



### **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. PROGRAMME OFFICER 1 (NGEC 6): ONE POST**

**TERMS OF SERVICE:** PERMANENT AND PENSIONABLE

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

**REF: NGEC/HR/4/2021**

### **DUTIES AND RESPONSIBILITIES**

The officer will be responsible to the Senior Programme Officer.

Duties and responsibilities to this post include;

1. Assist in the review of policies, legislations and guidelines for integration of the principles of equality and inclusion;
2. Participate in the development of country reports and monitor implementation of concluding observations of legal instruments relating to special interest groups;
3. Participate in research, analysis and report writing including on emerging issues and make recommendations in relation to special interest groups concerns;
4. participate in monitoring, auditing and mainstreaming of special interest groups by the State and non-state actors;

5. Assist in the development of concepts and proposals for resource mobilization to fund the Commission's programmes;
6. Assist in the preparation of monthly, quarterly, annual and other reports;
7. Assist in monitoring the integration of the principles of gender equality and freedom from discrimination in all programmes, policies, laws, and administrative regulations in all public and private institutions;
8. Participate in research activities in the division;
9. Prepare activity reports.

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, the candidate must have:

1. A Bachelor's Degree in any of the following fields: Social Sciences, Gender and Development Studies, Law (Human Rights), Community Development, Education (Special Needs) or any other relevant field from a University recognized in Kenya;
2. A minimum of 3 years working experience in programming in any of the fields; gender, human rights, development and governance working with persons with disability, youth, children, the elderly and marginalized communities;
3. Demonstrate a thorough and comprehensive understanding of gender issues and knowledge of project design, development and implementation;
4. Excellent report writing, communication, presentation and data collection skills;
5. Must be computer literate.

**2. SUPPLY CHAIN MANAGEMENT OFFICER I, NGEC SCALE 6: ONE POST**

**TERMS OF SERVICE:** PERMANENT AND PENSIONABLE

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

**REF:** NGEC/HR/5/2021

**DUTIES AND RESPONSIBILITIES**

The officer will be responsible for the following duties:

1. Compiling, collating and analyzing supply chain management data;
2. Requisitioning of goods and services;
3. Assisting in contract management and administration;
4. Drafting procurement and statutory reports for review by senior officers;
5. Participating in the tendering process;
6. Preparing and issuing local purchase orders to suppliers;
7. Assisting in prequalifying supplier lists;
8. Conducting market surveys;
9. Carrying out stock taking;
10. Coordinating the material receipt from suppliers and issues to contractors; leading stock taking exercise; and
11. Preparing stocks reconciliations.

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, the candidate must have:

1. A Bachelor's Degree in any of the following disciplines: Purchasing and Supplies, Procurement and Supplies Chain Management, Commerce, Business Administration, Business Management or any other relevant and comparable qualification from a recognized institution;
2. A Diploma in Procurement from a recognized Institution;
3. A minimum of three (3) years' experience in Supply Chain Management;
4. Attended a Supervisory Skills Course in a recognized institution;
5. Be a Member of the Kenya Institute of Supplies Management;

6. A Valid Practitioner's License from the Kenya Institute of Supplies Management;
7. Thorough knowledge and understanding of the Public Procurement and Asset Disposal Act, 2015;
8. Shown merit and ability as reflected in work performance and results;
9. Met the requirements of Chapter six of the Constitution of Kenya, 2010;

## **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;
- 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 NGENC website [www.ngeckkenya.org](http://www.ngeckkenya.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 [poadvert@ngeckkenya.org](mailto:poadvert@ngeckkenya.org) (For the position of Programme Officer I) and [scadvert@ngeckkenya.org](mailto:scadvert@ngeckkenya.org) (For the position of Supply Chain Management Officer I) to reach the Commission on or before **7<sup>th</sup> September 2021**, at **5.00 pm**.

**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**

**Please Note that:**

- i) The National Gender and Equality Commission is an equal opportunity employer;
- ii) The Commission neither asks for money nor require 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.