



National Drought Management Authority

External Vacancy Announcement

The National Drought Management Authority (NDMA) is a State Corporation established under the NDMA Act, 2016. The Act mandates the Authority to exercise overall coordination over all matters relating to drought risk management and to establish mechanisms, either on its own or in collaboration with stakeholders, to 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 within its complement.

| SNO | REF NO | POSITIONS | GRADE | NO OF POSTS |
|------------|---------------------------|---|--------------|--------------------|
| 1. | NDMA V/No.1/4/2026 | Director, Research & Data Informatics | NDMA 2 | 1 |
| 2. | NDMA/V/No.2/4/2026 | Deputy Director, Planning Monitoring & Evaluation | NDMA 3 | 1 |
| 3. | NDMA/V/No.3/4/2026 | Deputy Director, Legal Services | NDMA 3 | 1 |
| 4. | NDMA/V/No.4/4/2026 | Senior Administrative Officer | NDMA 6 | 1 |
| 5. | NDMA/V/No.5/4/2026 | Human Resource Management Officer II | NDMA 8 | 3 |
| 6. | NDMA/V/No.6/4/2026 | Finance & Accounts Officer II | NDMA 8 | 2 |
| 7. | NDMA/V/No.7/4/2026 | Administrative Officer III | NDMA 9 | 2 |
| 8. | NDMA/V/No.8/4/2026 | Drivers III | NDMA 11 | 2 |
| 9. | NDMA/V/No.9/4/2026 | Drought Management Coordination Officer II | NDMA 8 | 4 |

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 submitted online on or before **11th May, 2026**, by **5.00 pm**. Physical application will not be accepted.
4. NDMA is an equal opportunity employer. Persons with disabilities, 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 the disqualification of the candidate.
7. **ONLY** shortlisted candidates will be contacted

How to Apply

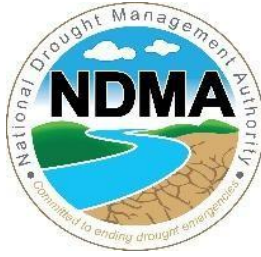
Interested qualified applicants are requested to submit a filled **Bio-data form**, a cover letter, detailed CV, copies of certificates & testimonials with the title of the position and Reference Number clearly indicated in the email subject line to hr@ndma.go.ke. The **Bio-data form** link will be provided on the Authority's website.

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) Kenya Revenue Authority
- 2) Higher Education Loans Board
- 3) Ethics and Anti-Corruption Commission
- 4) Directorate of Criminal Investigations (Certificate of Good Conduct)
- 5) Registered Credit Reference Bureau

Applications should be addressed to;

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



NATIONAL DROUGHT MANAGEMENT AUTHORITY

EXTERNAL JOB VACANCY ANNOUNCEMENT

The National Drought Management Authority (NDMA) is a public body established by the (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 within its complement.

1) DIRECTOR, RESEARCH & DATA INFORMATICS - NDMA 2

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|---------------------------------|--|
| Job Title | Director, Research & Data Informatics (1 Position) |
| Job Ref No | NDMA V/No.1/4/2026 |
| Terms of Employment | Contract |
| Duty Station | Headquarters, Nairobi |
| Job Grade | NDMA 2 |
| Basic Salary | KES 187,938 – 254,718 Per Month |
| Other Benefits | Medical Insurance Cover, WIBA, and Gratuity & Travel allowance as applicable |
| Expected Start Date | 15/06/2026 |
| Supervisor | Chief Executive Officer |
| Position Summary/Purpose | The Director, Research and Data Informatics, will be responsible for strengthening evidence-based drought risk management in the context of increasing climate variability and recurrent droughts in Kenya's arid and semi-arid lands. The role entails providing a structured institutional framework for generating, managing, and disseminating credible information, knowledge, and evidence to guide drought risk management policies, strategies, and interventions. |

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| Job Specifications | |

Duties and responsibilities at this level entail:

- i. Provides overall leadership and vision for the Research & Data Informatics function, including integration of GIS and remote sensing applications in drought risk management by overseeing the management, review, maintenance, and updating of the national drought early warning system.
- ii. Leads the development, review, and implementation of policies, strategies, legal frameworks and work-plans for research, drought information, data/informatics, GIS/remote sensing, and early warning systems.
- iii. Translates national drought risk management and climate adaptation priorities into implementable data/information strategies, ensuring alignment with the organization's mandate and national policy frameworks.
- iv. Provides leadership for research activities aimed at improving drought risk understanding, vulnerability analysis, impacts of climate change, livelihood resilience, and drought mitigation strategies by designing research programmes, collaborating with research institutions/universities, and ensuring quality and relevance of research outputs.
- v. Ensures that research, data, GIS/remote sensing analyses feed into policy advice, planning, contingency planning and decision-making — thereby enhancing evidence-based drought risk management.
- vi. Advises government and the Board on strategic geospatial insights for drought preparedness and response through overseeing timely generation and sharing of evidence required for activation of contingency plans, emergency response, food security interventions, and drought-response funding requests.
- vii. Forges partnerships with global remote sensing institutions, donors, and technology providers.
- viii. Leads resource mobilization efforts — including proposals for research funding, technical assistance, partnerships, grants for drought-resilience and data/information initiatives.
- ix. Ensures sustainability and institutional capacity for GIS and Remote Sensing systems by facilitating capacity-building of internal staff and external stakeholders on GIS/remote sensing, data analysis, early warning interpretation, mapping, reporting and use of information for planning and response.
- x. Represent the Authority in forums on Early warning, geospatial and remote sensing for disaster risk reduction.
- xi. Ensures compliance with relevant governance, public-service, data-governance, procurement, finance and regulatory frameworks (e.g. public service regulations, data protection, ethics).
- xii. Coordinates the publication and dissemination of drought information products (early-warning bulletins, drought status reports, vulnerability assessments, maps) to relevant stakeholders — government, counties, communities, NGOs, partners.
- xiii. Establishes strategic partnerships with universities, international research organizations, and donors.

- xiv. Coordinate research and translate research findings to policy briefs to inform drought risk management and climate change adaptation
- xv. Oversees identification and incorporation of new remote sensing data sources and emerging technologies for improved spatial analysis, drought monitoring, vulnerability mapping, and early warning.
- xvi. Represent the Authority in global platforms on drought data, analytics, and knowledge management.
- xvii. Approve and supervise the production of spatial products: thematic maps, hazard/vulnerability maps, livelihood-zone maps, drought risk maps, early warning dashboards, and other geospatial outputs for internal and external stakeholders.

Person Specifications

For appointment to this grade, an officer must have: -

- i. Cumulative period of fifteen (15) years' relevant work experience, three (3) of which should have been in an equivalent or comparable position;
- ii. Bachelor's Degree in any of the following fields: Statistics/Applied Statistics, Disaster Risk/Management, Computer science (with GIS specialization), Monitoring and Evaluation, Mathematics, Data Science/Data Analytics, Economics and Statistics, Meteorology, Geospatial Information Systems (GIS), Surveying/mapping, Geomatics Engineering, Statistics/Applied Statistics, Geography and Geospatial Techniques, Environmental Science, Remote Sensing/Earth Science, and Geospatial Science from a recognized institution;
- iii. Master's Degree in any of the following fields: Statistics/Applied Statistics, Geospatial Information Systems (GIS), Geomatics Engineering, Disaster Risk/Management, Computer science (with GIS specialization), Monitoring and Evaluation, Surveying/mapping, Mathematics, Geography and Geospatial Techniques, Environmental Science, Data Science/Data Analytics, Project Management, Computer science/Information technology, Economics and Statistics, Remote Sensing/Earth Observation, Geospatial Science, Meteorology from a recognized institution;
- iv. Membership to a relevant professional body in good standing, where applicable;
- v. Certificate in Leadership course lasting not less than six (6) weeks from a recognized institution;
- vi. A valid practicing certificate/license where applicable;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution
- ix. Demonstrated merit and ability as reflected in work performance and results; and exhibited a thorough understanding of national goals, policies, objectives, and ability to relate them NDMA functions.

Key competencies and skills

- i. Broad knowledge of corporate governance, public finance management, procurement, Labour laws, and drought management and climate change-related issues.
- ii. Strategic and innovative thinking.
- iii. Ability to mobilize resources
- iv. Problem-solving and negotiation skills,
- v. Team building,
- vi. Organizational skills and evidence of being a strong team player.

**2) DEPUTY DIRECTOR, PLANNING MONITORING & EVALUATION -NDMA
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| Job Title | Deputy Director, Planning Monitoring & Evaluation (1 Position) |
| Job Grade | NDMA Grade 3 |
| Job Reference number | NDMA V/No.2/4/2026 |
| Terms of Employment | Permanent and Pensionable |
| Duty Station | Headquarters |
| Other benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA, GLA & Pension |
| Allowance | Housing, Commuter |
| Basic Salary | KES 139,500 – 197,478 pm |
| Expected start date | 15/06/2026 |

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| Position/summary /Purpose | <p>The purpose of this role is to provide strategic leadership in planning, policy development and performance management to strengthen drought risk management and climate change adaptation within the Authority. It ensures alignment of organizational plans with national, regional, and international frameworks, supporting a coordinated and results-driven approach.</p> <p>The role promotes evidence-based decision-making through policy analysis, research, and monitoring and evaluation, while overseeing performance systems to enhance accountability and efficiency. It also supports knowledge management, institutional learning, and effective reporting, ensuring transparency and continuous improvement.</p> |
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a) Job Specifications

Duties and responsibilities at this level will entail: -

- i. Coordinate formulation, review, and implementation of the organization’s strategic plan, medium-term plans, and annual work plans;
- ii. Coordinate the development and review of policies, guidelines/manuals, systems, and programmes to guide the Authority on drought risk management and climate change adaptation;
- iii. Coordinate policy formulation and analysis, develop policy briefs, and support research to inform drought risk management and climate change adaptation;
- iv. Spreadhead development, implementation, and evaluation of corporate performance management systems, including performance contracting;
- v. Coordinate monitoring and evaluation (M&E) of programmes, projects, and activities to assess efficiency, effectiveness, and impact within the Authority;
- vi. Spreadhead preparation of the Authority’s annual report on the state of drought management in Kenya and other status reports;
- vii. Coordinate preparation of the Medium-Term Plans of the Authority, Medium-Term Expenditure Frameworks and other related assignments in the Annual Government Budgeting cycles;
- viii. Coordinate mainstreaming and implementation of regional, national and county frameworks and commitments relating to drought risk management and climate change adaptation to organizational plans;
- ix. Coordinate domestication and implementation of international and regional agreements, conventions and protocols relating to drought risk management and climate change adaptation;

- x. Prepare documents to the Board and management, and implement resolutions relevant to the Department;
- xi. Coordinate development and implementation of knowledge management systems for institutional learning on drought risk management and climate change adaptation; and
- xii. Coordinate documentation of lessons learned and promote institutional learning to improve programme design and service delivery.

Person Specification

For appointment to this grade, an officer must have:

- i. Cumulative period of fifteen (15) years relevant work experience, three (3) of which must have been in an equivalent or comparable position
- ii. Bachelor's degree in any of the following disciplines: Economics, Agricultural Economics, Economics and Mathematics, Economics and Statistics, Developmental Planning and Policy, Public Policy, Monitoring & Evaluation, Statistics/Applied Statistics, Development Studies/Project Planning & Management or any other relevant qualification from a recognized institution.
- iii. Master's degree in any of the following disciplines: - Economics, Agricultural Economics, Economics and Mathematics, Economics and Statistics, Developmental Planning and Policy, Public Policy, Monitoring & Evaluation, Statistics/Applied Statistics, Development Studies / Project Planning & Management, or any other relevant qualification from a recognized institution.
- iv. Membership to a relevant professional body and in good standing where applicable
- v. A valid practicing certificate/license where applicable
- vi. Certificate in leadership course lasting not less than six (6) weeks from a recognized institution.
- vii. Demonstrated proficiency in use of several statistical tools and methods such as STATA, SPSS, EVIEWS
- viii. Proficiency in computer application skills
- ix. Shown merit and ability as reflected in work performance and results.
- x. Fulfilled the requirements of Chapter Six of the Constitution

Key Skills and Competencies

- i. Knowledge of national development planning frameworks (e.g., Vision 2030, MTPs).
- ii. Understanding of Monitoring, Evaluation, Accountability & Learning (MEAL) frameworks.
- iii. Report writing and presentation skills.

- iv. Strong communication and stakeholder engagement abilities.
- v. High integrity and ethical standards.
- vi. Strong analytical and problem-solving skills.
- vii. Attention to detail and accuracy in data and reporting.
- viii. Ability to work independently and in teams. Results-oriented and innovative.

3) DEPUTY DIRECTOR, LEGAL SERVICES -NDMA 3

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| Job Title | Deputy Director, Legal Services (1 Position) |
| Job Grade | NDMA 3 |
| Job Reference Number | NDMA V/No.3/4/2026 |
| Terms of employment | Permanent & Pensionable |
| Duty Station | Headquarter |
| Other Benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA, GLA, and Pension |
| Allowances | Housing, Commuter, |
| Basic Salary | KES Min 139,500pm – 197,478pm |
| Expected start date | 15/06/2026 |
| Position Summary/ Purpose | Legal Services is responsible for advising the Board and Management on legal matters, overseeing legal matters as well as implementing good corporate governance to enhance organizational credibility. It is further responsible for effective and efficient provision of Legal advisory services, ensuring management of legal and contractual risks, reviewing NDMA's enabling legislation, rules, regulations and guidelines and recommending amendments that will spur the development of the Authority. |
| Job Specifications | |
| Specific Duties and responsibilities will include: | |
| <ul style="list-style-type: none"> i. Oversee the management and administration of Legal Services in NDMA ii. Ensuring compliance with rules and regulations affecting NDMA including the Code of Conduct and Ethics; iii. Attending to all legal matters of NDMA including advising, vetting and drafting of legal agreements in relation to NDMA operations; and iv. Ensure statutory compliance in the implementation of the Constitution, the NDMA Act and other relevant laws. v. Carry out legal audits to ensure the NDMA ' operations and policies to ensure regulatory and statutory compliance. | |

- vi. Provide and interpret legal information, conduct training and disseminate appropriate legal advisory requirements to staff.
- vii. Give legal advisory services to the Management and Staff of the NDMA on the internal policies and procedures and external matters that may affect the operations.
- viii. Ensure effective legal representation of NDMA and monitor progress of cases in Court and liaise with and manage the external lawyers.
- ix. Review, draw and vet all Service contracts, agreements, leases and any other legal documents required.
- x. Undertake extensive review of different requests for approval, licenses both internal and external for purposes of ascertaining legal soundness, make appropriate recommendations and ensure proper implementation within the law.
- xi. Liaising with the Cabinet Secretary and the Attorney General on the development of the all Rules, Regulations, Bills and Policies that have bearing on NDMA mandate.
- xii. Safeguard the NDMA interests and ensuring that they are adequately defended before the courts, public hearings, Arbitrations and Tribunals as well as manage, review, and monitor progress of all outstanding litigation.
- xiii. Ensure all land for NDMA is properly registered in the name of NDMA
- xiv. Establish and manage the NDMA Alternative Dispute Resolution Mechanism.
- xv. Manage, review, and monitor progress of all outstanding litigation.
- xvi. Through the disciplinary committee, advise the Chief Executive Officer in internal disciplinary cases for purpose of decision-making
- xvii. Provide secretarial services to the Board and its Committees.
- xviii. Provision of guidance to the Board on their duties and responsibilities and on matters of Governance.
- xix. Faciliate Board induction, development, evaluation and implementation of the Capacity building programmes.
- xx. Preparation and management of Board Work-Plans.
- xxi. Faciliate Annual Board Evaluation.

- xxii. Preparation and circulation of Board and Committee Papers
- xxiii. Custody and accountability of the Corporation's seal, securities, agreements, minutes, titles and other legal instruments.
- xxiv. Maintain and update the Register of Conflict of Interest.
- xxv. Give legal advisory services to the Board, Management and Staff of NDMA on the internal policies and procedures and external matters that may affect the operations of the NDMA
- xxvi. Development of board calendars;

For appointment to this grade, an officer must have: -

- (i) Cumulative period of Fifteen (15) years' relevant work experience, three (3) of which should have been at the level of Assistant Director Legal Services or in a comparable position;
- (ii) Bachelor of Laws Degree or equivalent qualification from a recognized Institution;
- (iii) Master's degree in Law (LLB) or equivalent qualification from a recognized and accredited Institution;
- (iv) Post-graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- (v) Membership to the Law Society of Kenya (LSK);
- (vi) Advocate of the High Court of Kenya in good standing;
- (vii) Member of the Institute of Certified Secretaries (Kenya) in good standing
- (viii) Certificate in Leadership course lasting not less than six (6) weeks from a recognized institution;
- (ix) Proficiency in computer applications; and
- (x) Demonstrated a high Degree of professional competence, managerial and administrative capability as reflected in work performance and results.
- (xi) Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010.

4) SENIOR ADMINISTRATIVE OFFICER- NDMA 6

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| Job Title | Senior Administrative Officer, NDMA 6 (1 Position) |
| Job Reference | NDMA V/No.4/4/2026 |
| Terms of employment | Permanent & Pensionable |
| Duty Station | Headquarters |
| Other Benefits | Leave Travelling Allowance, Medical Insurance Cover GPA/WIBA/GLA and Pension |
| Allowances | House, Commuter |
| Basic Salary | KES 77,060 -99, 540 per month |
| Expected start date | 15/06/2026 |
| Position Summary/ Purpose | The Office Administration Function entails:- receive and attend to clients; make appointments; handle correspondences and telephone calls; record dictation in shorthand; typewrite, process data and reprography; maintain office diary; deal with protocols and travel itineraries; ensure good office layout; operate fax machines, manage e-office; plan/organize meetings, workshop/conferences and seminars; undertake administrative work and manage the office; and ensure security of office documents, records and secretarial equipment. |
| <p>A. Job Specifications</p> <p>Specific duties and responsibilities will include-</p> <ol style="list-style-type: none"> i. General administration of the office; ii. Typing and formatting correspondences from drafts and manuscripts and ensuring typo-free errors; iii. Preparing responses to routine correspondence; iv. Maintaining an up-to-date office filing system and file movement; v. Managing the front office to ensure orderliness; vi. Booking and handling official appointments; vii. Maintaining office diary to ensure planned activities are conducted on schedule; viii. Preparing and maintaining an up-to-date office filing system and file movement; ix. Receiving all incoming and outgoing mails in the office; x. Keeping inventory of all office equipment; xi. Managing office protocol and etiquette; xii. Maintaining a well-organized office layout and cleanliness; xiii. Making requisitions of office stationery from stores and ensuring prudent use to minimize wastage; | |

- xiv. Managing standing imprest issued for purposes of hospitality use in office;
- xv. Conforming to the NDMA's procedures of handling official correspondence and file movements; and
- xvi. Adhering to the laid down office administrative personnel regulations, guidelines, and procedures for the smooth running of the offices of the Authority
- xvii. Training, guiding, and supervising secretarial personnel.

B) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of six (6) years' work experience, three (3) of which should have been in the position of Office Administrator Officer I or equivalent;
- (ii) Bachelor's Degree in any of the following disciplines: Secretarial Studies, Business Office Management or equivalent qualifications from a recognized institution;
or
- (iii) Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution or Business Education Single and Group Certificates (BES and GC) Stages I, II and III or Shorthand III (110 w.p.m.); Typewriting III (minimum 50 w.p.m.)/Computerized Document Processing III; Office Management III/Office Administration and Management III; Business English III /Communications II; Commerce II; Office management II/Office Administration and Management III, and Secretarial Duties II from the Kenya National Examinations Council;
- (iv) Certificate in Secretarial Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer application skills; and
- (vi) Shown merit and ability as reflected in work performance and results.
- (vii) Fulfilled the requirements of Chapter Six of the Constitution of Kenya 2010

5) HUMAN RESOURCE MANAGEMENT OFFICER II – NDMA 8

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| Job Title | Human Resource Management Officer II (3 Positions) |
| Job Grade | NDMA 8 |
| Job Reference Number | NDMA V/No.5/4/2026 |
| Terms of employment | Permanent & Pensionable |
| Duty Station | Headquarter |
| Other Benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA/GLA, and Pension |
| Allowances | Housing, Commuter |
| Basic Salary | KES Min 31,740pm – 47,240 pm |
| Expected start date | 15/06/2026 |
| Position Summary/ Purpose | The Human Resource Officers are responsible for ensuring that the Authority has the right and sufficient human resources to meet its objectives. They are responsible for the management of the Human Resource Function, including formulation, periodic review, and implementation of HR policies; compensation and benefits; staff training and development (competent and productive workforce); employee industrial relations; and performance management |
| <p>Job Specification</p> <p>Specific Duties and responsibilities will include: -</p> <ol style="list-style-type: none"> i. Drafting memos, letters and reports; ii. Assisting in processing cases for the Human Resource Management Advisory Committee (HRMAC) and implementation of decisions thereof; iii. Assisting in reviewing job descriptions and preparing job advertisements; iv. Assisting in coordinating the recruitment process; v. Assisting in organizing Staff induction and on-boarding programs; vi. Assisting in processing salaries, allowances, benefits and final dues; vii. Updating the HR information systems data; viii. Facilitating issuance of staff IDs. ix. Assisting in collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control; x. Assisting in undertaking of training needs analysis, projections and developing training programmes; | |

- xi. Assisting in administering performance appraisal, collating performance-related data, analyzing and preparing related reports;
- xii. Collating data in relation to HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Occupational Safety and Health Act;
- xiii. Assisting in preparing and submitting statutory returns;

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in any of the following disciplines: Human Resource Management; Business Administration, Business Management; Personnel Management, Strategic Management, or its equivalent qualification from a recognized institution
- ii. Proficiency in computer applications
- iii. Membership of the Institute of Human Resource Management (IHRM) or any other recognized Professional body in good standing.
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

6) FINANCE & ACCOUNTS OFFICER II - NDMA 8

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| Job Title | Finance & Accounts Officer II (2 Positions) |
| Job Grade | NDMA 8 |
| Job Reference Number | NDMA V/No.6/4/2026 |
| Terms of employment | Permanent & Pensionable |
| Duty Station | Headquarters/Counties |
| Other Benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA/GLA, and Pension |
| Allowances | Housing, Commuter, Hardship |
| Basic Salary | KES 31,740pm – 47,240 pm |
| Expected start date | 15/06/2026 |
| Position Summary/ Purpose | The Finance & Accounts Function entails: - applications of sound principles, systems and techniques in accounting for finances of the Authority, assets, revenue, expenditure and costs, accounting for special funds set up under various statutes; management of accounting information; co-ordination and rationalization of estimates annual appropriation and fund accounts; cash flow control; and cost analysis |
| <p>Job Specifications Specific Duties and responsibilities will include: -</p> <ul style="list-style-type: none"> i. Offering primary examination to all documents delivered to the account's office for action; ii. Preparing all payment vouchers; iii. Processing Imprests and travel advances for staff; iv. Receiving and issuing receipts to customers; v. Checking and processing payments and other disbursements; vi. Preparing and posting EFTs, payments and receipt vouchers in the cashbook; vii. Posting payments and receipts in the cashbook viii. Making petty cash payments and reimbursements after receipt of approvals; ix. Drafting of journals for examination before posting to the ledger x. Preparing periodic expenditure returns; xi. Maintaining the general ledger; xii. Preparation and filling records on payments/cash receipts; xiii. Preparing tax and statutory payments and returns; xiv. Providing safe custody of records and assets under him/her; | |
| For appointment to this grade, an officer must have: | |

- i. Bachelor's Degree in any of the following disciplines: - Commerce, Business Administration (finance/accounting option), Business management (Accounting/Finance Option), economics, or equivalent qualifications from a recognized institution;
- ii. Passed Part II of the Certified Public Accountants (CPA) or ACCA Examination
- iii. Proficiency in computer applications; and
- iv. Fulfill the requirements of Chapter Six of the Constitution

7) **ADMINISTRATIVE OFFICER III – NDMA 9**

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| Job Title | Administrative Officer III (2 Positions) |
| Job Grade | NDMA 9 |
| Job Reference Number | NDMA V/No.7/4/2026 |
| Terms of employment | Permanent & Pensionable |
| Duty Station | Headquarter |
| Other Benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA/GLA and Pension |
| Allowances | Housing, Commuter |
| Basic Salary | KES Min 21,932pm – 39,148 pm |
| Expected start date | 15/06/2026 |
| Position Summary/ Purpose | Administrative Officers are responsible for administrative support services such as official transport, security services, vehicle servicing and maintenance, co-ordination of cleaning services, messenger and registries, supervision of support staff, operationalization of services delivery, ensuring timely and efficient communication and co-ordination in the Authority, monitoring and evaluation of matters pertaining to administration, enforcement and service delivery in the Authority and handle routine operational issues in the department (Division) |
| <p>i. Job Specifications Specific Duties and responsibilities will include: -</p> <ul style="list-style-type: none"> ii. Assist in developing of policies and guidelines for administrative purposes. iii. Maintenance and servicing of motor vehicles. iv. Maintenance of office buildings. v. Allocation of offices. vi. Co-ordinate transport services, including allocation of vehicles and supervision of drivers. vii. Co-ordinate registry services. viii. Assist in ensuring all vehicles have valid certifications (e.g., certificates of road worthiness/inspection) and adhere to national transport safety standards ix. Assist in daily scheduling, allocation, and tracking of vehicles and drivers for x. official duties. xi. Assist in preparing maintenance/repair schedules for vehicles, motorcycles, and generators to ensure they are roadworthy. Assist in supervising drivers and ensuring they adhere to safety rules, procedures, and ethical conduct. xii. Assist in monitoring and managing fuel consumption, fuel supplies, and spare parts inventory. | |

- xiii. Assist in maintaining accurate records, including vehicle logs, registration, insurance, daily inspection reports, and accident reports.
- xiv. Assist in producing monthly reports on vehicle usage and operational efficiency.
- xv. Assist in ensuring all vehicles have valid certifications (e.g., certificates of road worthiness/inspection) and adhere to national transport safety standards

For appointment to this grade, an officer must have:

- i. Diploma in Management, Administration or related from a recognized institution
- ii. Proficiency in Computer applications
- iii. Fulfill the requirement of Chapter Six of the Constitution

8) DRIVER III – NDMA 11

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| Job Title | Driver III – (2 positions) |
| Duty Station | Headquarters/County |
| Job Reference | NDMA V/No.8/4/2026 |
| Terms of employment | Permanent and Pensionable |
| Job Grade | NDMA 11 |
| Basic Salary | KES 16,890 – 26,340 per month |
| Allowances | Housing, Commuter, Hardship |
| Other benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA/GLA and Pension |
| Expected Start Date | 15/06/2026 |
| Position Summary/ Purpose | The function of Drivers entail: - driving the Authority's vehicles; carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks; identifying and reporting malfunctioning of vehicle systems; maintaining work ticket(s) for vehicle(s) assigned; ensuring Security and safety of the vehicle on and off the road; ensuring safety of the passengers and/or goods therein and maintaining cleanliness of the vehicle. |
| <p>Key Responsibilities; Duties and responsibilities will entail: -</p> <ol style="list-style-type: none"> i. Driving a motor vehicle as authorized; ii. Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and iii. other related routine checks; iv. Detecting and reporting malfunctioning of vehicle systems; v. Maintaining work tickets for vehicles assigned; vi. Ensuring security and safety for the vehicle on and off the road; vii. Ensuring the safety of the passengers and/or goods therein; and viii. Maintaining the cleanliness of the vehicle. | |
| <p>Qualifications For appointment to this grade, a candidate must have:</p> <ol style="list-style-type: none"> i) Kenya Certificate of Secondary Education (KCSE) mean Grade D or its equivalent qualification; ii) Occupational Trade Test I/II/III for Drivers; iii) Valid driving license free from any current endorsement(s) for the class(es) of vehicle(s). | |

- iv) First-Aid Certificate Course lasting not less than one (I) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.
- v) Proficiency in computer applications
- vi) Valid Certificate of Good Conduct.
- vii) Experience not less than 3 years.

9). DROUGHT MANAGEMENT COORDINATION OFFICER II – NDMA 8

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| Job Title | Drought Management Coordination Officer II (4 Positions) |
| Job Reference | NDMA/V/No.9/4/2026 |
| Terms of employment | Permanent & Pensionable |
| Job Grade | NDMA 8 |
| Duty Station | County based |
| Allowances | House, Commuter, Hardship |
| Other Benefits | Leave Travelling Allowance, Medical Insurance Cover, GPA/WIBA/GLA and Pension |
| Basic Salary | KES 31,740 – 47,240 per month |
| Expected start date | 15/06/2026 |
| Position Summary/ Purpose | The functions of the department will be to; coordination, generation and analysis of early warning information at the county level; integrate relevant information from national and international sources into the early warning system; develop mechanisms to ensure that drought information is communicated to stakeholders; coordinate, prepare and conduct drought and food security assessments and surveys in collaboration with relevant stakeholders; maintain constant oversight of the drought status in Kenya and determine the level of response required; work with other stakeholders to ensure harmonized registration systems for beneficiaries of drought management interventions; and develop and implement a strategy for continuous capacity development of all those involved in drought information systems |
| <p>1. Job Specifications</p> <p>This is the entry and training grade for this cadre. An Officer at this level will work under guidance of a Senior Officer and will be assigned duties and responsibilities in any of the following functional areas:</p> <p>a) Drought Information</p> <p>Duties and responsibilities at this level will entail; -</p> <ol style="list-style-type: none"> i. Data Collection, analysis and reporting of drought early warning information ii. Compilation of county drought early warning bulletins | |

- iii. Dissemination of drought early information to relevant stakeholders with particular emphasis to drought prone communities.
- iv. Conducting national and county food security assessments.
- v. Conducting rapid food security assessments and other surveys (nutritional surveys, market surveys, urban vulnerability surveys, etc.);
- vi. Providing information to all drought management departments and Directorates.
- vii. Processing of GIS and remote sensing data and integrating into the drought early warning system.
- viii. Developing of reporting guidelines for GIS and remote sensing data.
- ix. Identification of new remote sensing data sources for incorporation into the drought early warning systems.

b) Drought Contingency Planning and Response

Duties and responsibilities at this level will entail; -

- i. Liaising with County Steering Group and County Planning Units, spearheading the production of ward and County Contingency Plans;
- ii. Collaborating with County Steering Group to undertake Rapid Assessment of the drought situation;
- iii. Assessing the level of response and consolidate information required to request for disbursement of Drought Contingency Fund;
- iv. Managing and maintaining the county Drought Contingency Fund Management Information System (DCF-MIS)
- v. Activation of Contingency Plans; implement and monitoring of County Drought Response interventions;
- vi. Spearheading the preparation of Drought Recovery Plans to link Emergency Phase to long term development;
- vii. Generating and sharing drought response activities progress and completion reports
- viii. Ensuring quality assurance of all drought response initiatives.

Drought Resilience

Duties and responsibilities at this level will entail; -

- i. Providing technical information relating to Disaster Risk Reduction and resilience building strategies to County based institutions;
- ii. Supporting the County Planning Unit to carry out drought risk analysis;
- iii. Facilitating the development and consolidation of community level Preparedness and Development Plans;

- iv. Coordinating and strengthening partnerships with stakeholders in the County;
- v. Ensuring quality assurance of all drought risk management and climate change adaptation interventions and their compliance with statutory requirements/standards;
- vi. Facilitating the implementation, monitoring and evaluation of drought risk reduction initiatives undertaken by various actors;
- vii. Promoting mainstreaming of Drought Risk Reduction Strategies into long-term development plans of County stakeholders; and
- viii. Assisting in the implementation of joint Drought Resilience Initiatives by the Authority and other partners.

Qualifications

For appointment to this grade, an officer must have:

- i) Have a Bachelor's degree in either Range Management, Agriculture, Livestock, Economics or Agricultural Engineering Rural Development Studies, Mathematics, Statistics, Computer Science, Environmental Management, Developmental Studies, Agricultural Economics, Community Development, Information Science or Project Planning and Management from a recognized Institution.
- ii) Be Computer competency
- iii) Fulfil the requirement of Chapter six (6) of the Constitution of Kenya.

Key Competencies and skills

- i) Analytical skills
- ii) Communication skills
- iii) Interpersonal skills
- iv) Negotiation skills