



NGAAF Headquarter
Barclays Plaza, 16th Floor
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NAIROBI



Empowering for Self-reliance

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REF: TNTP/SDP/NGAAF/2

21st January, 2020

ADVERTISEMENT

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

Advertisement Ref. No. NGAAF/1/2020.

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 Kilifi County

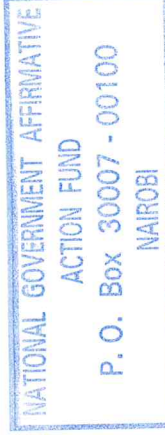
Requirements and Qualifications

- (i) Be a Kenyan citizen above the age of 25 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.

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

APPLICATION PROCESS

Applications are invited from suitably qualified candidates for the above position preferably from the stated County. 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 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).
16th Floor
Barclays Plaza
NAIROBI.**

The applications should be received on or before Friday 21st February, 2020 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**

