



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: Assistant Director Finance and Planning, Personal Assistant Cum Programme officer.

ASSISTANT DIRECTOR FINANCE & PLANNING (NGEC 3) – RE-ADVERTISEMENT

TERMS OF SERVICE : **5-year contract. May be renewed subject to satisfactory performance**

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

REF : **NGEC/HR/11/2018 – Post (1)**

Requirements for appointment

For appointment to this position, an applicant must;

- i) Have served as a Finance officer for a minimum period of eight (8) years, three (3) years of which should have been as in-charge of the finance/accounts department in a Public Sector organization
- ii) Possess a Bachelor's degree in any of the following disciplines; Commerce (Finance/Accounts Option), or comparable qualification from a university recognized in Kenya;

- iii) Possess a Master's degree in Commerce, Finance/Accounts option, or comparable qualification from a university recognized in Kenya;
- iv) Be in good standing 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 Systems (IFMIS); and
- ix) Have demonstrable professional competence, managerial and administrative capability as reflected in work performance and results.

Duties and Responsibilities

The officer will be responsible to the Director Corporate Services.

Duties and responsibilities at this level will entail;

- i) Formulating, recommending and implementing sound financial management policies, standards, systems, strategies and procedures at the Commission;
- ii) Initiating preparation of budgetary proposals to Government and addressing all matters raised by parliamentary oversight committees;
- iii) Coordination of budget planning, implementation and analysing Medium Term Expenditure (MTEF) budget;
- iv) Providing advisory services to the commission with regard to financial and accounting matters;
- v) Providing advisory services to the Commission with regard to resource mobilization;
- vi) Liaising with the Commission's independent auditors to ensuring that all financial accounts and records meet Government's, donor and other stakeholder requirements.

- vii) Ensuring that there is timely adjustments of work plans to commensurate with the resources voted in the budget;
- viii) Preparing monthly and quarterly expenditure forecast as a basis for discussion with treasury for release of funds;
- ix) Initiating proposals and seeking funds for additional expenditures and re-allocation of voted funds;
- x) Coordinating and designing the financial aspects for all donors' contracts and agreements; and
- xi) Preparing required financial reports for all contracts projects and programmes

PERSONAL ASSISTANT TO COMMISSIONER/PROGRAMME OFFICER II – NGEC 6

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

OTHER BENEFITS : Medical Cover, Group Life Insurance and WIBA

REF : NGEC/HR/12/2018 - Post (2)

DUTIES AND RESPONSIBILITIES: -

- i. To provide support to the office of the Commissioner administratively and programmatically;
- ii. To manage the Commissioner's Diary;
- iii. To coordinate, facilitate and attend meetings on behalf of the Commissioner;
- iv. To assist in organizing Commission's statutory meetings and any other meetings as required;
- v. To undertake research on issues to the mandate of the Commission for the Commissioner;
- vi. To draft opinions for the Commissioner on topical issues as they arise;
- vii. To prepare briefs and presentation for the Commissioner;
- viii. To represent the Commissioner in meetings as may be assigned; and

- ix. To undertake any other duties which may be assigned to you, from time to time by the Commissioner

QUALIFICATIONS, SKILLS AND EXPERIENCE: -

- i. Holds a degree from a recognized University Kenya in Gender studies, social sciences, Business/Public Administration or any other relevant qualification;
- ii. Have at least 3 years' relevant experience in areas of Gender, Management and Administration;
- iii. Working with the marginalized groups, persons with disabilities and children will be an added advantage;
- iv. Very good writing, communication and presentation skills;
- v. Good interpersonal and people management skills; good organizational and analytical skills;
- vi. Honest, transparent and demonstrate high level of integrity;
- vii. Ability to work under pressure or to meet deadlines

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 29 October, 2018.