



# ANTI - FEMALE GENITAL MUTILATION

## JOB VACANCIES

The Anti- Female Genital Mutilation Board invites applications from qualified persons for the following vacant positions:

<b>Position:</b>	<b>MANAGER, ANTI-FGM PROGRAMMES, AFGM GRADE 3</b>
<b>Vacancy No:</b>	<b>AFGM/ 1/2019</b>
<b>Number of Posts:</b>	<b>One (1)</b>
<b>Terms of Service:</b>	<b>On Contractual basis (Renewable)</b>
<b>Basic Salary Scale:</b>	<b>Ksh. 109,089 p.m. – Ksh. 144,928 p.m.</b>

*Allowances will be paid as per prevailing Government guidelines*

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

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

- (i) served as a gender officer, youth officer, education officer or in a comparable position for a cumulative period of at least six (6) years, three of which must have been in a middle level position in the Public service or private sector;
- (ii) a Bachelor's degree in any of the following disciplines: - Sociology; Anthropology; Education; Gender Studies or any other equivalent qualification from a recognized institution;
- (iii) a Master's degree in any of the following disciplines: - Sociology; Anthropology; Education; Gender Studies or any other Gender related field from a recognized institution;

- (iv) a Certificate in Leadership Development Programme or an equivalent leadership course lasting not less than six (6) weeks from a recognized institution;
- (v) a Certificate in computer applications from a recognized institution; and
- (vi) met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

## **b) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) Sensitizing the public on the human rights violations related to female genital mutilation;
- (ii) Designing and implementing anti-female genital mutilation education and awareness programmes including involvement of media in the campaigns;
- (iii) Building stakeholders capacity to manage and respond to female genital mutilation issues and facilitating community-driven dialogues;
- (iv) Providing support to the vulnerable women, girls and survivors of FGM;
- (v) Coordinating local and international organizations advocating against female genital mutilation;
- (vi) Coordinating development of information, education and communication materials on female genital mutilation;
- (vii) Developing and coordinating the alternative rites of passage curriculum and programmes;
- (viii) Monitoring and evaluating implementation of female genital mutilation education and awareness programmes including content in the school curriculum;and
- (ix) Preparing and disseminating anti-female genital mutilation education and awareness reports.

**Position:** MANAGER, ANTI-FGM POLICY, PLANNING, AND STRATEGY, AFGM GRADE 3

**Vacancy No:** AFGM/2/2019

**Number of Posts:** One (1)

**Terms of Service:** On Contractual basis (Renewable)

**Basic Salary Scale:** Ksh. 109,089 p.m – Ksh. 144,928 p.m.

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) served as an economist, statistician, gender officer, youth officer or in a comparable position for a cumulative period of at least six (6) years, three of which must have been in a middle level position in the Public service or private sector;
- (ii) a Bachelor's degree in any of the following disciplines: - Economics; Statistics; Sociology; Anthropology; Education; Gender Studies or any other equivalent qualification from a recognized institution;
- (iii) a Master's degree in any of the following fields: - Economics; Statistics; Sociology; Anthropology; Education; Gender Studies or any other Gender related field from a recognized institution;
- (iv) a Certificate in Leadership Development Programme or an equivalent leadership course lasting not less than six (6) weeks from a recognized institution;
- (v) a Certificate in computer applications from a recognized institution;
- (vi) met the requirements of Chapter 6 of the Constitution on Leadership and Integrity; and
- (vii) shown merit and ability as reflected in work performance and results.

**(b) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) Initiating Anti-female genital mutilation policies and strategies;
- (ii) Conducting research on female genital mutilation and managing the research database;
- (iii) Mapping out and updating anti- female genital mutilation networks;
- (iv) Domesticating regional and international protocols, conventions and treaties on anti-female genital mutilation;
- (v) Managing database of multi-sectoral agencies working towards eradication of female genital mutilation;
- (vi) Collaborating with the law enforcement agencies to develop a database on status of female genital mutilation cases;
- (vii) Coordinating preparation of proposals to mobilize resources to support anti-female genital mutilation programmes; and
- (viii) monitoring and evaluating implementation of anti- female genital mutilation programmes.

**Position: MANAGER, FINANCE AND ACCOUNTS, AFGM GRADE 3**

**Vacancy No: AFGM/3/2019**

**Number of Posts: One (1)**

**Terms of Service: On Contractual basis (Renewable)**

**Basic Salary Scale: Ksh. 109,089 p.m – Ksh. 144,928 p.m.**

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

For appointment to this grade, a candidate must: -

- (i) have served for a cumulative period of at least six (6) years as an accountant/finance officer, three of which must have been Assistant Manager, Finance and Accounts or a comparable position;
- (ii) have Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option); Business Administration or any other

- equivalent qualification from a recognized institution; **Plus** have a Certificate in Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or any other equivalent qualification from a recognized institution;
- (iii) have a Master's degree in any of the following disciplines: - Business Administration; Finance or any other equivalent qualification from a recognized institution;
  - (iv) have a Certificate in Leadership Development Programme or an equivalent leadership course lasting not less than six (6) weeks from a recognized institution;
  - (v) be proficient in accounting packages;
  - (vi) be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Registration of Accountants Board (RAB);
  - (vii) have an in-depth understanding of government accounting systems, processes and procedures required in the management of finances;
  - (viii) have demonstrated outstanding professional competence in finance and accounts work as reflected in work performance; and
  - (ix) met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

**(b) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) Managing the finance and accounts function;
- (ii) Formulating and reviewing of financial management and accounting procedures;
- (iii) Interpreting and implementing government financial policies and procedures;
- (iv) Coordinating the preparation of the Board's budget and annual financial statements;

- (v) Ensuring compliance with Public Sector and Donor Financial Reporting guidelines;
- (vi) Overseeing implementation of financial management system;
- (vii) Ensuring expenditures are within the printed estimates and approved limits; and
- (viii) Ensuring prompt responses to audit queries.

**Position:** FINANCE OFFICER/ACCOUNTANT, AFGM GRADE 6

**Vacancy No:** AFGM/4/2019

**Number of Posts:** One (1)

**Terms of Service:** On Contractual basis (Renewable)

**Basic Salary Scale:** Ksh. 48,190 p.m – Ksh. 65,290 p.m.

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

For appointment to this grade, a candidate must: -

- (i) have a Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option) or any other equivalent qualification from a recognized institution; **Plus** have a Certificate in Part II of the Certified Public Accountants (CPA) Examination or Part II of the Association of Certified Chartered Accountants (ACCA) or any other equivalent qualification from a recognized institution;
- (ii) be proficient in accounting packages;
- (iii) have certificate in computer applications from a recognized institution; and
- (iv) have a valid Certificate of Good Conduct from Directorate of Criminal Investigations.

**(b) Duties and Responsibilities**

An officer in this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: -

- (i) Examining and processing payment vouchers;
- (ii) Balancing cashbooks and providing cash liquidity analysis;
- (iii) Preparing bank reconciliations and maintaining general ledger accounts;
- (iv) Maintaining accounts receivable and accounts payable records; and
- (v) Preparing Withholding and Value Added Tax returns.

**Position: SENIOR INTERNAL AUDITOR, AFGM GRADE 5**

**Vacancy No.: AFGM/5/2019**

**Number of Posts: One (1)**

**Terms of Service: On Contractual basis (Renewable)**

**Basic Salary Scale: Ksh. 77,527 p.m – Ksh. 103,894 p.m.**

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) served as an Auditor in the public service or in a comparable position for a minimum period of three (3) years;
- (ii) a Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option) or any other equivalent qualification from a recognized institution;
- (iii) a Certified Internal Auditors (CIA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or any other equivalent qualification from a recognized institution;
- (iv) a Certified Information System Auditors (C.I.S.A) from a recognized institution;
- (v) an Audit/Risk Management Course or its equivalent qualification from a recognized institution.
- (vi) registered with the Institute of Certified Public Accountants of Kenya (ICPAK);

- (vii) a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) a Certificate in computer applications from a recognized institution; and
- (ix) a valid Certificate of Good Conduct from Directorate of Criminal Investigations.

**(b) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) Conducting financial and systems audit;
- (ii) Verifying payments to ascertain validity and accuracy;
- (iii) Ensuring that accounting procedures of the Board are adhered to;
- (iv) Undertaking specific audit investigations and preparing audit reports; and
- (v) Following up on implementation of audit recommendations.

**Position: ASSISTANT MANAGER HUMAN RESOURCE, AFGM GRADE 4**

**Vacancy No.: AFGM/6/2019**

**Number of Posts: One (1)**

**Terms of Service: On Contractual basis (Renewable)**

**Basic Salary Scale: Ksh. 89,748 p.m – Ksh. 120,270 p.m.**

***Allowances will be paid as per prevailing Government guidelines***

**a) Requirements for Appointment**

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

- (i) served in the grade of Senior Human Resource Officer or a comparable position for a minimum period of three (3) years;



- (ii) a Bachelor's degree in any of the following disciplines: Human Resource, Personnel Management, Sociology, Public/Business Administration or any other equivalent qualification from a recognized institution; **Plus**  
Diploma in any of the following disciplines: - Human Resource Management; Personnel Management; Industrial Relations, Business Management/Administration or any other equivalent qualification from a recognized institution;
- (iii) a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) a Certificate in computer applications from a recognized institution;
- (v) a valid Certificate of Good Conduct from Directorate of Criminal Investigations; and
- (vi) shown merit and ability as reflected in work performance and results.

#### **b) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) initiating formulation of human resource management policies and strategies;
- (ii) interpreting and coordinating implementation of human resource policies and strategies;
- (iii) managing payroll and human resource database;
- (iv) preparing personnel emoluments budget;
- (v) coordinating human resource planning, performance management and implementation of human resource information system;
- (vi) guiding on the development and implementation of rewards and sanctions;

- (vii) handling industrial relations matters;
- (viii) ensuring compliance with human resource statutory and regulatory obligations;
- (ix) coordinating staff recruitment process and induction programmes; and
- (x) managing staff training and development.

**Position:** **SUPPLY CHAIN MANAGEMENT OFFICER, AFGM  
GRADE 6**

**Vacancy No.:** **AFGM/7/2019**

**Number of Posts:** **One (1)**

**Terms of Service:** **On Contractual basis (Renewable)**

**Basic Salary Scale:** **Ksh. 48,190 p.m – Ksh. 65,290 p.m.**

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) a Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or any other equivalent qualification from a recognized institution;
- (ii) a Certificate in computer applications from a recognized institution; and
- (iii) a valid Certificate of Good Conduct from Directorate of Criminal Investigations.

**(b) Duties and Responsibilities**

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: -

- (i) Receiving and issuing stores;

- (ii) Generating Goods Received Notes;
- (iii) Receiving and recording suppliers' invoices;
- (iv) Sorting, dispatching and filing invoices and other documents;
- (v) Carrying out procurement, market survey and research;
- (vi) Capturing and processing stores data; and
- (vii) Preparing local purchase orders and local service orders

**Position:** PUBLIC COMMUNICATIONS OFFICER, AFGM GRADE 6  
**Vacancy No.:** AFGM/8/2019  
**Number of Posts:** One (1)  
**Terms of Service:** On Contractual basis (Renewable)  
**Basic Salary Scale:** Ksh. 48,190 p.m – Ksh. 65,290 p.m.

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) a Bachelor's degree in any of the following disciplines: - Journalism, Mass Communications, Public Relations, or its equivalent qualification from a recognized institution;
- (ii) a Certificate in computer applications from a recognized institution; and
- (iii) a valid Certificate of Good Conduct from Directorate of Criminal Investigations.

**(b) Duties and Responsibilities**

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: -

- (i) Preparing press materials for press releases and publication;

- (ii) Maintaining and updating a database of press and other organization's contacts;
- (iii) Developing and publishing in-house newsletters;
- (iv) Drafting publications on topical issues; and
- (v) Writing, compiling and sub-editing the organization's in-house publications.

**Position:** **RECORDS MANAGEMENT ASSISTANT II, AFGM GRADE 9**

**Vacancy No.:** **AFGM/9/2019**

**Number of Posts:** **One (1)**

**Terms of Service:** **On Contractual basis (Renewable)**

**Basic Salary Scale:** **Ksh. 31,020 p.m – Ksh. 41,590 p.m.**

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) a Diploma in any of the following disciplines: - Records Management, Records Management and Information Technology, Information Science, Information Management, Archives and Records Management or any other equivalent qualification from a recognized institution;
- (ii) a Certificate in computer applications from a recognized institution; and
- (iii) a valid Certificate of Good Conduct from Directorate of Criminal Investigations.

**(b) Duties and Responsibilities**

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:-

- (i) Receiving, sorting, filing and distributing mails;
- (ii) Dispatching mails and maintaining related registers;
- (iii) Preparing file classification and indexing, location guides and inventory lists;

- (iv) Maintaining tools for control and retrieval of records;
- (v) Filing and marking letters for action; and
- (vi) Updating and maintaining file movement records.

**Position:** DRIVER I, AFGM GRADE 11  
**Vacancy No.:** AFGM/10/2019  
**Number of Posts:** One (1)  
**Terms of Service:** On Contractual basis (Renewable)  
**Basic Salary Scale:** Ksh. 19,323 p.m – Ksh. 24,662 p.m.

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) served in the grade of Driver II or a comparable position for a minimum period of three (3) years;
- (ii) a Current driving license free from current endorsements and valid for all of the classes of vehicles, which the driver is required to drive;
- (iii) a First-Aid Certificate Course lasting not less than one (1) week obtained at St John Ambulance, or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Suitability Test for Driver Grade II;
- (v) Occupational Test Grade II;
- (vi) attended a Refresher Course for drivers every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (vii) be in possession of a Defensive Driving Certificate from the Kenya Institute of Highway and Building Technology (KIHBT), Automobile Association (AA) of Kenya or equivalent qualification from a recognized institution;
- (viii) a valid Certificate of Good Conduct from Directorate of Criminal Investigations.

- (ix) good interpersonal and communication skills;
- (x) be tidy and maintain high levels of hygiene; and
- (xi) shown merit and ability as reflected in work performance and results.

**(b) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) Driving a motor vehicle as authorized for official duties and assignments;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, tyre pressure, electrical and brake systems;
- (iii) Maintaining records of service and accessories;
- (iv) Reporting traffic incidents or accidents;
- (v) Detecting and reporting of malfunctioning of vehicle systems;
- (vi) Maintaining work tickets for vehicles assigned;
- (vii) Ensuring security and safety for the vehicle on and off the road;
- (viii) Ensuring safety of passengers and/ or goods therein; and
- (ix) Maintaining cleanliness of the vehicle.

**Position:** DRIVER II, AFGM GRADE 12  
**Vacancy No.:** AFGM/11/2019  
**Number of Posts:** One (1)  
**Terms of Service:** On Contractual basis (Renewable)  
**Basic Salary Scale:** Ksh. 16,692 p.m – Ksh. 21,304 p.m.

***Allowances will be paid as per prevailing Government guidelines***

**(a) Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification from a recognized institution;

- (ii) a current driving license free from current endorsements and valid for all of the classes of vehicles, which the driver is required to drive;
- (iii) have minimum period of three (3) years driving experience;
- (iv) attended a First-Aid Certificate Course lasting not less than one (1) week obtained at St John Ambulance, or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (v) passed Suitability Test for Driver Grade III;
- (vi) passed Occupational Test Grade III;
- (vii) passed Practical Test for Drivers conducted by Automobile Association (AA) of Kenya or National Transport and Safety Authority or National Youth Service;
- (viii) Certificate in computer applications from a recognized institution;
- (ix) a valid Certificate of Good Conduct from Directorate of Criminal Investigations;
- (x) good interpersonal and communication skills; and
- (xi) be tidy and maintain high levels of hygiene.

**(b) Duties and Responsibilities**

An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibility will entail: -

- (i) Driving a motor vehicle as authorized for official duty and assignments;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, tyre pressure, electrical and brake systems;
- (iii) Maintaining records of service and accessories;
- (iv) Detecting and reporting of malfunctioning of vehicle systems;
- (v) Maintaining of work tickets for vehicles assigned;
- (vi) Reporting traffic incidents or accidents;

- (vii) Ensuring security and safety of the vehicle on and off the road;
- (viii) Ensuring safety of the passengers and/or goods therein; and
- (ix) Maintaining cleanliness of the vehicle.

### **HOW TO APPLY;**

Interested and qualified persons are invited to make their application by completing **ONE** AFGM A (2019) application form. The form should be downloaded from the Board's website [www.anti-fgm-board.go.ke](http://www.anti-fgm-board.go.ke)

Completed applications should be forwarded as follows:

- (i) Sent to:

**The Chief Executive Officer**

**Anti-FGM Board**

**P.O. Box 54760-00200**

**NAIROBI**

OR

- (ii) Hand delivered to the Board's office located at Kenya Railways Staff Retirement Benefit Scheme Building, Block 'D' Second Floor, Opposite Technical University of Kenya.

***Anti-FGM Board is an Equal Opportunity Employer. Women, Youth, People living with Disability, the marginalized and the minorities are encouraged to apply.***

Applications should reach the Board **on or before 8<sup>th</sup> April 2019**

Only shortlisted candidates will be contacted.