



REPUBLIC OF KENYA



## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

### VACANCIES ADVERTISEMENT – REPLACEMENT

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

#### **ADVERT NO.001/2023: ASSISTANT DIRECTOR OF POPULATION – GRADE NCPD 4 (ONE (1) POST)**

##### **Reporting to Deputy Director, Technical Services**

An officer at this level may be deployed either at the Council Headquarters to deputize the head of any of the three main technical divisions or in a Regional/County Office as a Regional/County Population Program Coordinator.

##### **Duties and Responsibilities**

###### **Headquarters**

- i. Undertaking research on population issues and development of research papers;
- ii. Carrying out analysis of research documents prepared by stakeholders;
- iii. Implementation and updating of National Population Policy; development of policy briefs;
- iv. Coordination of population programmes /projects undertaken by various stakeholders and monitoring and evaluating ongoing projects /programmes;
- v. Collecting ,receiving and analyzing programme data and assessing their impact on population issues;
- vi. Formulating and appraising project proposals;
- vii. Developing annual and quarterly work plans ,performance contracts and reports;
- viii. Coordinating international and regional programmes and developing plans of action;
- ix. Ensuring that the public is well informed on key policy issues on population through publications, barazas, newsletters, mass media, electronic media,Shows, exhibitions, conferences etc and

- x. Carrying out advocacy for support on population programmes.

### **Regional/County Offices**

- i. Coordination of regional population programmes/projects and plans of action;
- ii. Supervising collecting, receiving and analyzing population programmes;
- iii. Liaising with other population stakeholders for formulation and appraisal of
- iv. project proposals;
- v. Developing the County's annual and quarterly work plans, performance
- vi. contracts and reports;
- vii. Ensuring analysis of research documents prepared by stakeholders in the
- viii. County;
- ix. Developing research papers;
- x. Ensuring regional implementation of National Population Policy;
- xi. Developing regional policy briefs;
- xii. Communication, advocacy and public education.

### **Qualifications and Experience**

For appointment to this grade, one must have:-

- i. Served in the grade of Senior Population Programme Officer or in a comparable position in a reputable organization for at least four (4) years;
- ii. A Masters Degree in any of the following:- Economics, Population studies, Demography or any other relevant qualification from a recognized institution;
- iii. Attended a senior management course lasting not less than four (4) weeks;
- iv. Computer application skills;
- v. Shown merit and ability as reflected in work performance and results.

## **ADVERT NO.002/2023: CHIEF PUBLIC RELATIONS OFFICER – GRADE NCPD 4 (ONE (1) POST**

### **Reporting to the Director General,**

The job holder will steer corporate communication, advise management on strategic communication initiatives and promote mutual relationships with NCPD external and internal publics contributing to the realization of the Council's mandate.

### **Duties and responsibilities at this level will entail: -**

- i. Guides development, review and implementation of the Council's corporate communication policies, standards, strategies, guidelines, procedures, programmes and plans.

- ii. Coordinates corporate communication activities during Council's events and conferences.
- iii. Drives promotion of the NCPD brand to enhance visibility and image.
- iv. Responsible for implementation of the NCPD Corporate Communication Policy
- v. Spearheads and maintains appropriate relations and protocols with both internal and external publics.
- vi. Coordinates perception surveys, media research & analysis, PR research, gather communication intelligence and carry out audience analysis.
- vii. Coordinates generation of content to the website and other social media platforms.
- viii. Manages internal communication channels and advises NCPD staff and Board on press relations, media engagement and public speaking proposals.
- ix. Support the production of visual, audio visual, web based advertisements and other broadcast material that support the Council's objectives.
- x. Liaises with the media to provide publicity for Council events and engagements.
- xi. Coordinates implementation of the Council's Corporate Social Responsibility (CSR) initiatives.
- xii. Reviews press releases/statements, keynote speeches, television and radio interviews and corporate branding.
- xiii. Identifies and projects potential communication crisis and advises on proactive measures.
- xiv. Develops and implements the Unit's work plan and budget.
- xv. Mentors, coaches and manages staff performance in the Unit.
- xvi. Responsible for implementation and maintenance of ISO management systems in the Unit.
- xvii. Promotes integrity, professionalism and foster a culture that upholds good corporate governance.

**(b) Requirements for appointments**

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

- a) Satisfactorily served for a cumulative period of nine years, three of which should have been at Senior Public Relations Officer, Grade NCPD 5 or an equivalent position in a comparable organization;
- b) Master degree in Journalism/Communication studies/ Public Relations/Corporate Communication/ Development Communication and Media Studies
- c) Bachelor's Degree in any of the following disciplines: Mass Communications, Communication Studies, Journalism, Public Relations, International Relations or equivalent qualification from a recognized institution
- d) Been registered with a relevant professional body where applicable;

- e) Proficiency in Computer application skills;
- f) Demonstrated merit and ability as reflected in work performance and results;

## **ADVERT NO.003/2023: SENIOR SUPPLY CHAIN MANAGEMENT OFFICER NCPD 5 (1 POST)**

### **Reporting to the Chief Supply Chain Management Officer**

The job holder guides in procurement and disposal of Council's assets, enforcement of the Procurement Act and Regulation requirements that contribute to the realization of the Council's mandate

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i) Implementing existing Supply Chain Management policies, strategies, regulations, guidelines, manuals and procedures;
- ii) Implementation of e-procurement strategies;
- iii) Drafting communication of outcomes of procurement evaluations and service delivery;
- iv) Conducting market research, surveys and analysis;
- v) Drafting procurement and disposal, programmes, plans, strategies and budgets;
- vi) Sourcing of suppliers;
- vii) Carrying out stock taking, stock control and stock audit;
- viii) Preparing agenda and minutes of tender/procurement committee;
- ix) Preparing of tender and contract documents;
- x) Providing support to end users on procurement guidelines;
- xi) Safeguarding tenders, quotations and request for proposals;
- xii) Initiating disposal of unserviceable stores;
- xiii) Certifying invoices and payment vouchers to suppliers;
- xiv) Implementing procurement plans and processing requisitions;
- xv) Reviewing preparation of technical specifications; and
- xvi) Drafting tender advertisement notices

### **Qualifications and Experience**

For appointment to this grade, one must have:-

- i) Satisfactorily served for a cumulative period of six years, three of which should have been at Supply Chain Management Officer I, Grade NCPD 7 or its equivalent position in a comparable organization

- ii) Bachelor's degree in any of the following disciplines: Supply Chain, Business Administration or Commerce (Supply Chain Management option), Procurement or equivalent qualification from a recognized institution;
- iii) Membership of Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS);
- iv) Proficiency in computer application;
- v) Demonstrated merit and ability as reflected in work performance and results;

## **ADVERT NO 004/2023 SENIOR MANAGEMENT ACCOUNTANT, NCPD 5 (1 POST)**

Reports to Chief Accountant.

### **Job purpose**

The jobholder is responsible for preparing payments, ledgers, bank reconciliations and monitoring of expenditures.

### **Duties and Responsibilities:**

- i. Verifying payment vouchers and committal documents to ensure compliance to approved procedures rules and regulations;
- ii. Supervising daily cash count and posting of transactions as per approved systems;
- iii. Ensuring safe custody of cash, cheques, financial records and other accountable documents;
- iv. Liaising with suppliers to facilitate reconciliation of accounts;
- v. Evaluating and scrutinizing expenditure proposals;
- vi. Ensuring statutory deductions are remitted to relevant authorities;
- vii. Preparing cash flow forecasts statements;
- viii. Carrying out accounting operational performance analysis; and
- ix. Preparing final accounts and statements.
- x. Preparing budgets for recurrent and development votes;
- xi. Compiling expenditure proposals;
- xii. Monitoring expenditure of projects and programmes on a periodic basis;
- xiii. Compiling information required in the budgetary process;
- xiv. Processing medium term expenditure and revised estimates budget; and
- xv. Preparing fiscal reports and ensuring timely disbursement of funds

### **Requirements for Appointment.**

For appointment to this grade, a candidate must have at least the following qualifications:-

- i. Satisfactorily served for a cumulative period of six years, three of which should have been at Accountant/Finance Officer I or an equivalent position in a comparable organization;
- ii. Bachelor degree in any of the following disciplines: - Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution;

- iii. Certified Public Accountant Part II or its equivalent qualification from a recognized institution;
- iv. Proficiency in computer applications;
- v. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results;

## **ADVERT NO.005/2023: POPULATION PROGRAMME OFFICER, NCPD 6 (5 POSTS)**

Reports to Senior Population Programme Officer at head office or county offices.

### **Specific Duties and Responsibilities:-**

- i. Assist in collecting, receiving and analyzing programme data and assessing their impact on population issues.
- ii. Assist in preparing preliminary reports for research papers.
- iii. Assist in coordinating/undertaking research activities.
- iv. Assist in formulating and appraisal of project proposals.
- v. Assist in dissemination of information to the public through publications, barazas, newsletters, mass media, shows, exhibitions, conferences.
- vi. Participate in carrying out population advocacy activities.
- vii. Assist in coordinating population programmes in the County
- viii. Assist in the development of county plans of action.
- ix. Conduct monitoring and evaluation of population activities in the county.
- x. Participate in undertaking programme coordination activities.
- xi. Proficiency in Microsoft Office applications and an understanding of ICT software tools for qualitative and quantitative research and monitoring and evaluation.

### **Minimum Qualifications and Experience**

- i) Bachelor's Degree majoring in either Population Studies or Demography or its equivalent qualification from a recognized university.  
OR  
A Bachelor's degree in any of the following Social Science disciplines: - Economics, Sociology, Statistics or relevant qualification from a recognized university with a postgraduate qualification in Population Studies or Demography.
- ii) Proficiency in Microsoft Office applications
- iii) Shown merit and competency in data collection, data processing and report writing.

## **ADVERT NO.006/2023 DRIVER II NCPD 9 (1 POST)**

Reports to Senior Administration Officer

The purpose of the job is to provide driving services, maintain the assigned vehicle and facilitate safe movement of NCPD staff to activities and operations in support of the realization of the Council's mandate.

### **Duties and responsibilities will entail:**

- i) Driving the vehicle as authorized;
- 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;
- vii) Ensuring vehicle cleanliness;
- viii) Reporting accidents promptly and following up on police abstracts; and
- ix) Inspecting vehicles and keeping up-to-date insurance documents.

### **Requirements for appointment**

For appointment to this grade a candidate must have: -

- i) Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent;
- ii) Valid Class BCE Driving License free from any endorsement;
- iii) At least two (2) years previous satisfactory driving experience after obtaining the driving license;

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;

### **METHOD OF APPLICATION**

**Note1:** Applicants who meet the above requirements should send their application letter together with detailed CV indicating three (3) names of references, current position/grade and daytime telephone numbers, copies of academic and professional certificates, testimonials and a copy of National Identity Card/Passport to

The Director General,  
National Council for Population and Development  
P. O. Box 48994-00100  
Chancery Building 4<sup>th</sup> Floor

**NAIROBI – KENYA**

on or before 5:00 pm (East African Time) on 21<sup>st</sup> November, 2023

Hand delivered applications can be delivered to National Council for Population and Development Head Office situated at the Chancery Building, 4th floor, Valley Road. Please note that only shortlisted candidates will be contacted and canvassing will lead to automatic disqualification.

**Note 2:** Only shortlisted candidates will be contacted for interviews. Canvassing will lead to automatic disqualification.

**Note 3:** Successful candidates after interviews will be required to obtain the following documents:

- a) Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- b) Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- c) Clearance Certificate from Higher Education Loans Board (HELB)
- d) Clearance from Ethics and Anti-Corruption Commission (EACC)
- e) Clearance Certificate from a Credit Reference Bureau (CRB)

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