



REPUBLIC OF KENYA
MINISTRY OF PUBLIC SERVICE, GENDER AND AFFIRMATIVE ACTION
STATE DEPARTMENT FOR GENDER AND AFFIRMATIVE ACTION
Office of the Principal Secretary

ADVERTISEMENT OF VACANCIES IN THE GRADES OF PRINCIPAL GENDER OFFICER AND SENIOR GENDER OFFICER, JOB GROUPS 'N', CSG 8 AND 'L', CSG 9

The State Department for Gender and Affirmative Action invites applications from qualified serving officers in the Public Service to fill the following vacancies:

S/No.	Post	Grade & JG	V/No.	No. of Vacancies	Terms of Service
1.	Principal Gender Officer	CSG 8, JG 'N'	1/07/2023	3	Permanent and Pensionable
2.	Senior Gender Officer	CSG 9, JG 'L'	2/07/2023	9	Permanent and Pensionable

V/No. 1/07/2023: PRINCIPAL GENDER OFFICER – THREE (3) POSTS

Job Group / CSG Grade : 'N' / CSG 8
Salary Scale : Ksh. 49,000 – Ksh. 87,360
House Allowance : Ksh. 35,000
Commuter Allowance : Ksh. 8,000
Leave Entitlement : 30 days per financial year excluding Weekends and public holidays
Medical Benefits : As existing in the civil service
Terms of Service : Permanent and Pensionable

Duties and Responsibilities:

An officer at this level may be deployed at the Headquarters or in the Counties and will be responsible for the efficient management and administration of gender related Programmes and projects as may be assigned by the supervisor. Specific duties and responsibilities at this level will entail:

- i. Implementing Gender Policies, Projects and Programmes;
- ii. Facilitating Gender Mainstreaming activities in Ministries/Departments, Counties and Agencies;
- iii. Liaising with Organizations handling gender issues;
- iv. Undertaking research on gender issues, including baseline survey on Female Genital Mutilation and Gender Based Violence;
- v. Development of gender disaggregated data and Management Information Systems;
- vi. Establishing the level of compliance with the two thirds gender principle in Ministries/Departments, Counties and State Corporations;
- vii. Sensitizing stakeholders on gender related issues including Female Genital Mutilation and Gender-Based violence;
- viii. Facilitating formation of community level structure; and
- ix. Mobilizing communities to participate in field activities promoting gender equity and elimination of Female Genital Mutilation and Gender Based Violence.

Requirements for appointment to this position:

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Gender Officer, Job Group 'L', CSG '9' or equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution;
- iii. Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks, or four (4) weeks in aggregate from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Demonstrated professional competence in gender work as reflected in work performance and results.

Certificate in Senior Management Course (SMC) lasting not less than four (4) weeks from a recognized institution and Membership to a relevant professional body will be added advantages.

V/No. 2/07/2023: SENIOR GENDER OFFICER – NINE (9) POSTS

Job Group	:	JG `L` CSG 9
Salary Scale	:	Ksh. 42, 970 – Kshs. 59, 120
House Allowance	:	Ksh. 28, 000
Commuter Allowance	:	Ksh. 6,000
Leave Entitlement	:	30 days per financial year excluding weekends and Public holidays
Medical Benefits	:	As existing in the Civil Service
Terms of Service	:	Permanent and Pensionable

Duties and Responsibilities

An officer at this level may be deployed at the Headquarters or in the Counties and will implement gender related Programmes and Projects as may be assigned by the supervisor.

Specific duties and responsibilities at this level will entail:

- (i) Facilitating and Monitoring Gender Mainstreaming, Socio-Economic Empowerment, Female Genital Mutilation and Sexual and Gender Based Violence activities;
- (ii) Implementing Gender Mainstreaming and Socio-Economic Empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;
- (iii) Collecting, collating and analyzing data on Female Genital Mutilation and Sexual and Gender Based Violence prevalence;
- (iv) Collecting, compiling and analyzing gender disaggregated data in Ministries /Departments/Counties/Agencies;
- (v) Identifying opportunities and documenting practices for upscaling and replication of gender programmes;
- (vi) Follow up with gender violence victims for the expediency of justice;
- (vii) Liaising with Organizations handling gender issues; and
- (viii) Disseminating information on Gender Mainstreaming, Socio-Economic Empowerment, Female Genital Mutilation and Sexual and Gender Based Violence policies, projects and programmes.

Requirements for appointment to this position:

For appointment to this grade, an officer / candidate must have:

- (i) Served in the grade of Gender Officer I, Job Group 'K', CSG 10 or equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution;
- (iii) Certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks or four (4) weeks in aggregate from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) Demonstrated merit and ability as reflected in work performance and results; and
- (vi) Membership to a relevant professional body will be an added advantage.

Suitably qualified candidates are required to make their applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website www.publicservice.go.ke.

Please Note

Candidates should **NOT** attach any documents to the application form. All the details requested in the advertisement should be filled in the form.

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- **THE STATE DEPARTMENT FOR GENDER AND AFFIRMATIVE ACTION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.**
- **WOMEN, PEOPLE WITH DISABILITIES (PWDs), THE MARGINALIZED AND THE MINORITIES WHO MEET THE REQUIREMENTS OF THE ADVERTISED POSITIONS ARE ENCOURAGED TO APPLY.**

Completed application (PSC 2 form) should reach **the Principal Secretary, Ministry of Public Service, Gender and Affirmative Action, State Department for Gender and Affirmative Action, P.O. Box 29966-00100, Nairobi** or hand delivered to our offices, **Telposta Building, 4th Floor, HRM Registry** on or before **1st August, 2023**