen;
2. Hold a degree from a university recognized in Kenya;
3. Have had at least ten years proven experience at management level.
4. Have had extensive experience in public administration; and
5. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

OTHER ATTRIBUTES

In addition to the above qualifications, the suitable candidate should possess the following skills and attributes: -

1. Strong leadership and strategic management skills;
2. Demonstrable Financial management skills, planning and budgeting skills;
3. Excellent communication skills both written and oral;
4. Good organizational, interpersonal and analytical skills; and
5. Ability to work in stressful and demanding environment.

DUTIES AND RESPONSIBILITIES

The Commission Secretary shall be the Chief Executive Officer, the Secretary to the Commission, and head of the secretariat and shall be responsible to the Commission for the day to day operations and administrative functions of the Commission's Secretariat.

Specific duties and responsibilities will entail:

1. Ensuring the implementation of the decisions of the Commission as per the National Gender and Equality Commission Act, 2011 and any other regulations formulated by the Commission;
2. Facilitating the strategic planning process of the commission;
3. Overseeing preparation of the Commission's annual budget estimates and annual work plans;
4. Mobilizing and managing the resources of the Commission;
5. Overseeing the development and implementation of policies and programmes;
6. preparation of reports of the Commission as specified in Article 254, of the Constitution of Kenya, 2010;
7. Providing leadership to the Secretariat in order to meet operational and strategic objectives of the Commission;
8. Championing culture that embraces diversity, integrity, team work, transparency and professionalism among staff;
9. Being custodian of the Commission's assets; and
10. Ensuring career development of staff at all levels.

HOW TO APPLY

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

1. A detailed Curriculum Vitae;
2. A copy of the National Identity Card;
3. Certified copies of Academic and Professional Certificates;
4. A copy of latest letter of appointment indicating current post and salary; and
5. Three (3) names of referees, their mobile telephone and e-mail contacts.

Please Note that:

1. The National Gender and Equality Commission is an equal-opportunity employer. **Persons with Disability, People from Minority and Marginalized communities** are encouraged to apply.
2. The Commission does not ask for any money nor ask applicants to undergo any medical examination.
3. Only shortlisted candidates will be notified.

4. Only the successful candidate will be required to provide clearance certificates from KRA, DCI (Police Clearance), EACC, HELB and CRB.
5. It is a criminal offence for any applicant to provide false information and documents in the job application.
6. Canvassing will lead to automatic disqualification.

All applications **MUST BE SUBMITTED IN HARD COPY ONLY**, addressed to:

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

Posted or Hand delivered applications should reach the Commission Chairperson on or before **7th May, 2024** before 5.00pm.