



NGAAF Headquarter  
Absa Towers, 16<sup>th</sup> Floor  
P.O BOX 48274-00100  
**NAIROBI**

*Empowering for Self-reliance*



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## **NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND ADVERTISEMENT OF VACANCIES**

The National Government Affirmative Action Fund was established under the Public Finance Management Act (No. 18 of 2012) and is governed by the Public Finance Management Act (National Government Affirmative Action Fund) Regulations, 2016.

The National Government Affirmative Action Fund Board intends to recruit for the positions below for three years' contract terms of service renewable depending on satisfactory performance.

### **1. Ref: NGAAF/01/02/2023: CORPORATION SECRETARY – NGAAF 2 (ONE POST)**

Reporting to the Chief Executive Officer, the Cooperation Secretary will be responsible for:-

- i. Providing guidance to the board on their duties and responsibilities and on matters governance;
- ii. Assist the Board in carrying out Board Inductions and Training
- iii. Assist the Board in updating the Board and Committee Charters;
- iv. Assist the Board in preparation of Board Work Plans, Board Evaluation, Implementation of the code of conduct and ethics and conducting of governance audits;



- v. Ensuring timely preparation and circulation of Board and Committee papers and minutes;
- vi. Being the custodian of the seal of the Organization and account for its use to the Board;
- vii. Maintaining and updating the register of conflicts of interests;
- viii. Ensuring that Board members are aware of all relevant laws affecting the organization; and
- ix. Ensure that annual returns are promptly filed with the relevant authorities.

## Qualifications

- i. Served in the grade of Deputy Director, Legal Services for a minimum period of four (4) years or in a comparable and relevant position in the Public Service for a minimum period of twelve (12) years, five (5) of which shall be at senior management role;
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Master of Laws degree from a recognized institution;
- iv. Post Graduate Diploma in Law from Kenya School of Law;
- v. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate;
- vi. Registered as a member of the Law Society of Kenya in good standing;
- vii. Membership to the Institute of Certified Public Secretaries;
- viii. Certificate in Leadership/Governance course lasting not less than four (4) weeks from a recognized institution;
- ix. Proficiency in computer applications;
- x. Met the requirements of Chapter Six (6) of the Constitution;
- xi. Demonstrated professional, Managerial and administrative competence in work performance; and



- xii. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of legal services functions.

## **2. Ref: NGAAF/02/02/2023: INTERNAL AUDIT AND RISK ASSURANCE – NGAAF 2 (ONE POST)**

Reporting functionally to the Board and administratively to the Chief Executive Officer, the Internal Auditor and Risk Assurance Officer will be responsible for:-

- i. Overseeing the development, implementation and review of policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on audit;
- ii. Providing leadership in the alignment and harmonization of governance, transparency and accountability mechanisms with Public Finance Management Act in regard to the finances and assets of the Fund;
- iii. Overseeing the development and implementation fraud investigation and anti-corruption guidelines;
- iv. Facilitating risk-based, value- for- money and systems audits aimed at strengthening internal control mechanisms;
- v. Overseeing audit inspections of Fund's records;
- vi. Providing secretariat services for the Risk and Audit Committee of the Fund;
- vii. Facilitating investigations when there are indicators of fraudulent practices within the Fund;
- viii. Overseeing preparation and submission of audit reports;



- ix. Ensuring that appropriate institutional policies, procedures and good business practices are followed by the Fund;
- x. Evaluating the adequacy and reliability of information available to management for making decisions with regard to the entity and its operations;
- xi. Advising the Board and Management on audit matters relating to audit queries and process;
- xii. Ensuring implementation of recommendations of audit reports;
- xiii. Spearheading the development and implementation of the Department's budgets, performance contracts and staff performance appraisal; and
- xiv. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity.

### **Qualifications**

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

- i. Served in the grade of Deputy Director, Internal Audit and Risk Assurance for a minimum period of four (4) years or in a comparable and relevant position in the Public Service for a minimum period of twelve (12) years, five (5) of which shall be at management level;
- ii. Bachelor's degree in any of the following disciplines: - Commerce, Economics, Mathematics, Business Administration or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Commerce, Economics, Mathematics, Business Administration or equivalent qualification from a recognized institution;



- iv. Certified Public Accountants (CPA) Kenya or equivalent qualification from a recognized institution where applicable;
- v. Registration with a relevant professional body in good standing;
- vi. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Met the requirements of Chapter six of the Constitution;
- ix. Demonstrated professional and administrative competence in work performance; and
- x. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of audit functions.

**3. Ref: NGAAF/03/02/2023: DEPUTY DIRECTOR - PLANNING - NGAAF 3 (One Post)**

Reporting to the Director- Planning, an Officer at this level may be deployed in any of the following functional areas:

**Policy and Research**

Duties and responsibilities at this level will entail: -

- i. Coordinating the development, implementation and review of policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on planning and research;
- ii. Facilitating feasibility studies and service delivery surveys;
- iii. Overseeing the preparation and implementation of the Fund's Quality Management Systems (QMS) through quality assurance programmes;



- iv. Ensuring the development, implementation and review of the risk management framework for the Fund;
- v. Spearheading the development of the risk register;
- vi. Overseeing the implementation of the Integrated Quality Management Systems (IQMS) and other Business Process Re-Engineering (BPR) initiatives;
- vii. Overseeing development and implementation of enterprise risk management strategies;
- viii. Ensuring the preparation of Fund's Public Expenditure Review (PER) and Mid-Term Expenditure Framework (MTEF) budget;
- ix. Facilitating the establishment and maintenance of a databank for the Fund's programmes and projects;
- x. Overseeing research on affirmative action programmes and projects;
- xi. Publishing research findings;
- xii. Facilitating the establishment and operationalization of knowledge management framework;
- xiii. Promoting research on emerging trends, technologies and innovations on affirmative action programmes;
- xiv. Spearheading the preparation of annual and progress reports on Medium Term Plans in line with the Fund's Strategic Plan;
- xv. Spearheading the development and implementation of the division's budgets, performance contracts and staff performance appraisal;

## **Monitoring and Evaluation**

Duties and Responsibilities will entail:-

- i. Overseeing the development, implementation and review of policies, strategies, standards and guidelines on monitoring and evaluation;



- ii. Spearheading the development of standard operating procedures for monitoring and evaluation;
- iii. Directing the monitoring and evaluation of the Fund's annual work plans and performance management;
- iv. Overseeing monitoring and evaluation of programmes and projects in the Fund;
- v. Promoting monitoring and evaluation culture in the Fund;
- vi. Overseeing the monitoring and evaluation of projects and programmes of the Fund;
- vii. Facilitating the development of standard operating procedures for monitoring and evaluation;
- viii. Spearheading the development of a robust e- platform to monitor implementation of projects and programmes;
- ix. Facilitating the design and development of monitoring and evaluation systems for the Fund;
- x. Overseeing the preparation of monitoring and evaluation reports;
- xi. Spearheading the development and implementation of the division's budgets, performance contracts and staff performance appraisal;
- xii. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- xiii. Managing and developing staff in the division.

## **QMS, BPR and Risk Management**

Duties and responsibilities will entail: -



- i. Supervising business processes within the Authority so as to assure continuity and consistency;
- ii. Developing standards, systems and procedures for quality assurance;
- iii. Advising management on improvement in business processes;
- iv. Coordinating the development of business process and continuity strategy, policy and framework for the Authority;
- v. Ensuring appraisal of the relevance, reliability and integrity of management processes and controls;
- vi. Conducting and evaluating various quality checks on systems within the Authority;
- vii. Preparing and implementing quality assurance plans;
- viii. Initiating formulation and implementation of relevant policies, strategies and procedures;
- ix. Initiating development of work plans, procurement plans and budget for the unit;
- x. Identifying policy gaps and making appropriate recommendations;
- xi. Evaluating and take corrective action when necessary with regard to Authority processes and procedures;
- xii. Using relevant quality tools and ensure staff understand how to improve the Authority's operations;
- xiii. Ensuring better operational procedures to improve overall efficiency and effectiveness in the Authority processes;
- xiv. Consulting with other departments in the Authority when critical quality issues arise and making recommendations on corrective action;





- xv. Monitoring quality assurance activities to determine compliance with corporate policies and procedures;
- xvi. Advising on quality issues and relevant standards to be implemented in Authority processes and procedures
- xvii. Supervising the entire risk universe and business processes within the Authority so as to assure continuity and consistency in risk management and related business processes in the Authority;
- xxviii. Developing standards, systems and procedures for risk management;
- xix. Advising management on risk exposure and mitigation measures;
- xx. Evaluating the risk exposures relating to the Authority's governance, operations and information systems;
- xxi. Coordinating the development of the enterprise risk management strategy, policy and framework for the Authority;
- xxii. Coordinating coaching of management in responding to risks; managing all activities and processes and support management's achievement of strategic targets by providing risk navigation of key performance indicators;
- xxiii. Ensuring appraisal of the relevance, reliability and integrity of management, and operating reports, risk management and control processes;
- xxiv. Preparing and implementing enterprise risk management plans;
- xxv. Evaluating the risk exposures relating to the Authority's governance, operations and information systems;
- xxvi. Initiating formulation and implementation of relevant policies, strategies and procedures;



- xxvii. Initiating development of work plans, procurement plans and budget for the division;
- xxviii. Identifying policy gaps and making appropriate recommendations;
- xxix. Confirming that risk procedures are properly carried out and assigned work schedules are maintained; and

### **Qualifications**

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

- i. Served in the grade of Principal, Planning for a minimum period of four (4) years or in a comparable and relevant position in the public service for a minimum period of ten (10) years, four (4) of which shall be at management level;
- ii. Bachelors degree in any of the following fields: - Economics, Statistics, Mathematics, Commerce, Finance, Project Planning and Management, Business Management/Administration, Applied Research or equivalent qualification from a recognized institution;
- i. Masters degree in any of the following fields: - Economics, Statistics, Mathematics, Commerce, Finance, Project Planning and Management, Philosophy in Economics, Public Policy, Strategic Management, Business Management/Administration, Applied Research or equivalent qualification from a recognized institution;
- ii. Membership to a relevant professional body in good standing;
- iii. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
- iv. Proficiency in computer applications;
- v. Met the requirements of Chapter Six of the Constitution; and



- vi. Demonstrated Managerial, administrative and professional competence as reflected in work performance and results.

**4. Ref: NGAAF/04/02/2023: DEPUTY DIRECTOR – RESOURCE MOBILIZATION – NGAAF 3 (ONE POST)**

Reporting to the Director – Resource Mobilization, the Deputy Director-Resource Mobilization will be responsible for:-

- i. Coordinating development, implementation and review of resource mobilization and partnerships policies, strategies, standards, guidelines and procedures;
- ii. Coordinating development and implementation of framework for mobilizing resource including donations, grants, gifts and endowments from key stakeholders in support of the Fund programmes;
- iii. Coordinating negotiations with relevant Government Departments, partners, donors and other stakeholders in the financial sector;
- iv. Identifying sources of funding and mobilize resource for financing the Fund programmes;
- v. Building rapport and maintaining good relationships, linkages with MDAs, Counties, partners, collaborators and other relevant stakeholders;
- vi. Promoting public-private partnerships' in implementation of Affirmative Action Programmes;
- vii. Establishing linkages with county, national, international organizations and other relevant stakeholders to improve and facilitate implementation of Affirmative Action Programmes;
- viii. Coordinating development of proposals for funding the Fund's programmes and projects;



- ix. Building capacity of stakeholders at various levels for resource mobilization;
- x. Coordinating development and update of grants, donors and partners' database;
- xi. Coordinating preparation of resource mobilization and partnerships reports; and
- xii. Coordinating the development of the department's work plan and budget.

### **Qualifications**

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

- i. A minimum of ten (10) years' relevant work experience, four (4) of which should have been in a management position;
- ii. Bachelor's degree in any of the following fields: Economics, Finance, Commerce or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following fields: Economics, Finance, Strategic Management, Project Planning and Management, Commerce or equivalent qualification from a recognized institution;
- iv. Membership to a professional body where applicable in good standing;
- v. Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results



## **5. Ref: NGAAF/05/02/2023: PRINCIPAL FINANCE OFFICER – NGAAF 4 (ONE POST)**

Reporting to the Deputy Director – Finance, the Principal Finance Officer will be responsible for:-

- i. Developing, implementing and reviewing policies, standards, guidelines and procedures for financial services in line with the relevant regulations;
- ii. Ensuring compliance to the PFM Act and other relevant legislation;
- iii. Developing, implementing and reviewing strategies to facilitate access to financial services for Affirmative Action groups;
- iv. Providing professional advice to the Fund on financial planning, and investment;
- v. Ensuring compliance with the objects and purposes of the Fund and guidelines on the disbursement of funds for projects;
- vi. Developing and implementing an appropriate financial management system to facilitate funds disbursement and reporting;
- vii. Reviewing the approved project proposals and initiate disbursement of funds;
- viii. Coordinating dissemination of information to Deputy Director Programme and Officers and external implementers of changes in policy guidelines and practice on funds disbursement;
- ix. Monitoring accurate recording of financial transactions;
- x. Coordinating the preparation of periodic management and annual financial reports;
- xi. Coordinating the rationalization of estimates, annual appropriation and special grant accounts, cash flow control and cost analysis;



- xii. Ensuring statutory deductions are remitted to relevant authorities;
- xiii. Coordinating preparation of reports on approved project proposals and status of disbursement funds; and
- xiv. Coordinating commitment of funds and expenditure trends.

## **Qualifications**

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

- i. Served in the grade of Senior Finance Officer for a minimum period of four (4) years or in a comparable and relevant position in the Public service for a cumulative period of eight (8) years, three (3) of which should have been in a supervisory role;
- ii. Bachelor's degree in any of the following disciplines: - Commerce (Finance option), Finance, Economics, Business Management (Finance option) or equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines:- Commerce (Finance Option) Finance, Economics, Business Administration (Finance Option) or equivalent qualification from a recognized Institution;
- iv. Passed Part III of the Certified Public Accountants (CPA K) examination or equivalent qualification from a recognized institution;
- v. Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Membership to a relevant professional body in good standing;
- viii. Met the requirements of Chapter six of the Constitution; and



ix. Demonstrated merit and ability as reflected in work performance and results.

**6. Ref: NGAAF/06/02/2023: PRINCIPAL COMMUNICATIONS OFFICER – NGAAF 4 (ONE POST)**

Reporting to the Deputy Director- Communications, the Principal Communications Officer will be responsible for: -

- i. Developing, implementing and reviewing policies, strategies, regulations and procedures on corporate communications;
- ii. Promoting and managing the corporate image of the Fund;
- iii. Coordinating the implementation of branding, awareness and social responsibility activities to enhance visibility of the Fund;
- iv. Developing content of events and information for uploading in the Fund's website;
- v. Managing and monitoring media coverage and submitting media reports;
- vi. Coordinating public functions and corporate events of the Fund;
- vii. Coordinating the development of Information, Education, Communication (IEC) including merchandise and promotional materials for publication;
- viii. Coordinating the preparation of reports, speeches, publications, website, contents, newsletters, outreach materials and audio/video production;
- ix. Identifying and implementing branding, awareness and social responsibility activities to enhance visibility of the Fund;
- x. Uploading events and information on the Fund's website;
- xi. Monitoring and managing media coverage and submitting media reports;
- xii. Coordinating Fund's public functions and corporate events; and



- xiii. Spearheading the editing, designing and distribution of Information, Education, Communication (IEC) including merchandise and promotional materials.

## **Qualifications**

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

- i. Served in the grade of Senior Corporate Communication Officer for a minimum period of four (4) years or in a comparable and relevant position in the Public Service for a minimum period of eight (8) years, three (3) of which should have been at a supervisory position;
- ii. Bachelor's degree in any of the following disciplines: - Journalism, Mass Communication, Public Relations, International Relations or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Journalism, Mass Communication, Public Relations, International Relations or equivalent qualification from a recognized institution
- iv. Membership with a relevant professional body in good standing;
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Met the requirements of Chapter six of the Constitution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

## **7. Ref: NGAAF/07/02/2023: PRINCIPAL ICT OFFICER – NGAAF 4 (ONE POST)**

Reporting to the Deputy Director – ICT, the Principal ICT Officer will be responsible for:-





- i. Developing, implementing and reviewing of the Fund's ICT policies, strategies and procedures;
- ii. Ensuring compliance with established Information Communication Technology standards, procedures and regulations;
- iii. Providing specifications and standards in the procurement of ICT software, hardware, and systems;
- iv. Coordinating the development and implementation of LANs and WAN;
- v. Developing, reviewing, and implementing effective communication systems in the Authority, including, email, voice and data networks;
- vi. Designing and implementing Security Systems to secure Fund's ICT Assets and systems (Firewall, Antivirus, CCTV, Uninterruptible Power Systems, etc.);
- vii. Designing and implementing a secure means of accessing and storing Fund's data as well as preventing data loss;
- viii. Coordinating the design, implementation and maintenance of Fund's website and databases;
- ix. Ensuring security and authorized access to data processing systems (servers) and shared information within the Fund's Local Area Network;
- x. Providing guidance on acquisition of computer equipment and consumables; and
- xi. Coordinating administration and management of Network Infrastructure.

## **Qualifications**

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

- i. Served in the grade of Senior Information Communication Technology Officer for a minimum period of four (4) years or in a comparable and



- relevant position in the Public Service for a minimum period of eight (8) years three (3) of which should have been in a supervisory role;
- ii. Bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Business Information Technology or equivalent qualification from a recognized institution;
  - iii. Master's degree in any of the following disciplines:- Computer Science, Information Technology, Business Information Technology or equivalent qualification from a recognized institution;
  - iv. Professional certificates in any of the following areas:- Microsoft Certified Systems Engineer (MCSE), Microsoft Certified IT Professional (MCITP) or Certified Network Associate/Network+ (CCNA/N+CISCO) or Certified Information Systems Auditor (CISA) or Certified Information Systems Manager (CISM);
  - v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
  - vi. Membership with a relevant professional body in good standing; and
  - vii. Demonstrated merit and ability as reflected in work performance and results.

**8. Ref: NGAAF/08/02/2023: COUNTY COORDINATOR – NGAAF 6 (47 Posts)**

Reporting to the Chief Executive Officer, the County Coordinator will be responsible for:-

- i. Implementing policies, programmes, standards, guidelines on the mandate of the Fund programmes;
- ii. Conducting Civic Education and community sensitization through public education and advocacy;



- iii. Promoting value addition initiatives for products and services of affirmative action groups;
- iv. Promoting socio cultural development and nurturing of talent for affirmative action groups;
- v. Collaborating with stakeholder engagement in identification of projects;
- vi. Coordinating public education and advocacy on enhancement of access to services for survivors of gender-based violence, female genital mutilation, child marriages or forced marriages;
- vii. Receiving, review and recommend project proposals to the board for approval;
- viii. Developing and implement proposals for establishment of rescue centers, legal aid centers, drug and substance abuse rehabilitation and counselling centers in conjunction with the relevant government agencies;
- ix. Implementing disbursement of bursaries and scholarships to access education opportunities for affirmative action groups;
- x. Undertaking civic education and community sensitization on the National Government affirmative action programmes and policies;
- xi. Coordinating project formulation and implementation for affirmative action groups;
- xii. Ensuring projects recommended for funding are guided by national development priorities and comply with the object and purpose of the Fund;
- xiii. Undertaking capacity building for affirmative action groups;
- xiv. Developing and execute project designs, work plans and budget on programmes;



- xv. Implementing partnerships and linkages with relevant training providers;  
and
- xvi. Implement the guidelines for approval of projects.

### **Qualifications**

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following fields: Project Planning
- ii. and Management, Education, Development Studies, Community Development, Entrepreneurship, Gender Studies, Business Management/Administration or equivalent qualification from a recognized institution;
- iii. Proficiency in computer application skills; and
- iv. Met the requirements of Chapter Six of the Constitution.

**NB: ALL APPLICANTS FOR THIS POSITION SHOULD INDICATE THEIR PREFERRED COUNTIES FOR DEPLOYMENT IN THEIR COVER LETTERS**

### **9. Ref: NGAAF/09/02/2023: DRIVERS – NGAAF 9 (8 POSTS)**

Reporting to the County Coordinator or Senior Driver, the Driver will be responsible for:-

- i. Driving the vehicle as authorised;
- ii. Ensuring security and safety of the vehicle, passengers and goods on and off the road;
- iii. Maintaining daily work ticket;
- iv. Ensuring routine service and maintenance of the vehicle;



- v. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- vi. Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- vii. Timely reporting of accidents and follow up of police abstract; and
- viii. Vehicle inspection and keeping up-to-date insurance documents.

### **Qualifications**

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent;
- ii. Valid Class BCE Driving License free from any endorsement;
- iii. Occupational Trade Test Grade II for drivers;
- iv. Passed Suitability Test for Drivers;
- v. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution;
- vi. Proficiency in computer skills; and
- vii. Certificate of good conduct from the National Police Service

### **APPLICATION PROCESS**

Applications are invited from suitably qualified candidates for the above positions. Each application should be accompanied by a CV with names of three professional referees, daytime telephone contact, a cover letter indicating the position applied for in the subject header and all relevant certificates and testimonials addressed to:



The Chief Executive Officer  
National Government Affirmative Action Fund  
P.O. BOX 48272-00100

**NAIROBI**

And

Send via mail to: [recruitment@ngaaf.go.ke](mailto:recruitment@ngaaf.go.ke)

Or hand delivered to:

The Chief Executive Officer  
National Government Affirmative Action Fund ABSA Building, 16th floor  
P.O BOX 48272-00100

**NAIROBI**

**The applications should be received on or before 24<sup>th</sup> March, 2023 at 5:00pm**

**Please note:**

- I. Only shortlisted candidates will be contacted
- II. Canvassing in any form will lead to automatic disqualification
- III. The National Government Affirmative Action Fund is committed to availing equal opportunities to **ALL KENYANS**. Female candidates, youths and persons living with disabilities are encouraged to apply



IV. Successful candidates will be appointed on a three (3) years contract period renewable subject to satisfactory performance

