



## **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 Economic Planning. The Council seeks to fill the following vacant positions:

#### **ADVERT NO.001/2024: DEPUTY DIRECTOR, PLANNING BUDGETING AND RESOURCE MOBILIZATION – GRADE NCPD 3 (ONE (1) POST)**

##### **Reporting to Director, Corporate Services**

The Deputy Director planning and Strategy will be Responsible to the Director Corporate Services for coordination and management of the Planning.

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

- i. Developing, implementing and reviewing planning policies, strategies, standards, guidelines and procedures;
- ii. Coordinating the development, review and implementation of Council's Strategic plan, work plan and performance Contract and realigning them to the budget;
- iii. Monitoring and evaluating the implementation of strategic and operational plans to ensure quality, timeliness and results in relation to planned objectives and expected outcomes;
- iv. Coordinating the development and implementation of planning instruments, tools and systems;
- v. Developing and implementing a framework of planning from key stakeholders in support of the Council programmes;
- vi. Promoting innovation and creativity culture in the organization;
- vii. Integrating various business project implementation initiatives in line with the strategic plan;

- viii. Coordinate performance management and development of Institute work plans;
- ix. Maintaining networks of relevant agencies dealing with on population issues with collaborators, partners, donor and other relevant stakeholders;

### **Requirement for Appointment**

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

- i. Satisfactorily served for a cumulative period of twelve years, three of which should have been at Assistant Director Planning and Strategy level, Grade NCPD 4 or an equivalent position in a comparable organization;
- ii. Master's Degree in any of the following disciplines: Strategic Management, Project Planning and Management, Finance, Economics, Development Studies, Investment, Commerce, Marketing, Communication or equivalent qualification from a recognized institution;
- iii. Bachelor's Degree in any of the following disciplines: Strategic Management, Project Planning and Management, Finance, Economics and Development Studies, Investment, Commerce, Marketing, Communication or equivalent qualification from a recognized institution;
- iv. Leadership Course Certificate from a recognized and accredited institution;
- v. Certificate in Management Course from a recognized and accredited institution;
- vi. Membership to a relevant professional body;
- vii. Proficiency in Computer application skills
- viii. Demonstrated professional competence as reflected in work performance and results; and
- ix. Fulfilled the provision of Chapter Six of the Constitution.

### **ADVERT NO.002/2024: ASSISTANT OFFICE ADMINISTRATOR II – GRADE NCPD 8 (ONE (1) POST)**

#### **Reporting to Assistant Office Administrator I,**

Officer in this Cadre will be responsible for coordination and overseeing all office activities.

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

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Booking rooms and conference facilities;

- vii. Handling customer inquiries and complaints;
- viii. Ensuring security of office records, equipment and documents, including classified materials;
- x. Ensuring security, integrity and confidentiality of data;
- xi. Updating an up to date filing system in the office;
- xii. Preparing responses to routine correspondence; and.
- xiii. Managing office protocol and etiquette and managing petty cash.

### **Requirements for appointments**

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

- i. Satisfactorily served as Assistant Office Administrator III, Grade NCPD 9, or an equivalent position in a comparable organization for a minimum of three years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;
- iii. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects;
  - a. Shorthand III (minimum 110 w.p.m.);
  - b. Typewriting III (50 w.p.m.)/Certificate in Computerized Document Processing III;
  - c. Business English III/Communications II;
  - d. Commerce II;
  - e. Office Practice II;
  - f. Secretarial Duties II; and
  - g. Office Management III/Office Administration and Management III;
- (iv) Proficiency in Computer application skills; and
- (v) Fulfilled the provisions of Chapter Six of the Constitution

## **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 **5:00pm (East Africa Time) on 8<sup>th</sup> April,2024**

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.**