



NGAAF Headquarter
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NAIROBI



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REF: TNTP/SDP/NGAAF/2

29th April, 2019

INTERNAL ADVERTISEMENT

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

Advertisement Ref. No. NGAAF/6/2019.

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 **Wajir** County

DUTIES AND RESPONSIBILITIES

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

- i. Coordination of all the activities of the Fund at the County Level
- ii. Be the 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 prudent

Requirements and Qualifications

- (i) Be a Kenyan citizen between the age of 30-45 years
- (ii) Have at least five years of 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 County.
- 2). Each application should be accompanied by a CV with names of three (3) referees and their contact plus photocopies of Identity Card and all relevant certificates and testimonials.
3. Each application in a sealed envelope with the Reference Number of the position 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).
8th Floor, Room 802/803
Bruce House.
NAIROBI.**

The applications should be received on or before Friday 17th May, 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**

