



NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND



Empowering for Self - Reliance

ADVERTISEMENT FOR THE POSITION OF CHIEF EXECUTIVE OFFICER - GRADE A2

The National Government Affirmative Action Fund is a Semi-Autonomous Agency in the Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programmes established through Legal Notice No.24 of the Public Finance Management Act, 2012 (National Government Affirmative Action Fund) Regulations, 2016.

The objective of the Fund is to support affirmative action groups; women, youth, and persons with disabilities, needy children and elderly persons through enhancing access to financial facilities for socio-economic empowerment.

The Fund would wish to recruit a highly motivated professional to fill the position of Chief Executive Officer - NGAAF Grade A2;

DESIGNATION	JOB GRADE	REF.NO.
CHIEF EXECUTIVE OFFICER	NGAAF GRADE A2	NGAAF/CEO/01/30/06/2022

Job Purpose

The Chief Executive Officer (CEO) reports to the Board and will be responsible for the day-to-day management of the affairs of National Government Affirmative Action Fund (NGAAF). The CEO will be responsible for ensuring the achievement of the Fund's mandate, objectives and strategy through formulation of policies, prudent management of resources, including financial and human resources. The CEO will also be responsible for implementing decisions of the Board and enhancing the corporate image of the Fund.

Reporting Relationship

The Chief Executive Officer reports to the Board.

Key Duties and Responsibilities.

The Chief Executive Officer shall:

- Be the Accounting Officer of the Fund and Secretary to the Board;
- Be responsible for the day-to-day operations of the Fund;
- Provide strategic leadership and direction to senior management and staff;
- Prepare the annual budgets and establish proper internal controls;
- Provide regular, thorough and prompt communication to the Board on key technical, financial and administrative matters;
- Prepare the annual budgets and establish proper internal controls;
- Ensure that all Board papers are accurately written, are relevant and are availed to the Board members in good time;
- Ensure that the Fund has an effective management structure including succession plans;
- Serve as the link between the Board and the Management;
- Be responsible for the implementation of the Board's decisions in a result oriented and timely manner to achieve the Fund's goals, objectives and agreed performance targets;
- Establish and develop an efficient administrative structure, processes and system control of the Fund;
- Develop the Fund's corporate image and good working relationship with all stakeholders and partners while promoting principles of good governance in the Fund;
- Ensure compliance with applicable statutory, legal and regulatory requirements and establish mitigation measures against emerging risks;

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

- At least ten (10) years knowledge and experience in the relevant field;
- Served in a position of senior management for a period of at least five (5) years;
- Bachelors Degree in any of the following disciplines; Social Sciences, Administration, Finance, Law or related field from a recognized institution;
- Masters Degree in any of the following disciplines Social Sciences, Administration, Finance, Law or related field from a recognized institution;
- Leadership course not lasting less than four (4) weeks from a recognized institution;

- Membership to a relevant professional body is an added advantage;
- Be proficient in Computer Applications;
- Meets the provision of Chapter six (6) of the Constitution of Kenya 2010.

Key Competencies and Skills;

- Excellent communication skills;
- Leading and managing professional staff;
- Applying expertise in the management and administration of Funds activities;
- Planning and Fiduciary skills;
- Leading and managing performance;
- Financial and resource management;
- Customer and stakeholder orientation;
- Formulating policy, strategies and concepts;
- Leading change programmes and projects;
- Decision making skills;
- Strategic vision and entrepreneurial thinking
- Collaboration and partnerships;
- Technological savvy;

Terms and Conditions of Service

The position of the Chief Executive Officer will be on a Three (3) years contract renewable once subject to satisfactory performance.

BASIC SALARY:

120,270X5,902-126,172X6,077-132,249X6,252-138,501X6,427-144,928X7,132-152,060X13,640-165,700X14,960-180,660 PM.

HOUSE ALLOWANCE: KSHS.60, 000 PM

ENTERTAINMENT AND RESPONSIBILITY ALLOWANCE: KSHS.20, 000 PM

LEAVE ALLOWANCE: KSHS.50, 000 PA

Other applicable benefits shall be payable as per the existing regulations and Government circulars issued from time to time.

How to apply

Applicants who meet the above requirements should send their application letter, curriculum vitae and certified copies of academic/professional certificates/testimonials, National identity card, day time telephone contact, email and telephone contacts of three (3) referees to recruitment@ngaaf.go.ke with the subject line being 'APPLICATION FOR THE POSITION OF CHIEF EXECUTIVE OFFICER, NGAAF'. Hard copies enclosed in an envelope with the subject line clearly written on top may be sent or hand delivered to;

**The Chairperson,
Board of Directors,
National Government Affirmative Action Fund,
ABSA Plaza, 16th Floor, Loita Street,
P. O. Box 48274-00100,
NAIROBI.**

So as to be received not later than **17.00 hours on 25th July 2022.**

National Government Affirmative Action Fund is an equal opportunity employer. Women, youth, minority, marginalized groups and persons living with disabilities are encouraged to apply.

Any form of canvassing will lead to automatic disqualification.

Only short-listed applicants will be contacted. The successful candidate will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010 by submitting the following compliance certificates: **Certificate of Good Conduct, Certificate from Higher Education Loans Board, Tax Compliance Certificate, Ethics and Anti-Corruption Commission Clearance and Credit Reference Bureau Certificate**