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**FILLING OF VACANCT POSITIONS**

The National Council for Persons with Disabilities (NCPWD) is a State Corporation established in November, 2004 by an Act of Parliament **(Persons with Disabilities Act 2003)** with the mandate to formulate and implement policies that are geared towards mainstreaming Persons with Disabilities to the National economy. To achieve this mandate, the Secretariat seeks to fill the following positions which are vacant.

1. **Chief Human Resource and Administration Officer- (1 post)**

**Job purpose**

Overseeing and managing all aspects of human resources (HR) and administrative functions. This includes developing and implementing HR strategies, policies, and programs that align with the organization's goals and objectives, while also ensuring compliance with legal and regulatory requirements.

**Duties and responsibilities**

(i) Provide input in the development of the HR strategies, policies and

procedures;

(ii) Process payroll;

(iii) Manage employee relations;

(iv) Carry out job analysis and advice on review of job descriptions;

(v) Provide employee counseling services;

(vi) Provide secretariat to the Management Advisory Committee;

(vii) Participate in review of human resource management and development

policies and procedures;

(viii) Coordinate monitoring and evaluation of the effectiveness of training and

development programmes;

(ix) Ensure compliance with statutory obligations in the work environment;

(x) Administer staff separation;

(xi) Participate in analyzing of staffing levels and succession planning; and

(xii) Participate in recruitment and selection of staff.

(xiii) Ensure implementation of health and safety programmes;

(xiv) Promote development of staff welfare programmes;

(xv) Custodian of staff records;

(xvi) Oversee administrative functions;

(xvii) Oversee the development and implementation of an effective staff

performance management system; and

(xviii) Ensure development and implementation of the Training and development plans.

**Requirements for Appointment**

(i) Master’s Degree in Human Resource Management, Public Administration or

relevant field in Social Science

(ii) Bachelor’s Degree in Social Sciences or Human Resource Management or

equivalent from a recognized university;

(iii) Post Graduate Diploma in Human Resource Management/Certified Human

Resource Professional (CHRP) / Administration course from a recognized

institution

(iv) Membership to a relevant professional body in good standing;

(v) Practicing Certificate where applicable;

(vi) Management course lasting not less four (4) weeks;

(vii) At least Twelve (12) years’ relevant work experience in the public or private

institution;

(viii) At least three (3) years’ experiences in a supervisory role;

(ix) Demonstrated results in work performance; and

(x) Fulfilled the requirements of Chapter six of the constitution.

**Key Competencies and skills**

(i) Proficiency in IT;

(ii) Strategic thinking;

(iii) Analytical skills;

(iv) Communication and reporting skills;

(v) Strong managerial skills and ability to lead teams;

(vi) Mentoring, coaching and leadership skills;

(vii) Interpersonal and negotiation skills;

(viii) Team player; and

(ix) High Integrity

**Basic Salary**: KES 82,146– 109,504

**House Allowance**: 45,000

**Commuter Allowance**: KES 12,000

**Airtime Allowance**:11,000

**Medical Allowance**: Cover to be provided according to the Council’s Medical Scheme.

**2.Disability Services Officers- (2 posts)**

**Job Purpose**

Developing and managing of programmes within the Council. These includes:

Contributing to formulation of the Council’s and National policies and strategies on Social Protection, Benefits, Data and Statistics, Assistive Technologies and support services, Education, Economic Empowerment, Disability Mainstreaming and compliance amongst other programmes.

**Duties and responsibilities**

(i) Administering Fund application forms and targeting tools for

beneficiaries of grants and cash transfers programmes

(ii) Participate in targeting community validation and enrollment of beneficiaries

under PWSD-CT and administer the application process for education

assistance, assistive devices and services, economic empowerment and

infrastructure and equipment

(iii) Conduct registration of persons with disabilities.

(iv) Supervise clerks/ Interns who work under them

(v) Call for and vet applications for education, economic empowerment grants,

tools of trade, infrastructure, equipment grants, assistive devices, and submit

the proposed beneficiaries to the headquarters

(vi) Provide sunscreen lotions, cancer screening and treatment services, protective

clothing and sensitization of self-care to persons with Albinism

(vii) Facilitate registration of companies and businesses of persons with disabilities

under AGPO and provide them with LPO Financing

(viii) Train economic empowerment beneficiary groups on entrepreneurship

(ix) Facilitate delivery of cheques of grants and bursaries groups and schools

respectively

(x) Assisting the local communities and self-help groups to identify viable

projects

(xi) mobilize local resources for the implementation of development projects;

assisting the communities develop Community Action Plans (CAPs)

(xii) Link PWDs and DPOs with other development partners

(xiii) Monitor implementation of Registration, Rehabilitation &, Habilitation

Education assistance, Infrastructure & Equipment support, Economic

Empowerment & Enterprise Development, Cash Transfer and Disability

Mainstreaming programmes, advise and report on the progress

(xiv) Conflict resolutions among group members disaggregate data on gender,

disability, age etc.

(xv) Participate in community mobilization and sensitization on programmes of

the Council

(xvi) Facilitate persons with disabilities access tax exemptions, licenses and

employment service extension recommendation

(xvii) Organize National and International events on Disability at the County

levels

(xviii) Create awareness on disability, programmes and services offered by the

Council

(xix) Lobby and advocate for implementation of 5% constitutional provision on

appointive and elective positions in public and private entities

(xx) Monitor compliance on the 5% constitutional provision on appointive and

elective positions by public and private entities.

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elective positions by public and private entities

(xxii) Provide technical support on disability mainstreaming in form of training,

accessibility audits, job placement requirements to public and private

**Requirements for appointment**

For appointment to this grade, a candidate must have

(i) Bachelor’s degree in a relevant social science from a recognized institution;

(ii) Professional qualification where applicable;

(iii) Four (4) years’ work experience in a relevant experience;

(iv) Fulfill the requirements of chapter six in the constitution.

**Key competences and skills**

(i) Proficiency in IT

(ii) Communication and reporting skills

(iii) Interpersonal skills

(iv) Integrity

(v) Team player

**Basic Salary**: KES 45,179– 60,280

**House Allowance**: Depending on deployment

**Commuter Allowance**: KES 8,000

**Airtime allowance:**6,000

**Medical Allowance**: Cover to be provided according to the Council’s Medical Scheme.

Candidates who meet the above requirements are invited to fill in a NCPWD application form enclosing curriculum vitae, academic and professional certificates and a copy of national identity card.

Only shortlisted candidates will be contacted for interviews.

Successful candidates will be required to provide Chapter six requirements after the interviews

Applications should be sent from 12th March,2024 upto 1st April, 2024 or before to the following Address: -

**The Executive Director,**

**National Council for Persons with Disabilities**

**Waiyaki Way – Opp. ABC Place and Next to Kabete Barracks**

**P.O Box 66577 – 00800, NAIROBI**

*NCPWD is an equal opportunity employer thus Persons with disabilities, women and people from marginalized groups with requisite qualifi**cations are encouraged to apply.*