



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 VACANCIES

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

1. DIRECTOR CORPORATE SERVICES-(RE ADVERTISED)

TERMS OF SERVICE: 5 YEARS CONTRACT RENEWABLE SUBJECT TO PERFORMANCE

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/HR/1/2021

REQUIREMENTS FOR APPOINTMENT

1. Served in the grade of Assistant Director either in Human Resource and Administration or Finance and Planning for a minimum period of three (3) years or served in a comparable and relevant position in the public or private sector for a minimum period of twelve (12) years, eight (8) years of which must have been at management level;
2. A Bachelor's degree in any of the following disciplines:- Economics, Commerce, Business/Public Administration or in any other relevant and comparable qualification from a recognized institution;
3. A Master's degree in Business/Public Administration, Economics, Commerce or any other relevant and comparable qualification from a recognized institution is an added advantage;
4. Attended a Strategic Leadership Development course from a recognized institution;
5. Membership with a relevant professional body in good standing;
6. Demonstrable understanding of national policies, goals and objectives and can relate them to the mandate of the Commission;

7. Meet the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
8. Computer skills; and
9. Shown merit and ability as reflected in past work performance and results.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Commission Secretary/CEO for the day-to-day management and administration of the corporate services function of the Commission. Specific duties and responsibilities will include:

1. Developing, implementing and interpreting Financial, Human Resource, Administrative, Supply chain Management and ICT policies, procedures, standards, rules and regulations;
2. Overseeing timely preparation of financial statements and accounts;
3. Coordinating the development, production and circulation of institutional publications;
4. Managing human, physical and financial resources of the Commission;
5. Co-coordinating the preparation, publication and periodic review of the Commission's Strategic Plan;
6. Overseeing development and implementation of policies, standards and guidelines for the provision of administrative services and management; and
7. Ensuring safe custody of the Commission's assets and records.

2.0 AUDIT COMMITTEE :

The Public Finance Management Act, 2012 and the Public Finance Management Regulation, 2015 require that each public entity shall establish an Audit Committee. The National Gender and Equality Commission seeks to recruit suitable candidates for the following positions on a term of three years on part time basis, renewable subject to satisfactory performance

2.1 POSITION: CHAIRPERSON OF THE AUDIT COMMITTEE

REMUNERATION: ALLOWANCES AS STIPULATED BY THE SRC GUIDELINES

REF: –NGEC/HR/2/2021

REQUIREMENTS FOR APPOINTMENT

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

1. Bachelor's Degree in Commerce (Finance/Accounting option), Bachelor of Business Administration (Finance/Accounting option) or related field from a University recognized in Kenya.

2. Be Certified Public Accountants of Kenya (CPA-K), or Certified Internal Auditor (CIA)
3. Be a member of ICPAK or Institute of Internal Auditors (IIA) in good standing.
4. Should have at least 10 years' experience at a senior level in the private or public sector.
5. Excellent working knowledge of an audit committee's functions and risk management frameworks;
6. Be independent, proactive with confidence and integrity
7. Proficiency in use of computer applications
8. Have demonstrated professional competence and administrative ability as shown in work performance and results
9. Not a holder of a political office

DUTIES AND RESPONSIBILITIES

The members constituting the audit committee will report to the Commission and Executive Management on, the significant financial reporting issues and judgements made in connection with the preparation of the Commission's financial statements (having regard to matters communicated to it by the auditor), interim reports, preliminary announcements and related formal statements.

The duties and responsibilities will include-

1. Obtaining assurance from management that all financial and non-financial internal control and risk management functions are operating effectively and reliably.
2. Be responsible for the management, development ,effective performance and provide leadership to the Audit committee
3. Act as the spokesperson for the Audit Committee
4. Providing an independent review of an entity's reporting functions to ensure the integrity of financial reports.
5. Monitoring the effectiveness of the entity's performance management and performance information.
6. Providing strong and effective oversight of the Commission's internal audit function.
7. Providing effective liaison and facilitating communication between management, internal audit and external audit.
8. Providing oversight of the implementation of accepted audit recommendations.
9. Ensuring the Commission effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behaviour

2.2 MEMBER OF THE AUDIT COMMITTEE

REMUNERATION: ALLOWANCES AS STIPULATED BY THE SRC GUIDELINES

REF: –NGEC/HR/3/2021

REQUIREMENTS FOR APPOINTMENT

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

1. Bachelor's Degree in Commerce (Finance/Accounting option), Bachelor of Business Administration (Finance/Accounting option) or related field from a University recognized in Kenya.
2. Be Certified Public Accountants of Kenya (CPA-K), or Certified Internal Auditor (CIA)
3. Be a member of ICPAK or Institute of Internal Auditors (IIA) in good standing.
4. Five years' experience in Accounting/Auditing or Served in a reputable organization.
5. Excellent working knowledge of an audit committee's functions and risk management frameworks;
6. Have a thorough understanding of the relevant legislation, best practices and emerging issues in Accounting, Auditing, Finance, Risk management, Human resource ,Procurement and other related fields
7. Proficiency in use of computer applications
8. Have a good understanding of government operations and financial management systems
9. Have demonstrated professional competence and administrative ability as shown in work performance and results

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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.

Interested candidates who meet the minimum requirements are requested to visit the NGEK website www.ngeckenya.org under the careers section where comprehensive job descriptions have been posted. All applications **MUST BE SUBMITTED IN SOFT COPY ONLY**, through the email address hrjobs2021@ngeckenya.org to reach the Commission on or before **20th July 2021 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 nor asks applicants to undergo any medical examination
- iii) Only shortlisted candidates will be notified and will be required to provide clearance from KRA, POLICE(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