



## VISION

An inclusive society free from gender inequality and all forms of discrimination

## MISSION

To promote and protect gender equality and freedom from all forms of discrimination in Kenya, especially for Special Interest Groups through ensuring compliance with policies, laws and practice

## CAREER OPPORTUNITY

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

S/N	Position	Job Ref	Grade	No. of Posts	Duty Station	Terms of Service
1.	Assistant Director, Finance, Planning and Accounts	NGEC/HR/5/3/2026	NGEC 3	1	HQ and Regional Offices	Permanent and Pensionable
2.	Assistant Director, HRM and Administration	NGEC/HR/6/3/2026	NGEC 3	1	HQ and Regional Offices	Permanent and Pensionable
3.	Records Management Assistant III	NGEC/HR/7/3/2026	NGEC 8	1	HQ and Regional Offices	Permanent and Pensionable
4.	Records Management Assistant II	NGEC/HR/8/3/2026	NGEC 7	1	HQ and Regional Offices	Permanent and Pensionable
5.	Drivers III	NGEC/HR/9/3/2026	NGEC 9	2	HQ and Regional Offices	Permanent and Pensionable
6.	Office Assistant III	NGEC/HR/10/3/2026	NGEC 10	3	HQ and Regional Offices	Permanent and Pensionable

**1. ASSISTANT DIRECTOR, FINANCE, PLANNING AND ACCOUNTS, NGENC  
SCALE 3 -REF: NGENC/HR/5/3/2026 – (I POST)**

<b>Remuneration (Basic Salary):</b>	<b>Ksh. 191,037 - 277,512</b>
<b>House Allowance</b>	<b>Ksh. 60,000</b>
<b>Commuter Allowance</b>	<b>Ksh. 20,000</b>
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

**REQUIREMENTS FOR APPOINTMENT**

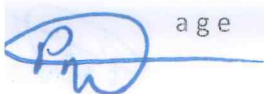
For appointment to this position, the candidate must possess the following qualifications:

1. Served in the grade of Principal Finance Officer, Principal Planning Officer or Principal Accountant for a minimum period of three (3) years, or served in a comparable position in the Public Service or Private Sector for a minimum period of nine (9) years six (6) of which must have been at a Management level;
2. A Bachelor's degree in any of the following disciplines: - Economics, Commerce, Finance, Business/Public Administration or in any other relevant and comparable qualification from a recognized institution;
3. A Master's degree in Economics, Commerce, Finance, Business/Public Administration or in any other relevant and comparable qualification from a recognized institution;
4. Attended a Strategic Leadership Development course from a recognized
5. Been a Member of a relevant professional body;
6. computer skills; and
7. Shown merit and ability as reflected in past work performance and results.

**DUTIES AND RESPONSIBILITIES**

**Duties and responsibilities will entail:**

1. Providing advisory services to the Commission Secretary and other stakeholders on accounting matters;
2. Forecasting and monitoring expenditure and allocating and utilizing financial resources;
3. Ensuring proper interpretation and implementation of accounting procedures, letters and instructions;
4. Facilitating annual statutory audit;
5. Controlling, monitoring and implementing the NGENC'S financial resources;
6. Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;
7. Spearheading the planning functions; and
8. Maintaining an inventory of all bank accounts in the Accounting Section and their approved signatories.



## 2. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION, NGEC SCALE 3 -REF: NGEC/HR/6/3/2026 – (I POST)

<b>Remuneration (Basic Salary):</b>	<b>Ksh. 191,037 - 277,512</b>
<b>House Allowance</b>	<b>Ksh. 60,000</b>
<b>Commuter Allowance</b>	<b>Ksh. 20,000</b>
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

### REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. Served in the grade of Principal Human Resource Management Officer or Principal Administrative Officer for a minimum period of three (3) years or served in a relevant and comparable position in the public service or private sector for a period of nine (9) years six (6) of which should have been in a management level;
2. 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;
3. 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;
4. A Diploma/Higher Diploma in Human Resource Management or Certified Human Resource Professional (CHRP);
5. Attended a Strategic Leadership Management Course in a recognized institution;
6. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010;
7. Computer Skills;
8. Been a Member of a relevant professional body; and
9. Shown merit and ability as reflected in work performance and results.

### DUTIES AND RESPONSIBILITIES

#### Duties and responsibilities will entail:

1. Providing advisories on human resource related matters to the Commission;
2. planning and analysing utilization of human resource and advising on proper deployment and/or posting;
3. providing leadership in developing and reviewing Human Resource and administration policies, rules and regulations;
4. Managing the operations of the Human Resource and Administration Department for the effective implementation of all staff activities in collaboration with other departmental heads;

5. Coordinating logistical and transport services;
6. Coordinating of general administrative services;
7. Providing leadership in preparation and implementation of annual work plans and budgets;
8. Overseeing the recruitment and selection process;
9. Overseeing the provision of contracted services;
10. Coordinating training and development;
11. overseeing adherence to Occupational and Health standards
12. overseeing timely maintenance and repairs of office equipment and assets;
13. maintaining and updating the Commission's Assets register;
14. Coordinating performance management processes in line with the Commission's policy and regulations;
15. Commission's policy and regulations;
16. Ensure compliance to employment regulations/labour laws of Kenya and any other government staff statutory requirements including payment of all staff compensation and statutory dues;
17. Manage staff welfare, conflict resolution and grievance handling in line with the Human Resource Policies and Procedures to create and foster an enabling environment where productivity is high; and
18. Providing leadership in preparation of human resource and administrative reports.

**3. RECORDS MANAGEMENT ASSISTANT III NGEC 8 - REF: NGEC/HR/7/3/2026 – (1 POSTS)**

<b>Remuneration (Basic Salary):</b>	<b>Ksh. 57, 984 – 83,849.00</b>
<b>House Allowance</b>	<b>Ksh. 16,500</b>
<b>Commuter Allowance</b>	<b>Ksh. 5,000</b>
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, the candidate must possess the following qualifications:

1. A Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain);
2. A Diploma in Records/Information Management, information science or any other relevant qualifications from a recognized institution;
3. Computer Skills; and
4. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

**DUTIES AND RESPONSIBILITIES**

**Duties and responsibilities will entail:**

1. Receiving, sorting, and filing of mails;
2. Bringing-up of files to action officers;

3. Ensuring security of files and documents;
4. Renewing file covers; and
5. Maintaining mails/file registers

**4. RECORDS MANAGEMENT ASSISTANT II NGEC 7 - REF: NGEC/HR/8/3/2026  
– (1 POSTS)**

<b>Remuneration (Basic Salary):</b>	<b>Ksh. 59,037 – 94, 904.00</b>
<b>House Allowance</b>	<b>Ksh. 28,000</b>
<b>Commuter Allowance</b>	<b>Ksh. 6,000</b>
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, the candidate must possess the following qualifications:

Requirements for Appointment

1. Served in the grade of Records Management Assistant III for a minimum period of three (3) years;
2. A Diploma in Information Science/ Records Management, information science or relevant qualifications from a recognized institution;
3. Computer Skills;
4. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
5. Shown merit and ability as reflected in work performance and results

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will entail:

1. Ensuring that letters are appropriately filed and marked to action officers;
2. Ensuring proper arrangement and shelving of files;
3. Controlling and opening of files and updating file index;
4. Ensuring security of information/ files in the registry/archives;
5. Up-dating and maintaining file movement registers; and
6. Preparing disposal schedules for inactive files in accordance with relevant government regulations.

**5. DRIVER III NGEC 9 - REF: NGEC/HR/9/3/2026 – (2 POSTS)**

<b>Remuneration (Basic Salary):</b>	<b>Ksh. 31,420 – 44,615.00</b>
<b>House Allowance</b>	<b>Ksh. 6,750</b>
<b>Commuter Allowance</b>	<b>Ksh. 4,000</b>

Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

## REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus);
2. A Valid driving license free from any endorsements for classes of vehicles an officer is required to drive;
3. At least three (3) years active driving experience;
4. Passed Occupational Trade Test II for Drivers;
5. passed suitability test for Drivers Grade II conducted by Kenya Institute of Highways Building and Technology (KIHBT)
6. a Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
7. Attended a First-Aid Certificate Course lasting not less than one (1) week in a recognized institution;
8. Attended a refresher course for drivers lasting not less than one (1) week in a recognized institution;
9. Computer skills, and
10. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

## DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

1. Driving of vehicles as authorized;
2. Maintaining vehicles assigned to them;
3. Detecting common mechanical faults on the vehicles;
4. Carrying out routine checks on vehicle's cooling, oil, electrical, brake systems and tyre pressure
5. Reporting all accidents, incidents and any malfunctions of the vehicle systems promptly;
6. Maintaining daily work tickets for vehicles;
7. Ensuring safety of vehicles on and off the road;
8. Ensuring safety of passengers, and
9. Maintaining the vehicles' cleanliness.

## 6. OFFICE ASSISTANT III NGENCO 10 - REF: NGENCO/HR/10/3/2025 – (3 POSTS)

<b>Remuneration (Basic Salary):</b>	<b>Ksh. 31,420 – 44,615.00</b>
<b>House Allowance</b>	<b>Ksh. 6,750</b>
<b>Commuter Allowance</b>	<b>Ksh. 4,000</b>
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

## REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

1. A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or its equivalent from Kenya National Examination Council;
2. Computer skills; and
3. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

## DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

1. Cleaning offices, machines, equipment and apparatus;
2. Cleaning kitchen and preparing tea;
3. Maintaining general cleanliness around the offices by collection and disposal of litter;
4. Ensuring proper sanitation;
5. Carrying out photocopying and binding documents;
6. Dusting offices;
7. Moving or carrying office equipment, furniture;
8. Dispatching letters;

## HOW TO APPLY

**Interested candidates who meet the minimum requirements should submit their applications together with;**

- i. A cover letter
- ii. A detailed Curriculum Vitae indicating current position, qualifications, work experience and names of three (3) referees with their mobile telephone and e-mail contacts.
- iii. A copy of the National Identity Card;
- iv. Copies of Academic and Professional Certificates;

### **Please Note that:**

- i) The National Gender and Equality Commission is an equal-opportunity employer. **Persons with Disability, Youth, Women and People from Minority and Marginalized communities** are encouraged to apply.
- ii) The Commission does not ask for any money nor ask applicants to undergo any medical examination.
- iii) Only shortlisted candidates will be notified.
- iv) Shortlisted candidates shall be required to produce their original academic and professional certificates and other testimonials during the interview;
- v) Only successful candidate will be required to provide clearance certificates from KRA, DCI (Police Clearance), EACC, HELB and CRB.
- vi) It is a criminal offence for any applicant to provide false information and documents in the job application.

vii) Canvassing in any form will lead to automatic disqualification

All applications **MUST BE SUBMITTED IN HARD COPY ONLY**, addressed to:

The Commission Secretary/CEO  
The National Gender and Equality Commission  
Solution Tech Place, 1<sup>st</sup> Floor, Longonot Road, Upper Hill  
P O Box 27512-00506, **NAIROBI**

Posted or Hand-delivered applications should reach the Commission Secretary/CEO on or before **Tuesday 19<sup>th</sup> May, 2026** before 5.00 pm.

Approved.....  
**Commission Secretary/CEO**