



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 VACANCY

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

1. **SENIOR HUMAN RESOURCE MANAGEMENT OFFICER - REF: NGEC/HR/2/1/2023 – (1 POST)**

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Basic Salary attached to this post is Ksh 109,877- 167,400

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REQUIREMENTS FOR APPOINTMENT

1. Served in the grade of Human Resource Officer I or a relevant and comparable position for a minimum period of three (3) years;
2. 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;
3. A Diploma/Higher Diploma in Human Resource Management or Certified Human Resource Professional (CHRP);
4. Attended a Senior Management Course in a recognized institution;
5. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
6. Computer Skills;
7. Been a Member of a relevant professional body; and
8. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

1. Analyzing the utilization of the human resources at the Commission and advising on proper deployment and training;
2. Analyzing staff performance and career progression and making appropriate recommendations;
3. Facilitating recruitment, selection, placement, training and development of staff;
4. Payroll administration;
5. Carrying out training needs assessment;
6. Facilitating implementation of performance appraisal system;
7. Facilitating human resource planning, discipline, employee relations and staff welfare;
8. Facilitating sensitization on cross-cutting issues; and
9. Ensuring correct interpretation and implementation of human resource management/development policies, rules and regulations.

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

Please Note that:

- i) The National Gender and Equality Commission is an equal-opportunity employer.
- ii) The Commission does not ask for any money nor ask applicants to undergo any medical examination
- iii) Only shortlisted candidates will be notified and only the successful candidate will be required to provide clearance forms from KRA, DCI (Police Clearance), 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

All applications **MUST BE SUBMITTED IN SOFT COPY ONLY**, addressed to the Commission Secretary/CEO, National Gender and Equality Commission through the email address shrmo@ngeckeny.org so as to reach the Commission on or before **14th February, 2023**.