



## **NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT**

### **VACANCY ANNOUNCEMENT**

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

The NCPD Board would like to recruit a visionary and dynamic leader for the position of Director General/Chief Executive Officer. The Director General will be responsible to the Board through its Chairperson for the day-to-day management of the Council and overall formulation and coordination of multi-sectoral national population policies, strategies and programmes.

#### **Terms of Service**

Three (3) years contract, renewable once subject to satisfactory performance and mandatory retirement age.

#### **ADVERT NO.002/2026: DIRECTOR GENERAL – GRADE NCPD 1**

Reporting to the NCPD Board.

#### **Duties and responsibilities**

- i. Be responsible for the day-to-day operations of the organization;
- ii. Provide leadership to senior management and staff;
- iii. Prepare the annual budgets and establish proper internal controls;
- iv. Be responsible for the execution and communication of the Board's strategies, decisions and policies;
- v. Develop and recommend to the Board the annual business plans for the organization;
- vi. Ensure that the organization has an effective management structure including succession plans;
- vii. Ensure that all Board papers are accurately written, are relevant and are availed to the Board members in good time;
- viii. Serve as the link between the Board and the management;
- ix. Be responsible for the achievement of the objectives of the organization;
- x. Put in place effective administrative structures, processes and systems;

xi. Provide regular, thorough and prompt communication to the Board on key technical, financial and administrative matters; and

xii. Be responsible for stakeholder management and the enhancement of the corporate image of the organization.

## **Qualifications and Experience**

For appointment to the position of Director General, a candidate must have: -

- i. Satisfactorily served for a cumulative period of fifteen years (15), ten (10) of which at Senior management level in a public or private institution
- ii. A minimum of a master's degree in population and development studies or any other field relevant to the mandate of the Council, from a university recognized in Kenya;
- iii. Demonstrated professional ability, initiative and competence of a high level in organizing, controlling, directing and executing work;
- iv. Demonstrated a high degree of administrative ability and have had wide experience and proven ability for population, health, development planning and building strategic alliances with partners for population activities;
- v. Demonstrated commitment to National Values as espoused in Chapter 6 of the Constitution of Kenya. To this end, applicants must have written clearance from the Higher Education Loans Board (HELB), Ethics and Anti-Corruption Commission (EACC), Directorate of Criminal Investigation (Certificate of Good Conduct) and the Kenya Revenue Authority (KRA);
- vi. Ability to reconcile, communicate and interact effectively with diverse and a broad range of stakeholders, including the public, civil society, faith-based organizations, and development partners;
- vii. Capacity for leveraging the resources of national and county governments, private sector and development partners, and;

In addition, shortlisted applicants are required to attach copies of current Certificate of Good Conduct from the Directorate of Criminal Investigations: Tax Compliance Certificate from Kenya Revenue Authority, Clearance from Higher Education Loans Board (HELB), Kenya Credit Reference Bureau and Ethics and Anti-Corruption Commission (EACC).

Remuneration and terms of service will be commensurate with qualification, skills and experience.

## **METHOD OF APPLICATION**

i) Applicants who meet the above 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 the email; [dgrecruitment@ncpd.go.ke](mailto:dgrecruitment@ncpd.go.ke);

ii) All applications should be addressed to:-

The Board Chairman  
National Council for Population and Development  
Chancery Building, 4<sup>th</sup> Floor  
P. O. Box 48994-00100  
**NAIROBI-KENYA**

**and must be received on or before 5:00pm (East African Time) on Monday 30<sup>th</sup> March 2026**

- iii) Applicants should use **only one mode** of submitting applications (**either** hard or soft copy)
- iv) Hard copy applications must display the job advertisement number on the envelop
- v) Only shortlisted candidates will be contacted for interviews.
- vi) Canvassing will lead to automatic disqualification.

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