



The National Gender and Equality Commission (NGEC) is a Constitutional Commission established by the National Gender and Equality Commission Act. No. 15 of 2011 pursuant to 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 focus on special interest groups, which include women, children, youth, persons with disabilities (PWDs), older members of society, minorities and marginalized groups.

VACANCIES

The Commission is seeking to recruit highly motivated, visionary, dynamic and results oriented candidates to fill the following positions:-

Sno.	Position	Job Ref	Grade	No. of Posts	Duty Station	Terms of Service
1	Senior Programme Officer	NGEC/HR/1/4/2022	NGEC 5	1	Isiolo	Permanent
2	Programme Officer I	NGEC/HR/2/4/2022	NGEC 6	1	Isiolo	Permanent

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, their mobile telephone and e-mail contacts.

Interested candidates who meet the minimum requirements can find comprehensive job descriptions below and submitted their applications **EITHER** in soft copy through the following email addresses;

1. For Senior Programmes Officer apply through - spo22@ngeckkenya.org
2. For Programme Officer I apply through - po22@ngeckkenya.org

OR

Hard copies of your application through the following postal address;

Commission Secretary/CEO
National Gender and Equality Commission
Solution Tech Place, 1st Floor, 5 Longonot Rd Upper Hill
P.O Box 27512 – 00506
NAIROBI

so as to reach the Commission on or before 20thApril 2022 at 5.00 pm.

Please note that:

- i) The National Gender and Equality Commission is an equal opportunity employer.
- ii) The Commission does not ask for any money or ask applicants to undergo any medical examination.
- iii) After interviews, **successful** candidates will be notified and will be required to provide clearance forms from KRA, DCI (Certificate of Good Conduct), 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.



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

INTERNAL ADVERTISEMENT:

SENIOR PROGRAMME OFFICER GRADE NGEC 5 JOB DESCRIPTION

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

- 1. SENIOR PROGRAMME OFFICER, NGEC 5 – REF NGEC/HR/1/4/2022
(ONE POST)**

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

THE DUTIES AND RESPONSIBILITIES

The Officer will report to the Principal Program Officer.

Duties and responsibilities to this post include:-

1. Developing, implementing, monitoring and evaluating strategies on issues of mainstreaming gender, women, children, youth, persons with disability, elderly, minorities and marginalized groups in national development;
2. Developing and implementing public education programmes;
3. Undertaking compliance auditing;
4. Development of funding proposals and technical briefings; and
5. Development of concepts, work plans and budget and preparing reports on programme activities.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must have:

1. 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;
2. Attended Senior Management Course in a recognized institution;
3. Served in the grade of Programmes Officer I or in a relevant and comparable position for a minimum period of three(3) years;
4. Computer skills;
5. Shown merit and ability as reflected in work performance and results.

2. PROGRAMME OFFICER I, NGEC 6 – REF NGEC/HR/2/4/2022 (ONE POST)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

DUTIES AND RESPONSIBILITIES

The officer will be responsible to the Senior Programme Officer.

Duties and responsibilities to this post include;

1. Assist in the review of policies, legislations and guidelines for integration of the principles of equality and inclusion.
2. Participate in the development of country reports and monitor implementation of concluding observations of legal instruments relating to special interest groups.

3. Participate in research, analysis and report writing including on emerging issues and make recommendations in relation to special interest groups concerns.
4. Participate in monitoring, auditing and mainstreaming of special interest groups by the State and non-state actors.
5. Assist in the development of concepts and proposals for resource mobilization to fund the Commission's programs.
6. Assist in the preparation of monthly, quarterly, annual and other reports.
7. 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;
8. Participate in research activities.
9. Prepare activity reports.

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must have:

1. A Bachelor's Degree in any of the following fields: Social Sciences, Gender and Development Studies, Law (Human Rights), Community Development, Education (Special Needs) or any other relevant field from a University recognized in Kenya;
2. A minimum of 3 years working experience in programming in any of the fields; gender, human rights, development and governance working with persons with disability, youth, children, the elderly and marginalized communities ;
3. Demonstrate a thorough and comprehensive understanding of gender issues and knowledge of project design, development and implementation;
4. Excellent report writing, communication, presentation and data collection skills;
5. Must be computer literate.

Betty Sungura-Nyabuto, **MBS**

COMMISSION SECRETARY/CEO
