



## 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 Economic Planning. The Council is mandated to promote and coordinate population and development programmes in Kenya. The Council seeks to fill the following vacant positions:

#### **ADVERT NO.003/2026: DEPUTY DIRECTOR, POPULATION GRADE NCPD 3 ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

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

An Officer at this level will be responsible to the respective Director and will be deployed to head any of the technical divisions at the headquarters.

**Job Purpose:** Provide strategic leadership in the implementation of population policy programmes, partnerships and resource mobilization, field services, public education and advocacy, research, documentation and knowledge management, monitoring and evaluation.

#### **i) Policy, Partnerships and Resource Mobilization**

Duties and responsibilities at this level will entail: -

- i. Implementing policies, guidelines and standards that enhance the quality of life of the population;
- ii. Translating goals, objectives and strategies into actual programmes at National and sectoral levels;
- iii. Guiding and coordinating the implementation of the National Population Policy and programmes that are integrated within the framework of the National development plan;
- iv. Coordinating the integration of population dynamics into national and county development planning;

- v. Developing key technical documents relating to the implementation of population policy and programme;
- vi. Developing and implementing national, regional and international population programmes, plans and strategies;
- vii. Coordinating stakeholders implementing population and development programmes and projects at national and county levels;
- viii. Coordinating identification of intervention programmes for addressing population policy issues at national and county levels;
- ix. Coordinating development of funding proposals for implementation of population and development programmes and projects;
- x. Coordinate the development, implementation and review policies, guidelines and standards that enhance the quality of life of the population;
- xi. Coordinate the development, implementation and review of the National Population Policy and programmes that are integrated within the framework of the National development plan.

## **ii) Programmes**

Duties and responsibilities at this level will entail:

- i. Guiding and coordinating the implementation of the National Population Policy and programmes that are integrated within the framework of the County development plan;
- ii. Coordinating the integration of population factors in development planning at the county level;
- iii. Overseeing the implementation of population policy and programme at county level;
- iv. Coordinating stakeholders implementing population and development programmes and projects at county level;
- v. Coordinating the resource mobilization strategies at the county level;
- vi. Mobilizing support for population programmes, including coordination and implementation by different organizations at the county;
- vii. Coordinating identification of intervention programmes for addressing population policy issues at County Level;
- viii. Undertaking impact assessment of population programmes and making recommendations arising from such assessments at the county

## **iii) Public Education**

Duties and responsibilities at this level will entail: -

- i. Coordinating development and implementation of population educational programmes targeting the general public;
- ii. Overseeing the preparation of Information Education and Communication (IEC) materials;
- iii. Coordinating regular sensitization forums on population and development issues for different stakeholders;
- iv. Planning and promoting multi-sectoral dialogue and community participation, engagement, and leadership at all levels;
- v. Coordinating the identification and mentorship of the population champions;

- vi. Coordinating local and national media engagement on Population dynamics in liaison with the Corporate Communications Division

#### **iv) Advocacy**

Duties and responsibilities at this level will entail: -

- i. Spearheading development and implementation of advocacy policies, strategies, standards, guidelines and procedures;
- ii. Coordinating and implementing advocacy programmes on topical population and development
- iii. Coordinating development and dissemination of advocacy toolkits and materials;
- iv. Mobilizing support for the implementation of a national communications campaign among all sectors at the national and county levels;
- v. Coordinating identification of advocacy deficits, challenges and constraints and propose possible policy and institutional responses;
- vi. Undertaking capacity building of policy makers, programme managers and implementers in population and development issues

#### **v) Research and Data Management**

Duties and responsibilities at this level will entail: -

- i. Developing, implementing and reviewing the research, policies, standards, guidelines and procedures;
- ii. Spearheading research on topical population and development issues;
- iii. Coordinating development and review of the National Research Agenda for Population and Development;
- iv. Communicating research findings to key policy makers, programme managers and implementers in population and development issues;
- v. Providing technical support on research to Population and Development Stakeholders;
- vi. Overseeing preparation of population data, research briefs, population reports, policy briefs and synopses to guide decision making for key population issues;
- vii. Developing tools and analysis of internal and external surveys

#### **vi) Monitoring and Evaluation**

Duties and responsibilities at this level will entail: -

- i. Developing, implementing and reviewing of planning, monitoring and evaluation policies, standards, guidelines and procedures;
- ii. Coordinating development and review of NCPD M&E Framework, tools and Manual for the implementation of the National Population Policy;
- iii. Coordinating Monitoring and Evaluation of NCPD's strategic plans, corporate development plans, strategies and service delivery programmes;
- iv. Coordinating institutionalization of mechanisms for monitoring and evaluating population programmes;
- v. Overseeing the dissemination and promotion of utilization of monitoring and evaluation reports for decision making and planning;

## **vii) Documentation Centre and Knowledge Management**

Duties and responsibilities at this level will entail: -

- i. Coordinating population information analysis and projection system for real time monitoring and analysis of population and early warning;
- ii. Coordinate capacity building and trainings in collation and analysis of population and related data;
- iii. Oversee documentation, archiving and storage of population best practices;
- iv. Coordinate the operations of the Population Centre of Excellence;
- v. Provide a platform for exchange of information, knowledge sharing best practices and lessons in population and development at nationally and regionally through networks of think tanks, research institutions and NGO

### **a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Satisfactorily served for a cumulative period of fifteen years, three of which should have been at Assistant Director, Population Programmes level, or in a comparable position;
- ii. Master's Degree in any of the following disciplines: Population Studies, Demography or equivalent qualification from a recognized institution;

**Or**

- iii. 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;
- iv. 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;
- v. Leadership Course Certificate from a recognized institution;
- vi. Certificate in Management Course from a recognized institution;
- vii. Membership to a relevant professional body where applicable;
- viii. Proficiency in Computer applications;

## **ADVERT NO.004/2026: ASSISTANT DIRECTOR –LEGAL SERVICES – GRADE NCPD 4 ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

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

An officer at this level will be responsible to the Deputy Director, Legal Services.

**Job Purpose:** To oversee the management of the Council's legal function through the development, review and implementation of legal policies, frameworks and advisory services that ensure compliance with applicable laws, safeguarding the Council's interests, mitigate legal risks, support sound corporate governance and facilitate effective execution of the Council's mandate

## **Duties and Responsibilities**

- i. Provision of legal opinion to the Managing Trustee on matters relating to compensation, statutory management and liquidation;
- ii. Carryout legal and governance compliance reviews;
- iii. Coordinating preparation of Board agenda and papers by appropriate departments;
- iv. Initiating formulation and implementation of policies, strategies and procedures;
- v. Coordinating preparation of annual reports of the Council;
- vi. Maintaining effective liaison with advocates for legal opinions, agreements and legal documentation
- vii. Arranging Board and Committee meetings and communicating resolutions of the Board to the appropriate departments for timely action;
- viii. Liaising with the Fund's panel of Advocates and the Attorney General's Office on litigation review;
- ix. Reviewing periodic reports and ensuring compliance with local, regional and international instruments;
- x. Interpreting legal legislation pertaining to sector regulations, rules, guidelines and protecting legal interests of the Council;
- xi. Drafting contract agreements, securities and advise management on various legal and statutory matters affecting the Council;
- xii. Drafting, reviewing, negotiating and advising the appropriate departments within the Council on all contracts and agreements to be entered into between the Council and external parties;
- xiii. Managing legal correspondence from external and internal users;
- xiv. Initiating and guiding conduct of legal and policy research in areas affecting the Council;
- xv. Undertaking arbitration and out of court settlements;
- xvi. Representing the Council in court as need may be;
- xvii. Following-up and managing court matters;
- xviii. Writing and interpreting legal opinions and contracts;
- xix. Drawing terms of engagement with private legal firms; and
- xx. Assessing performance, mentoring and coaching of staff under the Officer's purview.

### **b) Requirements for Appointment**

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 Legal Officer level, or in a comparable position;
- ii. Master's degree in Law or Masters in Business Administration or its equivalent from a recognized and accredited institution;

- iii. A Postgraduate Diploma in Law from the Kenya School of Law;
- iv. A Bachelor of Laws (LL. B) degree from a recognized and accredited institution;
- v. Admission to the Bar as an Advocate of the High Court of Kenya;
- vi. Membership with the Law Society of Kenya;
- vii. Valid practicing certificate from the Law Society of Kenya and Institute of Certified Secretaries of Kenya (ICSK);
- viii. Registered as a Certified Secretary (K);
- ix. A Member of the Institute of Certified Secretaries of Kenya (ICSK) in good standing;
- x. Certificate course in Leadership lasting not less than four (4) weeks from a recognized institution;
- xi. Proficiency in computer applications; and
- xii. Shown merit and ability as reflected in work performance and results.

**ADVERT NO.005/2026: ASSISTANT DIRECTOR, FINANCE & ACCOUNTS – GRADE  
NCPD 4 ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

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

An officer at this level will be responsible to the Deputy Director, Finance & Accounts

**Job Purpose:** Oversee the day-to-day operation of the division as well as the implementation of finance policies, strategies and procedures.

**a) Duties and Responsibilities**

- i. Maintaining effective cost accounting and internal control systems and procedures;
- ii. Analyzing and interpreting accounting information to facilitate decision making;
- iii. Carrying out variance analysis and advising management;
- iv. Designing and implementing effective accounting systems;
- v. Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;
- vi. Overseeing commitment of funds and expenditure trends; and
- vii. Ensuring accurate and timely management accounting reports
- viii. Preparing Financial Statements & facilitating annual audits (internal & external) by providing necessary data and explanations.
- ix. Mentoring and coaching officers deployed in the Division; and
- x. Ensure compliance with applicable accounting standards (IPSAS,IFRS) and financial regulations (PFM ACT 2012, PFM Regulations)

- xi. Ensuring effective and timely financial management on all matters of the Council and reporting in accordance with the laid down guidelines;
- xii. Development and installation of effective financial management systems and procedures to improve financial reporting and accounting;
- xiii. Managing risks associated with the Finance function and advise on mitigation measures; and
- xiv. Initiating and tabling budgets to the Board Finance Committee, Treasury officials and Donor Agencies to clarify financial estimates and gain support for projected budget needs.

**b) Requirements for appointment**

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 Accountant/Finance Officer or in a comparable position;
- ii. Bachelor's 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. Master's Degree in any of the following discipline; Business Administration, Business Management, Commerce or its equivalent;
- iv. Certified Public Accountant Part III or equivalent qualification from a recognized institution;
- v. Membership with Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant and recognized professional body;
- vi. Leadership development course certificate;
- vii. Proficiency in computer applications;

**ADVERT NO.006/2026: ICT OFFICER – GRADE NCPD 6 ONE (1) POST**

**Terms of Service:** Permanent and Pensionable

**Basic Salary: Kshs 44,000 (Minimum) –Kshs.78,920 (Maximum)**

**Job Purpose:** This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

**a) Duties and Responsibilities**

- i. Repairing ICT equipment and associated peripherals;
- ii. Receiving and installing ICT equipment;
- iii. Configuring new ICT equipment;
- iv. Performing routine systems, application and network startup and shutdown procedures and maintain control of records;
- v. Configuring and testing of computer hardware and software including network appliances;
- vi. Installing of server software and upgrading of existing servers;
- vii. Performing routine offsite backups for NCPD critical data testing and drills;
- viii. Patch management on applications, systems and appliances;
- ix. Website design and maintenance;
- x. Setup and maintenance of applications including Email, ERP and database;

- xi. Managing helpdesk application and generation of quarterly reports;
- xii. Installing necessary hardware and software upgrades into ICT network;
- xiii. Documenting and reporting on standards, compliance including ISO, RISK Assessment, PC;
- xiv. Monitoring network performance; and
- xv. Maintaining support systems and training of users.

**b) Requirements for Appointments**

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

- i. Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or equivalent qualification from recognized institution;
- ii. Proficiency in information communication related field such as information security, system development, programming and networking;

**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).

***N/B: Applications sent via email to [info@ncpd.go.ke](mailto:info@ncpd.go.ke) SHALL NOT be processed.***

Hand delivered applications can be delivered to;

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

***on or before 5:00pm (East African Time) on 2<sup>nd</sup> June, 2026***

**Note 2:** Applicant should use **ONLY one mode** of submitting application (**either** hard or soft copy)

**Note 3:** Shortlisted candidates shall be required to produce originals of their National Identification Cards, Academic and Professional Certificates and transcripts during the interviews.

**Note 4:** Canvassing will lead to automatic disqualification.

**Note 5:** 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.**