



NATIONAL GENDER AND EQUALITY COMMISSION

Our Vision

“A society free from gender inequality and all forms of discrimination”

Our 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”

VACANT POSITIONS

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

The Commission invites applications from suitably qualified persons for the positions shown below.

Interested and qualified persons are requested to submit their applications clearly indicating the position applied for together with:

- a) A detailed Curriculum Vitae;
- b) A copy of National Identity Card;
- c) Certified copies of Academic Certificates, transcripts, professional certificates and any other relevant supporting documents;
- d) A copy of a letter of appointment to the current substantive post showing position and salary; and
- e) Three (3) names of referees one of which must be the current employer and their mobile telephone and e-mail contacts

Please Note that:

- a) The National Gender and Equality Commission is an equal opportunity employer.
- b) The Commission does not ask for any money nor ask applicants to undergo any medical examination.
- c) Only shortlisted and successful candidates will be contacted.

- d) It is a criminal offence for any applicant to provide false information and documents in the job application.
- e) Canvassing will lead to automatic disqualification.

All applications **must be submitted in soft copy only**, through the email address hr2020@ngeckkenya.org to reach the Commission **on or before 8th December** latest **5.00 pm (East African Time)**.

**1. DIRECTOR CORPORATE SERVICES: ONE (1) POST: V/NO
NGEC/HR/01/2020**

Basic Salary: Ksh. 200,359-293732 p.m (NGEC GRADE 2)

House Allowance: Ksh. 80,000 p.m

Commuter Allowance: Ksh. 24,000

Annual Leave: Ksh. 50,000

Medical Cover (Per family p.a in Ksh): Outpatient 300,000, Inpatient 3,000,000, Maternity 300,000 Dental 50,000 and optical 50,000

Terms of Service: Five (5) years contract renewable subject to satisfactory performance

Duty Location: Head Office-Nairobi

a) Requirement for appointment:

For appointment to this grade, an officer must have:

- (i) 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;
- (ii) 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;
- (iii) 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;
- (iv) Attended a Strategic Leadership Development course from a recognized institution;
- (v) Membership with a relevant professional body in good standing;
- (vi) Demonstrable understanding of national policies, goals and objectives and has ability to relate them to the mandate of the Commission;

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

b) Duties and Responsibilities:

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

- (i) Developing, implementing and interpreting Financial, Human Resource, Administrative, Supply chain Management and ICT policies, procedures, standards, rules and regulations;
- (ii) Overseeing timely preparation of financial statements and accounts;
- (iii) Coordinating the development, production and circulation of institutional publications;
- (iv) Managing human, physical and financial resources of the Commission;
- (v) Co-coordinating the preparation, publication and periodic review of the Commission's Strategic Plan;
- (vi) Overseeing development and implementation of policies, standards and guidelines for provision of administrative services and management; and
- (vii) Ensuring safe custody of the Commission's assets and records.

2. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER: ONE (1)

POST: V/NO NGEC/HR/02/2020

Basic Salary: Ksh. 138,120- 197,609 p.m (NGEC GRADE 4)

House Allowance: Ksh. 50,000 p.m

Commuter Allowance: Ksh. 16,000 p.m

Annual Leave: Ksh. 40,000 p. a

Medical Cover (Per family p.a in Ksh): Outpatient 300,000, Inpatient 3,000,000, Maternity 300,000 Dental 50,000 and Optical 50,000

Terms of Service: Permanent and Pensionable

Duty Location: Head Office-Nairobi

a) 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 management level;
- (ii) A Bachelor's degree in any of the following disciplines: 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: 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 Institute of Human Resource 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; and
- (ix) Shown merit and ability as reflected in work performance and results.

b) Duties and Responsibilities

An officer at this level will be responsible to the Assistant Director, Human Resource Management and Administration for the day today management and administration of the Human Resource Management Division. Specific duties and responsibilities will include:

- (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 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 divisions budgets and work plans.

**3. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER : ONE(1)
POST: V/NO NGEC/HR/03/2020**

Basic Salary: Ksh. 109,877- 167,400

(NGEC GRADE 5)

House Allowance Ksh. 45,000 p.m

Commuter Allowance: Ksh. 14,000 p.m

Annual Leave: Ksh. 30,000 p.a

Medical Cover (Per family p.a in Ksh): Outpatient 300,000, Inpatient 3,000,000, Maternity 300,000 Dental 50,000 and Optical 50,000

Terms of Service: Permanent and Pensionable

Duty Location: Head Office-Nairobi

a) Requirements for appointment:

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Officer I or in a relevant and comparable position for a minimum period of three (3) years;
- (ii) A Bachelor's degree in any of the following disciplines: Business Administration/Management, Public Administration, Social Sciences, or any other relevant and comparable qualification from a recognized institution;
- (iii) A Diploma/Higher Diploma in Human Resource Management or Certified Human Resource Professional (CHRP);
- (iv) Attended a Senior Management Course in a recognized institution;
- (v) Meet the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
- (vi) Computer Skills;
- (vii) Been a Member of a relevant professional body in good standing; and
- (viii) Shown merit and ability as reflected in work performance and results.

b) Duties and Responsibilities:

An officer at this level will be responsible to the Principal, Human Resource Management officer. Specific duties and responsibilities will include:

- (i) Analyzing the utilization of the human resources at the Commission and advising on proper deployment and training;
- (ii) Analyzing staff performance and career progression and making appropriate recommendations;
- (iii) Facilitating recruitment, selection, placement, training and development of staff;
- (iv) Payroll administration;
- (v) Carrying out training needs assessment;
- (vi) Facilitating implementation performance appraisal system;
- (vii) Facilitating human resource planning, discipline, employee relations and staff welfare;
- (viii) Facilitating sensitization on cross-cutting issues; and
- (ix) Ensuring correct interpretation and implementation of human resource management/development policies, rules and regulations.

**COMMISSION SECRETARY/CEO
NATIONAL GENDER AND EQUALITY COMMISSION**