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NAIROBI

Empowering for Self-reliance



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Ref: MPSGSCSP/SDG/NGAAF/2/11/21

November 30, 2021

NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND

ADVERTISEMENT OF VACANCIES

The National Government Affirmative Action Fund was established under the Public Finance Management Act (No. 18 of 2012) and is governed by the Public Finance Management Act (National Government Affirmative Action Fund) Regulations, 2016.

The National Government Affirmative Action Fund Board intends to recruit for the positions below for three years' contract terms of service renewable depending on satisfactory performance:

1. Ref: NGAAF/01/11/2021: CORPORATION SECRETARY (1 Post)

This will be the highest grade for this cadre. An officer at this level will be administratively responsible to the Chief Executive Officer for day to day operations and directly to the Board.

Duties and Responsibilities

The Corporation Secretary shall be required to;

- i. Provide guidance to the Board on their duties and responsibilities and on matters of governance, ensure the timely preparation and circulation of Board and Committee papers and minutes;
- ii. Be a custodian of the seal of the Fund and account to the Board for its use;
- iii. Provide secretarial services to the Board by Planning, convening and managing Board and Committees meetings, taking minutes and circulation thereof, reporting on matters arising and report on implementation and compliance to the Board
- iv. Maintain and update the register of conflicts of interest;

- v. Ensure that Board members are aware of all relevant laws affecting the organization;
- vi. Facilitate effective communication between the organization and the stakeholders;
- vii. Co-ordinate and conduct legal research for the Board;
- viii. Provide Legal advice to the Board and advise counties on all legal, governance and regulatory matters;
- ix. Co-ordinate and promote corporate brand and image of the Board; and
- x. Liaise with the Office of the Attorney General, Director of Public Prosecution, Police, Directorate of Criminal Investigation Department and Department of Justice on Legal matters.
- xi. Coordinate the vetting and approve legal instruments touching on the Fund and the counties;
- xii. Manage litigation by and against the Fund;
- xiii. Management of appointment of counties Fund committees;
- xiv. Coordinate the resolutions of complaints arising from the administration of the NGAAF Regulations 2016;
- xv. Coordinate the assimilation of directors into the Board, including trainings;
- xvi. Plan and arrange for Board trainings in line with Fund's training plan;
- xvii. Plan and coordinate Board's annual evaluation and submissions of results to the responsible Government agencies;

Qualifications and Requirements

For appointment to this position, a candidate should:

- i. Bachelor degree in Law;
- ii. Master's degree in law or any other Business related field;
- iii. Diploma in Law from Kenya School of Law and a member of Law Society of Kenya in good standing;
- iv. At least seven (7) years working experience, in a busy Law Firm or any other Comparable organization five (5) years of which should be at senior management level; or

- v. Has served in the grade of a Corporation Secretary or Senior Legal Officer or any similar managerial position for a minimum period of three (3) years with proven experience;
- vi. Advocate of High Court of Kenya
- vii. Be a Certified Public Secretary [CPS (K)] and a member of Institute of Certified Public Secretaries of Kenya [ICPSK], in good standing;
- viii. Demonstrates administrative and professional competence;
- ix. Have a Certificate in Strategic Leadership Development Programme undertaken for not less than four (4) weeks from a recognized Institution
- x. Be computer literate
- xi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

2. Ref: NGAAF/02/11/2021: INTERNAL AUDITOR - (1 Post)

This will be the entry grade for this cadre. An officer at this level will work under direct supervision of a Senior Auditor.

Duties and Responsibilities

The Internal Auditor shall be required to;

- i. Prepare draft audit reports and submit to the immediate supervisor
- ii. Follow up with management on action taken to implement audit recommendations
- iii. Carry out audits in accordance to the annual work plan of the Board
- iv. Assist in undertaking special audit assignments like investigations
- v. Assist in carrying out systems audit
- vi. Keep custody of audit working documents.

Qualification and Requirement

For appointment to this position, a candidate should:

- i. Be a Kenya citizen
- ii. Hold Bachelor's degree in any of the following disciplines: Commerce (Accounting, Finance), Business Management/Administration or its equivalent qualification from a recognized institution;

- iii. Certified Public Accountant of Kenya (CPA part I) or its equivalent qualification;
- xii. Be computer literate
- iv. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

3. Ref: NGAAF/03/11/2021: COUNTY COORDINATORS – (BOMET, ISIOLO AND TURKANA COUNTIES) - (3 Posts)

The officer will be deployed in the respective County and shall be the custodian of all NGAAF activities, programs and projects and Assets.

Duties and Responsibilities

The County Coordinator shall be required to;

- i. Coordinate 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. Supervise 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; and
- vi. Perform such other function required under NGAAF Regulations or any other Law as may be prudent.

Qualifications and Requirements

For appointment to this position, a candidate should:

- (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, commerce, project planning, Economics or Social Science. A master's degree in the relevant field shall be an added advantage
- (iv) Possess at least two years' experience in Public Finance Management
- (v) A course in project planning shall be an added advantage
- (vi) Have excellent communication, organizational and interpersonal skills.
- (vii) Be computer literate.
- (viii) Must fulfill the requirements of Chapter Six (6) of the Constitution.

4. Ref: NGAAF/04/11/2021: MONITORING AND EVALUATION OFFICER - (1 Post)

This will be the entry grade for this cadre. An officer at this level will work under direct supervision of senior Monitoring and evaluation officer.

Duties and Responsibilities

The Monitoring and Evaluation Officer shall be required to;

- i Prepare monitoring work plan;
- ii Receive and analyzes field monitoring reports;
- iii Initiate periodic reports and forward to the Senior M&E officer;
- iv Participate in preparing budgets for the division;
- v Undertake monitoring and prepare reports to provide information for decision making;
- vi Initiate communications on the findings of the monitoring process to the respective county committees and follow up for corrective action;
- vii Maintain up to date database on status of project implementation for constituencies;
- viii Prepare quarterly Project implementation status reports for each financial year;
- ix Participate in the preparation of Monitoring & Evaluation framework; and
- x Prepare results-based mapping on Monitoring & Evaluation activities.

Qualifications and Requirements

For appointment to this position, a candidate should:

- i Be a Kenyan citizen
- ii Bachelor's degree in any of the following disciplines: - Social Sciences, Project Management and Planning, Community Development, Development Studies, Monitoring and Evaluation or its equivalent from a recognized institution;
- iii Proficiency in computer applications skills;
- iv Good communication and writing skills
- v Be computer literate
- vi Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

5. Ref: NGAAF/05/11/2021: INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) OFFICER- (1 Post)

This will be the entry grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

Duties and Responsibilities

The ICT Officer shall be required to;

- i. Implement information security procedures and system access policies on the organizations network and firewall systems;
- ii. Install, test and tuning server operating systems for optimum performance.
- iii. Administer Internet, Wide Area Network and Local Area Networks to ensure its availability and efficiency
- iv. Maintain and update the organization's email and web application services to ensuring they are online.
- v. Maintain a help desk to support users in use of their equipment and solve technical problems;
- vi. Carry out preventative maintenance and repairs of computer hardware, software and network countrywide;
- vii. Perform hands-on fixes on computer workstations, laptops, printers, phones, and other computer and telecommunications equipment, including installing and upgrading software, implementing file backups, and configuring systems and applications following design or installation specification.
- viii. Prepare information and support materials for quarterly and annual reports.
- ix. Creating and resetting user names and passwords on the email and domain systems for staff within the headquarters, regional offices and constituency offices.
- x. Provide technical support to portal and online users.
- xi. Receive and address user feedback.

Qualification and Requirement

For appointment to this position, a candidate should:

- i Be a Kenyan citizen
- ii Hold a Bachelor degree in any of the following: Computer science, Mathematics, Economics, Commerce, or its equivalent qualification with a bias in Information Communication Technology from a recognized Institution;

- iii Demonstrated professional competence as reflected in work performance and results.
- iv Be computer literate
- v Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

APPLICATION PROCESS

Applications are invited from suitably qualified candidates for the above positions. Each application should be accompanied by a CV with names of three professional referees, daytime telephone contact, a cover letter indicating the position applied for in the subject header and all relevant certificates and testimonials addressed to:

The Chief Executive Officer
National Government Affirmative Action Fund
P.O. BOX 48272-00100
NAIROBI

And

Send via mail to: hr@ngaaf.go.ke

Or hand delivered to:

The Chief Executive Officer
National Government Affirmative Action Fund
ABSA Building, 16th floor
P.O BOX 48272-00100
NAIROBI

The applications should be received on or before **Friday December 17, 2021 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
- Successful candidates will be appointed on a three year contract period renewable subject to satisfactory performance