



FILLING OF VACANCT POSITIONS

The **National Council for Persons with Disabilities (NCPWD)** is a State Corporation established in 2004 pursuant to the *Persons with Disabilities Act, 2003* (now repealed and replaced by the *Persons with Disabilities Act No. 4 of 2025*). NCPWD is mandated to develop and implement inclusive policies that advance the mainstreaming of Persons with Disabilities, safeguard their rights, and promote equal opportunities for full participation in the society.

1. Executive Director

Job Purpose;

The Executive Director is responsible to the Council for the implementation of the National Council for Persons with Disabilities(NCPWD) strategic goals and the management of its resources including giving direction and leadership for the achievement of its mission. In addition, the Executive Director is responsible for the day-to-day operations and administration of NCPWD.

a) Duties and Responsibilities:

The duties and responsibilities of the Executive Director will entail: -

- (i) Secretary to the Board as stipulated in the persons with Disabilities Act No.4 of 2025;
- (ii) Provide strategic leadership in accordance with the mandate of NCPWD as stipulated in the Persons with Disabilities Act, 2025;

- (iii) Develop and ensure the implementation and review of the Strategic Plan and annual plans of NCPWD;
- (iv) Oversee and supervise implementation of regional and international instruments (domesticated through the Persons with Disabilities Act, No.4 of 2025) on Persons with Disabilities like; the United Nations Convention of Rights of the Persons with Disabilities and the Optional Protocol; Responsible for the day-to-day management of the affairs of NCPWD;
- (iv) Ensure proper management of the funds and property of NCPWD;
- (v) Ensure implementation and fulfillment of the policies and agreed objectives, performance targets and service standards of NCPWD;
- (vi) Provide guidance as required on all matters within NCPWDs' responsibility; and
- (vii) Perform any other duties necessary for the furtherance of the objective of NCPWD.

b) Requirements for Appointment:

This position is on three (3) years contract, renewable once subject to satisfactory performance in accordance to Mwongozo. For appointment to this grade, an officer must have:

- (i) Bachelor degree in Public administration, Business Administration, Political Science, Social Sciences, or related field;
- (ii) Master's degree in Public administration, Business Administration, Political Science, Social Sciences, or related field;
- (iii) Professional qualification and membership in good standing. where applicable;
- (iv) Leadership course lasting not less than six (6) weeks;
- (v) Demonstrated merit and ability as reflected in work performance and results;

- (vi) At least Eighteen (18) years' working experience in public or Private institutions, of which 7 years' should be in senior management;
- (vii) At least three (3) years' experience on matters of disability;
- (viii) Fulfilled the requirements of Chapter 6 of the Constitution; and
- (ix) Should be a Kenyan citizen.

c) Key Competencies and skills

- (i) Strong analytical skills
- (ii) Strategic and innovative thinking
- (iii) Ability to mobilize resources
- (iv) Strong interpersonal skills
- (v) Proficiency in IT applications
- (vi) Strong leadership skills
- (vii) Negotiation skills
- (viii) Mentoring, coaching and leadership skills
- (ix) Strong communications and reporting skills

Terms of Service: Contract

Remuneration – In line with the NCPWD salary scale & SRC guidelines on allowances



2. CORPORATION SECRETARY/ASSISTANT DIRECTOR LEGAL SERVICES-JG-3

Job Purpose;

The Corporation Secretary and Legal Officers are responsible for providing Board Secretariat, legal services and advice to the Council. The Department shall also be responsible for ensuring compliance with the legal and regulatory legislations, provision of legal advice to NCPWD and Persons with Disabilities. The Department shall also be responsible for effective and efficient management of Board services including compliance with Mwongozo and performance contract administration.

a) Duties and Responsibilities

- i) Head of legal services in NCPWD;
- (ii) Provide legal advice to the Council and NCPWD;
- (iii) Provide secretariat services to Council on behalf of the Executive Director;
- (iv) Custodian of the Council seal and be accountable to its use;
- (v) Facilitate Governance Audit;
- (vi) Prepare the Board Calendar;
- (vii) Initiating the development of the Board Manual and Charter; and
- (viii) Overseeing implementation of Mwongozo; and
- (ix) Supervise staff in the Legal Services Department

b) Requirements for Appointment

- (i) Master's Degree in Law or a related field from a recognized university;
- (ii) Bachelor's Degree in Law from a recognized university;
- (iii) Advocate of the High Court of Kenya;
- (iv) Member to the Law Society of Kenya;
- (v) Hold current practicing certificate;

- (vi) Member, Institute of Certified Public Secretary of Kenya (ICPSK); (is an added advantage)
- (vii) Experience of not less than fifteen (15) years, three (3) of which must be in a middle management position in the Public Service or Private sector;
- (viii) Course in management lasting not less than four (4) weeks;
- (x) Proficiency in ICT; and
- (xi) Fulfillment of the requirements of Chapter Six of the Constitution.

d) Key Competencies and skills

- (i) Organization and management skills;
- (ii) Leadership and managerial skills;
- (iii) Drafting skills;
- (iv) Report writing skills;
- (v) Negotiation and arbitration skills; and
- (vi) Analytical skills.

Terms of Service: Permanent and Pensionable

Remuneration –In line with the NCPWD salary scale & SRC guidelines on allowances

Application Procedure

Interested and qualified candidates are advised to visit NCPWD website for detailed job descriptions for the roles at **www.ncpwd.go.ke/careers** Applications should be sub-mitted through the link; **recruitment.ncpwd.go.ke** on or **before 1st September, 2025**

Applications should be addressed to;

The Chairperson,
National Council for Persons with Disabilities,
Orthopedic Centre Compound, opposite ABC place,
P.O Box 66577 – 00800
NAIROBI, KENYA

NCPWD is an **equal opportunity employer** committed by diversity and gender equality. Canvassing will lead to automatic disqualifications. Only shortlisted candidates will be contacted.