



NGAAF Headquarter
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NAIROBI

Empowering for Self-reliance



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REF:Tntp/SDP/NGAAF/2

4th March, 2019

ADVERTISEMENT

VACANT POSITION OF COUNTY COORDINATOR IN THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND (NGAAF)

Advertisement Ref.No.NGAAF/6/2018.

The National Government Affirmative Action Fund (NGAAF) is a Government agency established under the Public Finance Management Act, 2012 (National Government Affirmative Action Fund) Regulations 2016. The objective of the Fund is to empower the affirmative action groups: women, youth and Persons with Disabilities (PWDs) at the County level through enhancing access to financial facilities for social-economic empowerment. The Fund requires one (1) County Coordinator for each of the following Counties:

1. Samburu County
2. Marsabit County
3. Wajir County

DUTIES AND RESPONSIBILITIES

The County Coordinator will be responsible for the following duties and responsibilities:

- i. Coordination of all activities of the Fund at the County Level;
- ii. Custodian of all records and equipment of the Fund at the County Level;
- iii. Supervision of all staff at County Level;
- iv. Serve as the Secretary to the Fund County Committee;
- v. Prepare and submit quarterly and annual reports on the operations of the Fund;
- vi. Perform such other function required under these Regulations or any other Law as may be applicable.

Requirements and Qualifications

- (i) Be a Kenyan citizen between the age of 30-45 years.
- (ii) Have at least five years experience in the field of public finance management and/or social development.

- (iii) Hold a Bachelor's degree from a recognized university in Business administration, Economics or Social Science. A master's degree shall be an added advantage.
- (iv) Have undertaken a management course lasting not less than four weeks from a recognized institution.
- (v) Have excellent communication, organizational and interpersonal skills.
- (vi) Must fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- (vii) Be computer literate.

APPLICATION PROCESS

- 1). Applications are invited from suitably qualified candidates for the above position preferably from the above stated Counties.
- 2). Each application should be accompanied by a CV that has names of three (3) referees and their contact, photocopies of the applicant Identity Card and all relevant certificates and testimonials.
3. Each application submitted in a sealed envelope with the Reference Number of the position applied indicated at the right top corner of the envelope should be addressed to:

**The Chief Executive Officer,
National Government Affirmative Action Fund,
P.O. Box 48274-00100
NAIROBI.**

Or hand delivered to:

**The Chief Executive Officer
National Government Affirmative Action Fund (NGAAF).
4th Floor, Room 124
Telposta Towers (GPO).
NAIROBI.**

The applications should be received on or before Friday 5th April, 2019 at 5.00 p.m.

Please Note:

- Only shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- **THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND IS COMMITTED TO AVAILING EQUAL OPPORTUNITIES TO ALL KENYANS. FEMALE CANDIDATES AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY**
- The successful candidate will be appointed on **a three (3) year contract period renewable subject to satisfactory performance.**