



VISION

An inclusive society free from gender inequality and all forms of discrimination

MISSION

To promote and protect 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 Commission is seeking to recruit highly motivated, visionary, dynamic and results oriented candidates to fill the following position: -

S/N	Position	Job Ref	Grade	No. of Posts	Duty Station	Terms of Service
1.	Senior Legal Officer	NGEC/HR/1/9/2026	NGEC 5	1	HQ and Regional Offices	Permanent and Pensionable
2.	Senior Supply Chain Management Officer	NGEC/HR/2/9/2026	NGEC 5	1	HQ and Regional Offices	Permanent and Pensionable
3.	Programmes Officer I	NGEC/HR/3/9/2026	NGEC 6	2	HQ and Regional Offices	Permanent and Pensionable
4.	Drivers III	NGEC/HR/4/9/2026	NGEC 9	2	HQ and Regional Offices	Permanent and Pensionable

1. SENIOR LEGAL OFFICER, NGEC SCALE 5 -REF: NGEC/HR/1/9/2026 – (1 POST)

Remuneration (Basic Salary):	Ksh. 183,000 - 269,300
House Allowance	Ksh. As per the posting Station.
Commuter Allowance	Ksh. 14,000
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

1. Served in the grade of Legal Officer I or in a relevant and comparable position for a minimum period of three (3) years;
2. A Bachelor's of Laws (LLB) from a recognized institution;
3. Been admitted as an Advocate of High Court of Kenya;
4. Have demonstrable litigation experience of at least Six (6) years in the areas of constitutional, human rights, criminal, family and succession law;
5. Attended a Senior Management course in a recognized institution;
6. Been a member of a relevant Professional Body;
7. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
8. Computer Skills; and
9. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

An officer at this level may be deployed in either of the following functional areas: Legal, Complaints and Investigations or Redress.

Legal services division

At the Legal Services Division, an officer will be responsible for the following duties and responsibilities:

1. Conducting litigation and other court proceedings;
2. Developing legal advisories, briefs and opinions;
3. Formulating and implementing policies and strategies on legal and advisory services for the Commission;
4. Formulating, reviewing and following-up of contracts, agreements,

- memorandums of understanding and other related documents; and
5. Instituting inquiries on various emerging topical issues.

Complaints and Investigations

At the Complaints and Investigations Division, an officer will be responsible for the following duties and responsibilities:

1. Processing complaints on violations of principles of equality and freedom from discrimination;
2. Investigating violations of the principle of equality and freedom from discrimination and making recommendations for the improvement of the functioning of the institutions concerned;
3. Facilitating and handling the referral mechanism of complaints to respective bodies and organizations;
4. Conducting regional visits and investigations of any violations of equality and discrimination; and
5. Developing and maintaining data base, files and records on complaints and investigations.

Redress Division

At the Redress Division, an officer will be responsible for the following duties and responsibilities:

1. Facilitating and conducting negotiation, mediation and reconciliations in appropriate circumstances;
2. Conducting Alternative Dispute Resolution (ADR) in appropriate circumstances;
3. Surveying existing formal and informal in-country Grievance Redress Mechanism System (GRMS) in matters related to special interest groups (SIGs);
4. Working with relevant public and private sector institutions, civil society and Non-Governmental Organizations to design and implement formal/institutionalized GRMS to ensure complaints and grievances are addressed efficiently and effectively;
5. Conducting needs assessment to determine the GRM's scope and scale and identify resource gaps;
6. Development of standard operating procedures and flow charts that codify how grievances will be redressed for all stages of the process in the various SIG's programmes;
7. Engagement and training of communities on how to undertake grievance redress activities;
8. Developing and publicizing SIGs programmes grievance redress policies and guidelines defining the scope of grievance and types of grievances addressed; setting out user-

friendly procedure for lodging grievances; outlining a grievance redress structure; describing performance standards; and spelling out internal review mechanisms;

9. Issuing and publicizing grievance redress policy; and
10. Developing and undertaking training programmes and public education on how to handle grievances including information about interacting with beneficiaries about grievances, internal policies and procedures in relation to grievance redress.

2. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, NGE SCALE 5 -REF: NGE/HR/2/9/2026 – (1 POST)

Remuneration (Basic Salary):	Ksh. 183,000 - 269,300
House Allowance	Ksh. As per the posting Station.
Commuter Allowance	Ksh. 14,000
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

1. Served in the grade of Supply Chain Management Officer I or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
2. A Bachelor's Degree in any of the following disciplines: Procurement or Supply Chain Management, Business Administration, Business Management or any other relevant and comparable qualification from a recognized institution;
3. Professional qualifications in Procurement, either Certified Procurement and Supply Professional of Kenya (CPSP-K), or Chartered Institute of Procurement and Supply- CIPS level 6;
4. Valid membership to the Kenya Institute of Supplies Management (KISM)
5. Valid practitioners License from the Kenya Institute of Supplies Management (KISM);
6. Computer Skills;
7. Attended a Senior Management Course in a recognized institution;
8. Met the requirements of Chapter six of the Constitution of Kenya, 2010;
9. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

An officer at this level will be responsible for the following duties:

1. Implementing laws, regulations and policies on procurement management;

2. Preparing estimates of expenditure on supplies and services;
3. Prepare bid documents, quotations and proposals;
4. Participate in opening and evaluation of tenders
5. Processing procurement of assigned tenders/quotations for goods and services
6. Preparing annual procurement and disposal plans;
7. Managing procurement contracts;
8. Overseeing stores and inventory management
9. Coordinating disposal of obsolete and unserviceable assets;

3. PROGRAMMES OFFICER I, NGEC SCALE 6 - NGEC/HR/3/9/2026– (2 POST)

Remuneration (Basic Salary): Ksh. 148,500 – 222,800

House Allowance Ksh. As per the posting station

Commuter Allowance Ksh. 8,000

Annual Leave: 30 Working days per financial year

Medical Cover: As existing in the Commission

Terms of Service: Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. Served in the grade of Programmes Officer II for a minimum period of three (3) years;
2. 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;
3. Computer skills;
4. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
5. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

An officer at this level will be responsible for the following duties:

1. Assisting in the development, implementation and evaluation of strategies on issues of gender mainstreaming, children, youth, persons with disability, elderly and marginalized;
2. Providing input in the development of funding proposals and technical briefings; and
3. Assisting in the development of work plans and budget.

4. DRIVER III NGEC 9 - REF: NGEC/HR/4/9/2026 – (2 POSTS)

Remuneration (Basic Salary):	Ksh. 73,500 – 117,600
House Allowance	Ksh. As per the posting station
Commuter Allowance	Ksh. 4,000
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus);
2. A Valid driving license free from any endorsements for classes of vehicles an officer is required to drive;
3. At least three (3) years active driving experience;
4. Passed Occupational Trade Test II for Drivers;
5. passed suitability test for Drivers Grade II conducted by Kenya Institute of Highways Building and Technology (KIHBT)
6. a Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
7. Attended a First-Aid Certificate Course lasting not less than one (1) week in a recognized institution;
8. Attended a refresher course for drivers lasting not less than one (1) week in a recognized institution;
9. Computer skills, and
10. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

1. Driving of vehicles as authorized;
2. Maintaining vehicles assigned to them;
3. Detecting common mechanical faults on the vehicles;
4. Carrying out routine checks on vehicle's cooling, oil, electrical, brake systems and tyre pressure
5. Reporting all accidents, incidents and any malfunctions of the vehicle systems promptly;
6. Maintaining daily work tickets for vehicles;
7. Ensuring safety of vehicles on and off the road;
8. Ensuring safety of passengers, and
9. Maintaining the vehicles' cleanliness.

HOW TO APPLY

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

- i. A cover letter;
- ii. A detailed Curriculum Vitae indicating current position, qualifications, work experience; and names of three (3) referees with their mobile telephone and e-mail contacts.
- iii. A copy of the National Identity Card; and
- iv. Copies of Academic and Professional Certificates;

Please Note that:

- i. The National Gender and Equality Commission is an equal-opportunity employer. **Persons with Disability, Youth, Women and People from Minority and Marginalized communities** are encouraged to apply.
- ii. The Commission does not ask for any money nor ask applicants to undergo any medical examination.
- iii. Only shortlisted candidates will be notified.
- iv. Shortlisted candidates shall be required to produce their original academic and professional certificates and other testimonials during the interview;
- v. Only successful candidate will be notified and will be required to provide clearance certificates from KRA, DCI (Police Clearance), EACC, HELB and CRB.
- vi. It is a criminal offence for any applicant to provide false information and documents in the job application.
- vii. Canvassing in any form will lead to automatic disqualification

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

The Commission Secretary/CEO
The National Gender and Equality Commission
Solution Tech Place, 1st Floor, Longonot Road, Upper Hill
P O Box 27512-00506, **NAIROBI**

Posted or Hand-delivered applications should reach the Commission Secretary/CEO on or before **28th October, 2026** before 5.00 pm.

Approved.....
Commission Secretary/CEO