



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

VACANCIES ADVERTISEMENT – REPLACEMENT

The National Council for Population and Development is a Semi-Autonomous Government Agency in the National Treasury and Ministry of Planning. The Council seeks to fill the following vacant positions:

ADVERT NO.002/2026: POPULATION PROGRAMME OFFICER – GRADE NCPD 6 SIX (6) POSTS

Terms of Service: Permanent and Pensionable

Basic Salary: Kshs 44,000 (Minimum) –Kshs.78,920 (Maximum)

This is the entry and training grade for this cadre. An officer at this level will work under supervision and guidance of a senior officer and may be deployed to any of the seven Population Programmes Divisions.

Duties and responsibilities at this level will entail:

- i. Collecting data on population issues;
- ii. Initiating the preparation of data collection tools;
- iii. Compiling data from stakeholders and partners in population and development;
- iv. Initiating the design of information, education and communication materials;
- v. Disseminating information on population and development to the public through publications, barazas, newsletters, mass media, shows, exhibitions, conferences;
- vi. Drafting reports on the implementation of population and development projects/programmes at National and County level.

a) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines: Population Studies, Demography, Public Health, Sociology, Anthropology, Geography, Economics, Population Health or equivalent qualification from a recognized institution;
- ii. Proficiency in Computer applications

METHOD OF APPLICATION

Note 1: Applicants who meet the requirements should send their application letter together with detailed CV indicating three (3) names of references, current position/grade, daytime telephone numbers, copies of academic and professional certificates, testimonials and a copy of National Identity Card/Passport to NCPD Head office or Send to the email recruitment@ncpd.go.ke.

N/B: Applications sent via email to info@ncpd.go.ke **SHALL NOT be processed.**

Hand delivered applications can be delivered to;

The Director General,
National Council for Population and Development
Chancery Building, 4th Floor
P. O. Box 48994-00100
Chancery Building 4th Floor
NAIROBI – KENYA

on or before 5:00pm (East African Time) on 7th April, 2026

Note 2: Applicant should use **ONLY one mode** of submitting application (**either** hard or soft copy)

Note 3: Shortlisted candidates shall be required to produce originals of their National Identification Cards, Academic and Professional Certificates and transcripts during the interviews.

Note 4: Canvassing will lead to automatic disqualification.

Note 5: Successful candidates after interviews will be required to obtain the following documents:

- a) Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- b) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- c) Clearance Certificate from Higher Education Loans Board (HELB)
- d) Clearance from Ethics and Anti-Corruption Commission (EACC)
- e) Clearance Certificate from a Credit Reference Bureau (CRB)

NCPD is an equal opportunity employer; persons with disabilities and people from marginalized groups with requisite qualification are encouraged to apply.