



THE NATIONAL GENDER AND EQUALITY COMMISSION

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

The Commission is seeking to recruit a highly motivated, visionary, dynamic and results-oriented candidate to fill the following position:-

1. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER NGEC GRADE 4

REF: NGEC/HR/3/6/2022 – (1 POST)

Terms of Service: Permanent and Pensionable

Basic salary attached to this post is Kshs 144,123 pm - Ksh 212, 622 pm

Duty Location: Head office – Nairobi.

The Principal Human Resource Management Officer will be responsible to the Assistant Director, Human Resource Management and Administration for the day-to-day Management and Administration of the Human Resource Management Division.

Duties and Responsibilities

- (i) Coordinating utilization of the human resources at the Commission and advising on proper deployment and training;
- (ii) Coordinating staff performance and career progression and making appropriate recommendations;
- (iii) Facilitating recruitment, selection, placement, training and development of staff;
- (iv) Overseeing Payroll administration;
- (v) Coordinating training needs assessment;
- (vi) Implementing a performance appraisal system;

- (vii) Facilitating human resource planning, discipline, employee relations and staff welfare;
- (viii) Coordinating sensitization on cross-cutting issues;
- (ix) Assisting in the implementation of human resource management/development policies, rules and regulations;
- (x) Developing appropriate human resource management policies, rules and regulations;
- (xi) Managing human resources and general records; and
- (xii) Preparing division's budgets and work plans.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Human Resource Management Officer for a period of 3 years or in a relevant and comparable position for a minimum period of six (6) years, three(3) years of which should have been at the management level;
- (ii) A Bachelor's degree in any of the following disciplines:- Human Resource Management, Business Administration/Management, Public Administration, Social Sciences, or any other relevant and comparable qualification from a recognized institution;
- (iii) A Master's degree in any of the following disciplines: Human Resource Management, Business Administration/Management, Public Administration, Social Sciences, or any other relevant and comparable qualification from a recognized institution is an added advantage;
- (iv) A Diploma/Higher Diploma in Human Resource Management or Certified Human Resource Professional (CHRP);
- (v) A member of the Institute of Human Resources in good standing and has a valid Practicing Certificate;
- (vi) Attended a Senior Management Course in a recognized institution;
- (vii) Meet the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
- (viii) Computer Skills;
- (ix) Been a Member of a relevant professional body; and
- (x) Shown merit and ability as reflected in work performance and results.

HOW TO APPLY

Interested candidates who meet the minimum requirements to submit their applications indicating the position applied for together with :

- i. A detailed Curriculum Vitae;
- ii. A copy of the National Identity Card;
- iii. Certified copies of Academic Certificates, Transcripts, professional certificates and any other relevant supporting documents;

- iv. A copy of a letter of appointment to the current substantive post showing position and salary;
- v. 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 National Gender and Equality Commission is an equal opportunity employer. Persons with Disabilities, Youth, Persons from Marginalized groups and Minority communities who meet the requirements of the advertised job are encouraged to apply.
- ii. The Commission does not ask for any money or require applicants to undergo a medical examination.
- iii. Only shortlisted candidates will be notified and only the successful candidate will be required to provide clearance forms from KRA, DCI (Police Clearance), 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

All applications **MUST BE SUBMITTED IN SOFT COPY ONLY**, addressed to the Commission Secretary/CEO, National Gender and Equality Commission through the email address hr2022@ngeckkenya.org so as to reach the Commission on or before **12th July 2022**.