



NGAAF Headquarter  
Barclays Plaza, 16<sup>th</sup> Floor  
P.O BOX 48274-00100  
**NAIROBI**

*Empowering for Self-reliance*



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**REF: TNTP/SDP/NGAAF/2**

**8<sup>th</sup> April, 2020**

## **ADVERTISEMENT**

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

**Advertisement Ref. No. NGAAF/2/2020.**

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 Tana River County

#### **Requirements and Qualifications**

- (i) Be a Kenyan citizen
- (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 from Tana River County for the above position. Each application should be accompanied by a CV with names of three (3) referees and their contacts 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).  
16<sup>th</sup> Floor  
Barclays Plaza  
NAIROBI.**

The applications should be received on or before Friday 8<sup>th</sup> May, 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**