



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

COMMISSION SECRETARY

Salary : As Gazetted by SRC

Terms of Service: 5 year Contract. Eligible for re-appointment for a further term of 5 years

Other benefits: Medical cover, Group life Insurance and WIBA

DUTIES AND RESPONSIBILITIES:

The Commission Secretary shall be the Chief Executive Officer of the Commission and head of the Commission's Secretariat and shall be responsible to the Commission for the following duties and responsibilities:

- a) Implementation of all Commission decisions, policies and programmes;
- b) Providing leadership to the Secretariat to ensure the Commission attains high levels of professionalism and ethical standards in implementing its mandate;
- c) Ensuring safe custody of all the Commission's inventories, assets and documents;
- d) Preparing estimates of revenue and expenditure of the Commission before the commencement of every financial year;
- e) Ensuring annual estimates are approved by the Commission before commencement of the financial year and before they are submitted to National Treasury;

- f) Ensuring all proper books and records of accounts of income expenditure, assets and liabilities of the Commission are presented to the Commission every quarter;
- g) Preparing final accounts for submission to the Auditor General within three months after the end of each financial year;
- h) Undertaking Resource mobilization for the Commission's programmes and activities;
- i) Preparing report(s) of the Commission under Article 254 of the Constitution of Kenya 2010 and Section 8 (I) of the National Gender and Equality Commission Act, 2011; and
- j) Performing all other duties as may be assigned by Commission from time to time.

REQUIREMENTS FOR APPOINTMENT

To be considered for this post, a candidate must:

- a) Be a Kenyan citizen;
- b) Hold a degree from a university recognized in Kenya;
- c) Have had at least ten years proven experience at management level.
- d) Has had extensive experience in public administration; and
- e) Meets 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: -

- f) Strong leadership and strategic management skills;
- g) Demonstrable Financial management, planning and budgeting skills;
- h) Excellent communication skills both written and oral;
- i) Good organizational, interpersonal and analytical skills; and
- j) Ability to work in stressful and demanding environments.

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 Chairperson
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: ngecjobs2018@ngeckkenya.org

OR

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