



THE NATIONAL GENDER AND EQUALITY COMMISSION

OUR VISION

A society free from all forms of inequality and discrimination

OUR MISSION

To 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 of: Senior Personal Secretary, Driver, Office Assistant for Malindi and Kitui Regional offices and Personal Aide.

SENIOR PERSONAL SECRETARY – (NGEC 8)

TERMS OF SERVICE : **5-year contract renewable subject to Performance**

OTHER BENEFITS : **Medical Cover, Group Life Insurance and WIBA**

REF : **NGEC/HR/13/2018 – (Post 1)**

Requirements for the Appointment

For appointment to this grade, a candidate must have:

- i) Have served in the grade of Senior Personal Secretary or comparable position in the public sector for minimum period of three (3) years;
- ii) Possess a Diploma in Secretarial Studies from the Kenya National Examinations Council or its equivalent qualifications from a recognized institution;
- iii) Possess the following qualifications from the Kenya

National Examination Council:-

- ✓ Typewriting III (minimum 50 w.p.m)/computerized document processing III
- ✓ Shorthand III (100 w.p.m)
- ✓ Business English III/Communication II
- ✓ Commerce II
- ✓ Secretarial Duties II
- ✓ Office Practice II
- ✓ Office Management III/Office Administration and Management III\ iv) Certificate in computer applications (windows, MS-word, MS-excel, MS access and internet) from a recognized institution and

v) Show merit and ability as reflected in work performance and results

Duties and Responsibilities will entail: -

- i. Recording dictation in shorthand and transcribing it in typewritten form;
- ii. Typing from drafts, manuscripts or recording from dictation machines;
- iii. Processing data and operating office equipment;
- iv. Attending to visitors and clients;
- v. Handling telephone calls and appointments;
- vi. Ensuring security of office records, equipment and documents including classified materials; and
- vii. Preparing responses to simple routine correspondences.

DRIVER (NGEC 9)

TERMS OF SERVICE: 5 year contract renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: NGEC/HR/14/2018 –(1post)

Requirements for the Appointment

For appointment to this grade, an applicant must have:

- i. Served as a Driver for minimum period of five (5) years;
- ii. A valid driving licence with current endorsement for class (es) of vehicles the officer is required to drive;

- iii. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution is an added advantage;
- iv. Attended a First Aid Certificate course at any recognized institution;
- v. Attended a refresher course for Drivers;
- vi. Certificate of good conduct; and
- vii. Show merit and ability as reflected in work performance and results

The Duties and Responsibilities

The Officer will be responsible to the Head of Administration. Duties and responsibilities to this post include:-

- i. Driving motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work ticket for vehicles assigned;
- v. Ensuring security and safety for the vehicles on and off the road;
- vi. Ensuring safety of the passengers and/or goods therein; and
- vii.** Maintaining cleanliness of the vehicles

OFFICE ASSISTANT (NGEC10) – RE-ADVERTISEMENT

TERMS OF SERVICE : 5-year contract, Renewable subject to performance

OTHER BENEFITS : Medical Cover, Group Life Insurance and WIBA

STATION : Kitui & Malindi Office

REF : NGEC/HR/15/2018 – Post (2)

Requirements for Appointment: -

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

- i) Kenya Certificate of Secondary Education (K.C.S.E) mean grade D plus or its equivalent;
- ii) Certificate in any course lasting one month or more from a recognized institution;
- iii) A good School Leaving Certificate.

Duties and Responsibilities will entail: -

- i. Cleaning duties in the area of deployment;
- ii. Preparing tea and washing utensils;
- iii. To organize for photocopying of documents;
- iv. To organize for binding of documents;
- v. Performing messengerial duties including assisting with movement of office items and equipment.

Note: Please state the station you prefer on the subject line.

PERSONAL AIDE TO COMMISSIONER

TERMS OF SERVICE : Tied to the Commissioner's contract

OTHER BENEFITS : Medical Cover, First Assurance and WIBA

REF : NGEN/HR/18/2018 - (Post 1)

For appointment to this grade as

- i. Applicant must possess a certificate in debrailing from a recognized institution.
- ii. A minimum experience of three (3) years in a similar post
- iii. Strong verbal and written communication
- iv. Strong initiative and ability to work independently
- v. Excellent organizational skill; and
- vi. Computer literate

Duties and Responsibilities

The PA'S will be responsible to the respective Commissioner.

Duties and responsibilities include:

- i. To assist the Commissioner at all times
- ii. To ensure that the Commissioner's working tools are kept well
- iii. To undertake all assignments as may be directed by the Commissioner and;
- iv. To carry out any other duties that may be assigned to him/her from time to time by the Commissioner.

HOW TO APPLY

- i) Interested candidates who meet the minimum requirements to submit their applications together with :
 - A detailed Curriculum Vitae;
 - A copy of National Identity Card and
 - Fill in the employment form provided and attach Certified copies of Academic Certificates, Transcripts and any other relevant supporting documents. The form can be downloaded from the Commission's website www.ngeckkenya.org
- ii) All applicants should attach a copy of the letter of appointment to their substantive post showing **current position and salary**;
- iii) Applicants should submit three (3) names of referees one of which must be the **current employer** and their mobile telephone and e-mail contacts.

Please Note that:

- i) The Commission is an equal opportunity employer. **Persons with Disabilities, Youth, People from Marginalized groups and Minority communities who meet the requirements of the advertised job are especially encouraged to apply.**
- ii) **The Commission does not ask for any money nor ask applicants to undergo medical examination.**
- iii) Only shortlisted candidates will be notified and will be required to provide clearance from KRA, CID, 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
- vi) A candidate who applies online must scan and attach all the required documents.

All 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

OR

Email to: hrjobs2018@ngeckkenya.org

Please clearly indicate the job reference number on the subject line and on the envelope.

To reach the Commission on or before 22nd October, 2018.