

Principal Administrative Officer (NGEC 4) at National Gender and Equality Commission – NGEC

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Location: Kenya

Category: other-general

Job Description

The National Gender Equality Commission is a constitutional Commission established by an Act of Parliament in August , as a successor commission to the Kenya National Human Rights and Equality Commission pursuant to Article 59 of the Constitution. NGEC derives its mandate from Articles 27, 43, and Chapter Fifteen of the Constitution; and section 8 of NGEC Act (Cap. 15) of , with the objectives of promoting gender equality and freedom from discrimination.

REF:NGEC/HR/13/7/

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

Controlling fuel consumption;

Coordinating the provision of general office administrative services;

Overseeing contracted services;

Overseeing provision of logistical activities for office operation;

Coordinating office access control and security surveillance system;

Coordinating preparation of administrative reports;

Overseeing adherence to occupational and health standards;

Overseeing timely maintenance and repairs of office equipment and assets;

Maintaining and updating the commission's assets register;

Overseeing office records management; and

Overseeing general cleaning services.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an Officer must have:

Served in the grade of Senior Administrative Officer for a minimum period of three years or served in a relevant and comparable position in the public service or private sector for a period of six years.

A Bachelor's degree in any of the following disciplines: Business Administration/Management, Public Administration, Logistics and Fleet Management or any other relevant qualification from a recognized institution;

A Master's degree in any of the following disciplines: Business Administration/Management, Public Administration, Logistics and Fleet Management or any other relevant qualification from a recognized institution;

Attended a Senior Management Course in a recognized institution

Computer skills;

Met the requirements of Chapter six of the Constitution of Kenya, ;

Been a Member of a relevant professional body; and

Shown merit and ability as reflected in work performance and results.

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