



NGAAF Headquarter
Barclays Plaza, 16th Floor
P.O BOX 48274-00100
NAIROBI

Empowering for Self-reliance



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REF:Tntp/SDP/NGAAF/2

10th June, 2020

ADVERTISEMENT

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

Advertisement Ref.No.NGAAF/3/2020.

The National Government Affirmative Action Fund (NGAAF) is a Semi- Autonomous 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 Affirmative Action Groups (AAGs) consisting of Women, Youth and Persons with Disabilities (PWDs) at the County level through enhancing access to financial facilities for social-economic empowerment.

The Fund invites applications for the position of County Coordinator, one (1) each for the following Counties:

1. Meru County
2. Samburu County
3. Machakos County

Please Note:

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

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 in the relevant field shall be an added advantage.
- (iv) A management course lasting not less than four weeks from a recognized institution shall be an added advantage.
- (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

Each application should be accompanied by a detailed CV that indicates the names of three (3) referees and their contacts, photocopies of Identity Card and all relevant certificates and testimonials addressed to:

**The Chief Executive Officer,
National Government Affirmative Action Fund,
Barclays Plaza, 16th Floor
P.O. Box 48274-00100
NAIROBI.**

Or hand delivered to:

**The Chief Executive Officer
National Government Affirmative Action Fund (NGAAF).
Barclays Plaza, 16th Floor
NAIROBI.**

Or email to:

hr@ngaaf.go.ke

The applications should be received on or before Friday 17th July, 2020 at 5.00 p.m. (East African time).