



THE NATIONAL GENDER AND EQUALITY COMMISSION

OUR VISION

A society that upholds gender equality, dignity, respect and fairness for all

OUR MISSION

To effectively and efficiently promote gender equality and freedom from discrimination for all persons in Kenya

JOB VACANCIES

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

Please Note that

The Commission is an equal opportunity employer. **Persons with Disability, Youth, People from minority and marginalized groups and communities who meet the requirements of the advertised jobs are especially encouraged to apply.** Only shortlisted candidates will be notified.

DIRECTOR, CORPORATE SERVICES -NGEC 3

GROSS SALARY SCALE: Kshs. 300,000.00 -450,000.00 p.m

TERMS OF SERVICE: 5 year contract , Renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/5/2015- (1 post)

Requirements for Appointment

For appointment to this grade, an applicant must:-

- i) Have at least ten (10) years working experience in administration and/or management , three (3) of which should have been at Senior management level as head of administration services in a public body / Government Department.
- ii) Possess a Bachelor's degree in any of the following disciplines:- Arts, Public Administration / management or in any other Social Science from a university recognized in Kenya.
- iii) A Master's degree in Public Administration/ Management, or comparable qualifications from a university recognized in Kenya.
- iv) Professional training and experiences in Corporate Governance and Administration
- v) Possess a Certificate in computer applications from a recognized institutions
- vi) Demonstrated a thorough understanding of National goals, policies and development objectives as in Kenya Vision 2030.
- vii) Proven leadership qualities, problem solving and negotiation skills, excellent team building and organizational skills and evidence of being a strong team player;
- viii) Demonstrated professional competence and administrative ability as shown in work performance and results.
- ix) Meets all the requirements of Chapter six (6) of the Constitution of Kenya;
- x) Past experience in preparing Annual corporate reports, contracts will be an added advantage.

Duties and responsibilities

The officer will be responsible to the Commission Secretary/CEO. Duties and responsibilities of this post include;

- i. Providing leadership and coordination of the Commission's support services that include: Human Resource management, Information Technology and Communications, Procurement, administration and planning, finance and audit.
- ii. Coordinating and developing strong working linkages between technical directorates and support services in the commission
- iii. Ensuring there are working strategies to support implementation of the commission's Strategic Plan;
- iv. Coordinating preparation of the Commission's Annual work plans, annual Report;
- v. Maintenance of the Commissions inventory of assets including motor vehicles
- vi. Managing the Commission's fleet of vehicles
- vii. Being in charge of office accommodation and cleanliness of offices and premises and telephone services.
- viii. Being chairperson of the tender Committee and to supervise supply chain management including building a strong corporate image of the commission as a consumer of good, services and works supplied by special interest groups.
- ix. Providing overall supervision to ICT units to develop a strong brand of the commission, increase brand equity and reposition commission as the reference point for matters of gender equality and discrimination.
- x. instilling corporate governance ethos and principles in all departments of the Commission;

- xi. providing leadership in development of communication strategies for the commission,; coordinating the organization of stakeholders and public events, and exhibitions; advising the commission on communication matters and acting as a link between the media, key stakeholders and the commission
- xii. Responsible for the development of the Commission's Service Charter and Corporate Governance protocols
- xiii. Responsible for performance contracting of the staff,
- xiv. Being In charge of public relations and customer relations at the commission
- xv. coordinating implementation of performance management programs among staff, customer satisfaction surveys, and other statutory requirements for the Commission;
- xvi. developing and implementing a commission risk management policy
- xvii. Being Chairperson of all management level Committees

HUMAN RESOURCES MANAGER-NGEC 4

GROSS SALARY SCALE: Kshs. 230,000.00 – 350,000.00 p.m.

TERMS OF SERVICE: 5 year contract , Renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/HR/6/2015 –(1 post)

Requirements for Appointment

For appointment to this grade, an applicant must:-

- i. Possess a Bachelor's Degree in Human Resource Management or Business Management (HR option).

OR

A Bachelor's degree in any Social Science and a Higher Diploma in Human Resource Management.

ii). A Master's Degree in Human Resource Management or Master's in Business Administration

(HRM option)

iii). Be a registered member of a recognized HR Professional Association.

iv). Have served for a minimum period of eight (8) years as head of a Human Resource Management Department in a large Public Sector organization, Government Ministry/ Department

Duties and Responsibilities.

The Human Resource manager will be responsible to the Commission secretary for the following;

- i. Performance management including coordinating implementation of Performance Appraisal process.
- ii. Participating in the formulation and implementing the Commission's human resource policies and procedures.
- iii. Planning the commission's human resource requirement and ensuring proper development and utilization of the existing human resource.
- iv. Initiating disciplinary procedures, managing investigations and follow up to completion.
- v. Maintaining accurate personnel records including a staff skills inventory.
- vi. Managing the staff payroll.
- vii. Coordinating matters of training and staff development.
- viii. Ensuring establishment and maintenance of a management information system for Human Resources management

- ix. Preparing management reports for reporting to the commission on matters affecting staff.
- x. Liaising with other heads of department to ensure all members of staff operate under safe and healthy environment.
- xi. Development and maintaining harmonious and productive labour relation in the Commission.
- xii. Maintain appropriate commission welfare schemes and planning welfare of staff programs.
- xiii. Perform any other duties that may be assigned by the Commission Secretary from time to time.

FINANCE MANAGER - NGEC 4 (1 Post)

GROSS SALARY SCALE: Kshs. 230,000.00 – 350,000.00 p.m.

TERMS OF SERVICE: 5 year contract , Renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/HR/7/2015

Requirements for Appointment

For appointment to this grade, an applicant must :-

- i) Have served as a Finance officer in a large Public service organization for a minimum period of eight (8) years, three (3) years of which should have been as in charge of the Department
- ii) Possess a Bachelor's degree in any of the following disciplines:-
Commerce (Finance Option), Finance, or comparable qualification from a University recognized in Kenya;
- iii) Possess a Master's degree in Commerce , Finance, or comparable qualification from a University recognized in Kenya;

- iv) Be currently registered with the institute of Certified Public Accountants of Kenya (ICPAK)
- v) Possess a Certificate in computer applications from a recognized institution;
- vi) Be conversant with Public Financial Management Laws and regulations;
- vii) Be conversant with computerized systems of budget making and monitoring;
- viii) Have knowledge and experience in use of the Integrated Financial Management Information System (IFMIS) ; and
- ix) Have demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

Duties and Responsibilities

The officer will report to the Director, Corporate Services. Duties and responsibilities at this level will entail:-

- i) coordinating and analysing Medium Term Expenditure (MTEF) budget;
- ii) Taking lead in preparation of the Commissions annual budget
- iii) communicating approved annual estimates to various departments
- iv) ensuring that there is timely adjustments of work plans to commensurate with the resources voted in the budget;
- v) initiating preparation of all budgetary matters including all issues raised by parliamentary oversight committees,
- vi) Preparing monthly and quarterly expenditure forecast as a basis for discussions with Treasury for release of funds,
- vii) Initiating proposals and seeking funds for additional expenditures and reallocation of voted funds;

- viii) Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken; and
- ix) Co-ordinating and designing the Financial aspect for all donors contracts and agreements.
- x) Preparing required Financial reports for all contracts, projects and programs

PRINCIPAL PROGRAMME OFFICER (NGEC 5)

GROSS SALARY SCALE: kshs. 180,000.00-270,000.00 p.m

TERMS OF SERVICE: 5 year contract renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/HR/8 /2015-1post

Requirements for the Appointment

For appointment to this grade, an applicant must have:-

- i) A Bachelor's Degree in Law, Gender studies, Sociology, Business/Public Administration or any other relevant and equivalent qualification from a recognized institution
- ii) A Masters degree in a relevant field will be an added advantage
- iii) A minimum of 5 years work experience on programs related to any one of the following fields: Gender, human rights, public education, social research and development
- iv) A demonstrable understanding of equality and inclusion issues for special interest groups as defined in the Constitution of Kenya
- v) Must have knowledge in use of computer applications
- vi) Must have a thorough understanding of National goals, policies and development objectives as in Kenya Vision 2030.
- vii) Demonstrated professional competence and administrative ability as shown in work performance and results.

Duties and Responsibilities include:

The Officer will be responsible to a Programme Manager. Duties and responsibilities to this post include:

- i) Developing, implementation and evaluations of strategies and interventions promoting equality and inclusion for special interest groups .
- ii) Developing program thematic strategies in line with the overall NGECC strategic plan and programming guidelines
- iii) Preparing and implementing departmental workplans and budgets
- iv) Designing and supporting cross-cutting operational research, advocacy work and public education in the commission's programmes
- v) Enforcing the implementation of the rights-based approaches and the social inclusion analysis in programming work
- vi) Coordinating capacity building initiatives fro program officers and assistants, public and private sector for the purpose of promoting gender equality and freedomm from discrimination
- vii) Developing and maintaining sustained partnership, strategic linkages and alliances with all the stakeholders identified by the commission
- viii) Developing and implementing public and private monitoring and audit strategy and plans for various thematic groups
- ix) Identifying new funding sources and generating concept ontes and proposals in line with thematic strategies
- x) Preparing monthly, quartely and annual program reports

SENIOR ACCOUNTANT -NGEC 5

GROSS SALARY SCALE: Kshs. 180,000.00- 270,000.00 p.m

TERMS OF SERVICE: 5 year contract , Renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGECC/HR/9/2015-1 post

Requirements for appointment

For appointment to this grade, an applicant must:-

- i. Possess a Bachelor's Degree in Accounting, Commerce (Accounting option) or Finance from a university recognized in Kenya

Note: A Master's degree in Finance, Accounts, Commerce (accounting option) or MBA (Finance or Accounts) will be an added advantage

- ii. Be a Certified Public Accountant with CPA (K) and currently registered with ICPAK
- iii. Served as an accountant or Finance officer in a Public Sector organization for a minimum period of five (5) years;
- iv. Have knowledge of public Sector Management and Accounting and Public Procurement Procedures and Regulations;
- v. Be conversant with Public Financial Management Regulations and Integrated Financial Management Information System (IFMIS); and
- vi. Be computer literate

Duties and Responsibilities

The Senior Accountant will be responsible to the Finance Manager. Duties and responsibilities to this post include:

- i) Budget preparation, control, surveillance and review in line with the standard operating procedures and regulations;
- ii) Preparation of timely annual and quarterly management accounts and variance analysis setting forth progress, trends and appropriate recommendations to the management;
- iii) Managing all the donor grants and serving as the focal person for the same;
- iv) Preparation of annual accounts and preparation of reports to partners (GOK and Donors) in accordance to the agreed contractual obligation;
- v) Assisting in the development of fundraising concept notes and be responsible for the implementation of these plans
- vi) Coordination of the submission of all regional office financial reports and postings of all transactions in the accounting software and
- vii) Liaising and coordination of Audits

PRINCIPAL LEGAL OFFICER (NGEC 5)

GROSS SALARY SCALE: Kshs. 180,000.00-270,000.00 p.m

TERMS OF SERVICE: 5 year contract renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/HR/10/2015-1post

Requirements for the Appointment

Academic, Professional qualifications and Experience

For appointment to this grade, an applicant must have:

- i) A Bachelor's Degree in Law from a recognized institution
- ii) Post Graduate Diploma in Law from the Kenya School of Law
- iii) Be an advocate of the High Court of Kenya
- iv) A master's degree in Law, Human Rights, Social Sciences or any other relevant and equivalent qualification from a recognized institution
- v) A minimum of 5 years post admission experience in legal practice with focus on human rights, equality and inclusion issues
- vi) Professional training in project design, implementation and monitoring
- vii) Possess a Certificate in computer applications from a recognized institution
- viii) Demonstrated professional competence and administrative ability as shown in work performance and results.

Duties and Responsibilities include:

The Officer will be responsible to the Director, legal and compliance for:

- i)** Formulating, reviewing and follow up of Commission's legal policies, contracts, Memorandum of Understanding and all other legal documents of the commission
- ii)** Conducting research in legal issues falling within the Commission's mandate

- iii) Identification and undertaking public interest litigation and attending court in such matters
- iv) Preparation and review of advisory notes and legal opinions for the commission
- v) Receiving, processing and management of complaints from public and private entities. These include keeping proper files, records, inventory and analysis of complaints and remedial measures including referrals undertaken.
- vi) Undertake investigation missions and other field visits and prepare reports on the outcomes thereof
- vii) Facilitate mechanisms for formal hearing and inquiries by the commission
- viii) Ensuring compliance with all legal requirements by the Commission
- ix) Design and execution of legal aid clinics on thematic issues affecting special interest groups

HOW TO APPLY

- i) Qualified candidate should submit their application together with detailed Curriculum Vitae; a copy of National Identity Card and certified copies of Academic Certificates, Testimonials and other relevant supporting documents
- ii) All applicants should state their present salary and
- iii) attach a copy of the letter of substantive appointment to their current position
- iv) names of three (3) referees and their mobile and e-mail contacts.

Applications should be addressed to:

The Commission Secretary/CEO
 National Gender and Equality Commission
 Solution Tech Building, Longonot Road, Upper Hill
 P O Box 27512-00506
 NAIROBI

Email: hr@ngeckkenya.org

Website: www.ngeckkenya.org

Twitter: @NGECKENYA

Facebook: facebook.com/NGECKKenya

To reach the Commission on or before 18th December 2015, (latest by 5.00pm).

