



## 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.007/2025: DEPUTY DIRECTOR HUMAN RESOURCE AND ADMINISTRATION – GRADE NCPD 3 (ONE (1) POST)**

**Terms of Service:** Permanent and Pensionable

**Basic Salary: Kshs 114,000 (Minimum) –Kshs.228,331 ( Maximum)**

Reporting to Director Corporate Services

#### **a) Duties and Responsibilities**

The job entails the following;

- i. Coordinating the formulation, interpretation, review, harmonization and implementation of human resource management and administration policies, guidelines and regulations;
- ii. Interpreting and advising on human resource and administration policies, rules and regulations;
- iii. Developing human resource management and administration plans to ensure effective succession management;
- iv. Administering staff performance appraisal, collates performance related data, analyzing and preparing related reports;
- v. Monitoring the implementation of human resource management and administration policies, rules and regulations and analyzing their impact on staff;
- vi. Facilitating human resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- vii. Overseeing the provision of office services and supervising contracted services;
- viii. Coordinating the provision of office accommodation and maintenance of equipment and tools;

- ix. Overseeing the development and maintenance of an up-to-date human resource and administration database;
- x. Maintaining complement control
- xi. Monitoring and evaluating human resource and administration activities and programmes;
- xii. Preparing periodic progress reports, and;
- xiii. Undertaking such other duties as may be reasonable required and which are consistent with the level of responsibility of this grade

### **b) Requirements for Appointments**

For appointment to this grade, an applicant must have:

- i. Satisfactorily served for a cumulative period of twelve (12) years relevant work experience, three (3) of which should have been at the level of Assistant Director Human Resource Management, Grade NCPD 4 or its equivalent position in a comparable organization;
- ii. Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;

**Or**

- iii. Bachelor's degree in Social Sciences Plus Diploma in any of the following discipline: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or equivalent qualification from a recognized and accredited institution;
- iv. Master's degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration or equivalent qualification from a recognized institution;
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized and accredited institution;
- vi. Valid practicing Certificate from the Institute of Human Resource Management;
- vii. Higher Diploma/ CHRP certificate in Human Resource Management;
- viii. Proficiency in computer applications;
- ix. Demonstrated results in work performance ; and
- x. Fulfilled the requirements of Chapter Six of the Constitution.

**ADVERT NO.008/2025: ASSISTANT DIRECTOR OF POPULATION – GRADE NCPD 4  
(ONE (1) POST)**

**Terms of Service:** Permanent and Pensionable

**Basic Salary: Kshs 84,000 (Minimum) –Kshs.187,598 (Maximum)**

Reporting to Deputy Director Population

**a) Duties and Responsibilities**

The job entails the following;

**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, an officer must have: -

- i. Satisfactorily served for a cumulative period of twelve (12) years, three (3) of which should have been at Principal Population Programme Officer, Grade NCPD 5 or an equivalent position in a comparable organization;
  - ii. Bachelor's Degree in any of the following disciplines: Population Studies, Demography, Public Health, Sociology, Anthropology, Geography, Economics, Population Health, Political Science or equivalent qualification from a recognized institution;
  - iii. Master's Degree in any of the following disciplines: Population Studies, Demography or equivalent qualification from a recognized institution;
- Or**
- iv. Master's Degree in Public Health, Sociology, Anthropology, Geography, Economics, Population Health, Political Science with a Post Graduate Diploma in Population Studies or Demography or equivalent qualification from a recognized institution;
  - v. Certificate in Management Course from a recognized institution
  - vi. Membership to a relevant professional body
  - vii. Proficiency in Computer applications;
  - viii. Shown merit and ability as reflected in work performance and results; and
  - ix. Fulfilled the requirements of Chapter six (6) of the Constitution.

**ADVERT NO.009/2025: ASSISTANT OFFICE ADMINISTRATOR II – GRADE NCPD 8  
(ONE (1) POST)**

**Terms of Service:** Permanent and Pensionable

**Basic Salary: Kshs 27,346 (Minimum) –Kshs 49,060 (Maximum)**

**Duties and Responsibilities**

The job entails the following:

- 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;
- ix. Ensuring security, integrity and confidentiality of data;
- x. Updating an up to date filing system in the office;
- xi. Preparing responses to routine correspondence; and.

xii. Managing office protocol and etiquette.

### **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; and
- (v) Fulfilled the provisions of Chapter Six of the Constitution

### **ADVERT NO.10/2025: DRIVER II – GRADE NCPD 10 (TWO (2) POSTS)**

**Terms of Service:** Permanent and Pensionable

**Basic Salary: Kshs 18,000 (Minimum) –Kshs 25,990 (Maximum)**

### **Duties and Responsibilities**

The job entails the following:

- 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 appointments**

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

- i. Satisfactorily served for a cumulative period of six (6) years, three of which should have been at Driver II, Grade NCPD 10, or an equivalent position in a comparable organization for a minimum of three years;
- ii. KCSE Grade D or its equivalent
- iii. Valid Class BCE Driving License free from any endorsement;
- iv. Occupational Test Grade II Certificate for Drivers;
- v. Defensive Driving Certificate or its equivalent qualification from a recognized and accredited institution;
- vi. 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 and accredited institution;
- vii. Demonstrated outstanding professional competence, good conduct, and respect and integrity in work performance.

## **METHOD OF APPLICATION**

**Note 1:** Applicants who meet the requirements should send their application letter together with detailed CV indicating three (3) names of references, current position/grade, daytime telephone numbers, copies of academic and professional certificates, testimonials and a copy of National Identity Card/Passport to NCPD Head office or Send to the email [recruitment@ncpd.go.ke](mailto:recruitment@ncpd.go.ke).

***NB: Applications send via email to [info@ncpd.go.ke](mailto:info@ncpd.go.ke) SHALL NOT be processed.***

**Note 2:** Hand delivered applications can be delivered 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 African Time) on 26<sup>th</sup> September, 2025***

**Note 3:** Applicant should use **only one mode** of submitting application  
(**either** hard or soft copy)

**Note 4:** Only shortlisted candidates will be contacted for interviews.

**Note 5:** Canvassing will lead to automatic disqualification.

**Note 6:** 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.**