



National Drought Management Authority

Vacancy Announcement

The National Drought Management Authority (NDMA) is a public body established by the National Drought Management Authority (NDMA) Act, 2016. The Act gives the NDMA the mandate to exercise overall coordination over all matters relating to drought risk management and to establish mechanisms, either on its own or with stakeholders, that will end drought emergencies in Kenya.

The Board of the National Drought Management Authority (NDMA) is seeking to recruit competent individuals to fill the following positions;

S/NO	REF NO	POSITION	GRADE	NO. OF POSTS
1.	V/No. 5/2024-25	Deputy Director, Drought Management Coordination	NDMA 3	7 posts
2.	V/No. 6/2024-25	Drought Management Coordination Officer II	NDMA 8	5 posts

Interested qualified applicants are notified of the following:

1. Detailed job descriptions, requirements and applicant's bio- data form is available on the website www.ndma.go.ke
2. Applicants **MUST** fill the Bio-Data Form whose link will be availed in the Authority's website. Applicants who will **NOT** fill the bio data form will have their applications rejected.
3. All applications **MUST** be received on or before **9th April, 2024 by 5:00 pm.**
4. NDMA is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply
5. There is **NO** fee charged by NDMA for any application of these positions
6. Canvassing of any form will result in disqualification of the candidate
7. **ONLY** shortlisted candidates will be contacted

How to Apply

Interested qualified applicants are requested to submit a cover letter, detailed CV, copies of certificates & testimonial with the title and Reference number of the position clearly

indicated in the email subject line to hr@ndma.go.ke and also fill the **Bio-data form** whose link is available in the Authority's website. Applicants who will not fill the bio data form will have their applications rejected

Successful candidates will be required to fulfill the requirements of Chapter Six (6) of the Constitution of Kenya specifically clearance from the following institutions;

- 1) Higher Education Loans Board
- 2) Ethics and Anti-Corruption Commission
- 3) National Police Service (Certificate of good Conduct)
- 4) Credit Reference Bureau
- 5) A tax clearance certificate from the Kenya Revenue Authority

Applications should be addressed to;

**Chief Executive Officer,
National Drought Management Authority
P. O. Box 53547 00200
NAIROBI, KENYA**

Applications may also be dropped at the Authority's offices located on the 17th floor of Lonrho House, along Standard Street, Nairobi during working hours between 8am and 5pm. Those applicants submitting physical applications **MUST** also complete the Bio-Data Form