



Approved
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3/11/2025

VISION

A society free from gender inequality and all forms of discrimination

MISSION

To promote gender equality and freedom from all forms of discrimination in Kenya, especially for special interest groups through ensuring compliance with policies, laws and practice

CAREER OPPORTUNITY

The Commission is seeking to recruit highly motivated, visionary, dynamic and results oriented candidates to fill the following position: -

S/N	Position	Job Ref	Grade	No. of Posts	Duty Station	Terms of Service
1.	Assistant Director, Finance, Planning and Accounts	NGEC/HR/1/10/2025	NGEC 3	1	HQ	Contract
2.	Accountant II	NGEC/HR/2/10/2025	NGEC 7	1	HQ	Permanent and Pensionable

1. ASSISTANT DIRECTOR, FINANCE, PLANNING AND ACCOUNTS, NGEC SCALE 3 -REF: NGEC/HR/1/10/2025 – (I POST)

Remuneration (Basic Salary):

Ksh. 191,037 - 277,512

House Allowance

Ksh. 60,000

Commuter Allowance

Ksh. 20,000

Leave Allowance:

As existing in the Commission

Annual Leave:

30 Working days per financial year

Medical Cover:

As existing in the Commission

Terms of Service:

Five (5) years contract renewable subject to performance.

DUTIES AND RESPONSIBILITIES

- Providing advisory services to the Commission Secretary and other stakeholders on accounting matters;

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- ii. Forecasting and monitoring expenditure and allocating and utilizing financial resources;
- iii. Ensuring proper interpretation and implementation of accounting procedures, letters and instructions;
- iv. Facilitating annual statutory audit;
- v. Controlling, monitoring and implementing the NGECS financial resources;
- vi. Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;
- vii. Spearheading the planning functions; and
- viii. Maintaining an inventory of all bank accounts in the Accounting Section and their approved signatories.

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

- i. Served in the grade of Principal Finance Officer, Principal Planning Officer or Principal Accountant for a minimum period of three (3) years, or served in a comparable position in the Public Service or Private Sector for a minimum period of nine (9) years six (6) of which must have been at a Management level;
- ii. A Bachelor's degree in any of the following disciplines: - Economics, Commerce, Finance, Business/Public Administration or in any other relevant and comparable qualification from a recognized institution;
- iii. A Master's degree in Economics, Commerce, Finance, Business/Public Administration or in any other relevant and comparable qualification from a recognized institution;
- iv. Attended a Strategic Leadership Development course from a recognized
- v. Been a Member of a relevant professional body;
- vi. computer skills; and
- vii. Shown merit and ability as reflected in past work performance and results.

2. ACCOUNTANT II, NGECS 7 - REF: NGECS/HR/2/10/2025 - (1 POST)

Remuneration (Basic Salary):	Ksh. 78,622 – 118,486
House Allowance	Ksh. 28,000
Commuter Allowance	Ksh. 8,000
Leave Allowance:	As existing in the Commission
Annual Leave:	30 Working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

DUTIES AND RESPONSIBILITIES

- i. Verifying vouchers and committal documents in accordance with laid down

- rules and regulations;
- ii. Data capture, maintaining primary records such as cashbooks, ledgers, vote books, registers;
- iii. Preparing simple management reports such as imprest and expenditure returns;
- iv. Ensuring safe custody of government records and assets;
- v. Analyzing the below the line accounts;
- vi. Receiving duly processed payments and receipt vouchers;
- vii. Balancing and ruling of the cashbooks on daily basis;
- viii. Maintaining accounting records;
- ix. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- x. Extracting and providing cash liquidity analysis;
- xi. Ensuring security of cheques and cheque books; and
- xii. Paying personal and merchants claims in accordance with the laid down financial regulations.

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, the candidate must possess the following qualifications:

- i. A Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration (Accounting option) or any other relevant and comparable qualification from a recognized institution;
- ii. Certified Public Accountants (CPA) II or any other relevant and comparable qualifications from a recognized institution;
- iii. Knowledge in computerized accounting;
- iv. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010; and
- v. Been a Member of a relevant professional body.

HOW TO APPLY

Interested candidates who meet the minimum requirements should submit their applications together with;

- 1. A detailed Curriculum Vitae;
- 2. A copy of the National Identity Card;
- 3. **Certified copies of Academic and Professional Certificates;**
- 4. Three (3) names of referees, their mobile telephone and e-mail contacts.

Please Note that:

- i) The National Gender and Equality Commission is an equal-opportunity employer. **Persons with Disability, Youth, Women and People from Minority and Marginalized communities** are encouraged to apply.
- ii) The Commission does not ask for any money nor ask applicants to undergo any medical examination.

- iii) Only shortlisted candidates will be notified.
- iv) Shortlisted candidates shall be required to produce their original academic and professional certificates and other testimonials during the interview;
- v) Only successful candidate will be required to provide clearance certificates from KRA, DCI (Police Clearance), EACC, HELB and CRB.
- vi) It is a criminal offence for any applicant to provide false information and documents in the job application.
- vii) Canvassing in any form will lead to automatic disqualification

All applications **MUST BE SUBMITTED IN HARD COPY ONLY**, addressed to:

The Commission Secretary/CEO
The National Gender and Equality Commission
Solution Tech Place, Longonot Road, Upper Hill
P O Box 27512-00506, **NAIROBI**

Posted or Hand-delivered applications should reach the Commission Secretary/CEO on or before **Tuesday 18th November, 2025** before 5.00 pm.

Approved.....
Commission Secretary/CEO

31.11.2025