



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 eighteen (18) months contract terms of service renewable depending on satisfactory performance and availability of budget.

1. REF: NGAAF/01/08/2026: ACCOUNTANT – NGAAF 6 (ONE POST)

Reporting to the Principal Accountant, the Accountant will be responsible for: –

- i. Preparing payment vouchers;
- ii. Processing imprests and travel advances;
- iii. Receiving cash, banking, balancing and reconciling cash books on daily basis
- iv. Posting payments and receipts in the cashbook;
- v. Disbursing funds in accordance with the provision on the PFM Act;





- vi. Providing safe custody of cash and payment vouchers;
- vii. Preparing and updating creditor, debtors and general ledgers;
- viii. Liaising with customers to provide billing information;
- ix. Preparing monthly bank accounts reconciliations;
- x. Processing of statutory deductions payments; and
- xi. Preparing and maintaining accurate prepayments, accruals and provision schedules.

Qualifications

For appointment to this grade, an officer must have: –

- i. Bachelor's degree in any of the following disciplines: – Commerce (Accounting option), Accounting, Economics, Business Management (Accounting option) or equivalent qualification from a recognized institution;
- ii. Part II of the Certified Public Accountants (CPA) examination or equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Met the requirements of Chapter six of the Constitution.





2. REF: NGAAF/02/08/2026: CUSTOMER CARE ASSISTANT – NGAAF 8 (ONE POST)

Reporting to the Principal Corporate Communication Officer, the Customer Care Assistant will be responsible for: –

- i. Collecting and collating data for the development, implementation and review of corporate communication policies, strategies, regulations and procedures;
- ii. Manning the reception desk and switch board;
- iii. Maintaining good ambience in the reception area;
- iv. Profiling visitors;
- v. Responding to visitors' queries and telephone inquiries;
- vi. Receiving, screening and directing visitors to designated offices and areas;
- vii. Recording and confirming visitors' appointments;
- viii. Issuing visitors passes;
- ix. Maintaining daily record of visitors' details;
- x. Receiving correspondence delivered at the reception and dispatching to relevant office;
- xi. Distributing relevant Fund's brochures to customers; and
- xii. Attending to telephone calls.





Qualifications

For appointment to this grade, an officer must have: –

- i. Diploma in any of the following disciplines: – Customer Care, Public Relations, Mass Communications, Customer Service, Front Office or its equivalent qualification from a recognized institution; and
- ii. Met the requirements of Chapter six of the Constitution.

3. REF: NGAAF/03/08/2026: PROGRAMME OFFICERS – NGAAF 6 (SEVEN POSTS)

The Programme Officers can be deployed in various functional areas. They will be responsible for the following functions:

a) Programmes Department

- i. Develop, implement and review policies, standards, guidelines and procedures for programmes, public education and advocacy.
- ii. Oversee the implementation of projects financed through the Fund;





- iii. Promoting programmes for projects and activities for economic empowerment financed by the Fund;
- iv. Promote value addition initiatives for products and services of affirmative action groups;
- v. Promote socio cultural development and nurturing of talent for affirmative action groups;
- vi. Coordinate stakeholder engagement in identification of projects;
- vii. Receive, review and recommend to the board for approval project proposals emanating from Counties and provide feedback;
- viii. Facilitate establishment of rescue centers, legal aid centers, drug and substance abuse rehabilitation and counselling centers in conjunction with the relevant government agencies;
- ix. Oversee disbursement of bursaries and scholarships to access education opportunities for affirmative action groups;
- x. Coordinate project formulation and implementation for affirmative action groups;
- xi. Ensure projects recommended for funding are guided by national development priorities and comply with the object and purpose of the Fund;





- xii. Develop and execute project designs, work plans and budget on programmes;
- xiii. Advice on imposing of reasonable requirements including restriction as on a particular county for the disbursement of funds;
- xiv. Establish partnerships and linkages with relevant training providers; and
- xv. Develop and implement the guidelines for approval of projects.

b) Public Education, Awareness and Capacity Building Department

- i. Develop, implement and review policies, standards, guidelines and procedures for public education, awareness and capacity building;
- ii. Coordinate the participation of other stakeholders involved in public education programmes;
- iii. Coordinate stakeholder engagement in identification and accessing funds for projects;
- iv. Develop training and/or curriculum manual for conducting civic education programmes and activities in counties
- v. Establish partnerships and linkages with relevant training providers and other government agencies in respect to dissemination of government programmes and policies;





- vi. Coordinate programmes for conducting civic education activities in counties.

c) County Coordination Offices

- i. Implementing policies, programmes, standards, guidelines on the mandate of the Fund programmes;
- ii. Conducting Civic Education and community sensitization through public education and advocacy;
- iii. Promoting value addition initiatives for products and services of affirmative action groups;
- iv. Promoting socio cultural development and nurturing of talent for affirmative action groups;
- v. Collaborating with stakeholder engagement in identification of projects;
- vi. Coordinating public education and advocacy on enhancement of access to services for survivors of gender-based violence, female genital mutilation, child marriages or forced marriages;
- vii. Receiving, review and recommend project proposals to the board for approval;
- viii. Developing and implement proposals for establishment of rescue centers, legal aid centers, drug and substance abuse





- rehabilitation and counselling centers in conjunction with the relevant government agencies;
- ix. Implementing disbursement of bursaries and scholarships to access education opportunities for affirmative action groups;
 - x. Undertaking civic education and community sensitization on the National Government affirmative action programmes and policies;
 - xi. Coordinating project formulation and implementation for affirmative action groups;
 - xii. Ensuring projects recommended for funding are guided by national development priorities and comply with the object and purpose of the Fund;
 - xiii. Undertaking capacity building for affirmative action groups;
 - xiv. Developing and execute project designs, work plans and budget on programmes;
 - xv. Implementing partnerships and linkages with relevant training providers; and
 - xvi. Implement the guidelines for approval of projects.

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following fields: Project Planning





and Management, Education, Development Studies, Community Development, Entrepreneurship, Gender Studies, Business Management/Administration or equivalent qualification from a recognized institution;

- ii. Proficiency in computer application skills; and
- iii. Met the requirements of Chapter Six of the Constitution.

MODE OF APPLICATION

Interested and qualified candidates are required to make their application online through the Fund's recruitment portal: **recruitment.ngaaf.go.ke** as per the instructions provided in the portal. You can access the link via:

<http://recruitment.ngaaf.go.ke:83/vacancies>

The applications should be received on or before **1st September, 2026 by 5:00pm East African Time (EAT).**

Please note:

- I. Only shortlisted candidates will be contacted
- II. Canvassing in any form will lead to automatic disqualification
- III. The National Government Affirmative Action Fund is committed to availing equal opportunities to **ALL KENYANS**. Female candidates,





youths and persons living with disabilities are encouraged to apply

- IV. Successful candidates will be appointed on a three (3) years contract period renewable subject to satisfactory performance

