



ANTI-FEMALE GENITAL MUTILATION BOARD



JOB VACANCY

The Anti-Female Genital Mutilation Board is a State Corporation under the Ministry of Gender, Culture and Children Services responsible for implementing the Prohibition of Female Genital Mutilation Act, 2011. The Board invites applications from qualified persons to fill the vacancy listed below.

1. Accountant (AFGM 7) Vacancy No. AFGM/3/2026 (1 Post)- Permanent and Pensionable

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

a. Duties and Responsibilities

- (i) maintaining primary records such as cashbooks and ledgers;
- (ii) posting of vouchers and other deductions;
- (iii) preparing vouchers and committal documents in accordance with laid down rules and regulations;
- (iv) filling statutory returns;
- (v) preparing payment transactions;
- (vi) preparing bank transfers for payment;
- (vii) generating trial balance;
- (viii) verifying authorizations of payments as per the Board's authorized sign off limits;
- (ix) preparing cash flow forecasts;
- (x) ensuring proper filling of accountable documents;
- (xi) handling daily transactions for petty cash;
- (xii) data capturing and maintenance of primary records such as cashbook, ledgers, vote book, register;
- (xiii) reconciling supplier statements as received;
- (xiv) preparing simple management reports e.g. imprest and expenditure returns; and
- (xv) issuing of cheques and posting payments and receipts vouchers in the cash book.

b. Job Specifications

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in commerce (Accounting or Finance option), Business

Administration (Accounting Option) or its equivalent qualification from a recognized institution;

(ii) Passed Part II of the Certified Public Accountants (CPA) Examination or its equivalent; and

(iii) Certificate in computer application skills from a recognized institution.

c. Key Competencies

(i) Analytical skills.

(ii) Accuracy skills.

(iii) Interpersonal skills.

(iv) Record management skills

APPLICATION PROCEDURE:

Qualified and interested applicants who meet the requirements should visit the Board's career page on the website. The applicants shall apply through the Anti-FGM Board's recruitment portal which is accessible through <https://jobs.antifgmboard.go.ke/>.

Application should be addressed to the undersigned:

The Chief Executive Officer

Anti-FGM Board

P.O Box 54670-00200

Kenya Railways SRBS Building, Block "D" 2nd Floor

Nairobi

Applications should be submitted in Pdf format not later than **5:00PM Tuesday, July 21st, 2026. (East African Time)**

Successful candidate will be expected to comply with the requirements of Chapter six of the Constitution of Kenya.

No hand delivery applications shall be accepted.

"Anti-FGM Board is an equal opportunity employer".

"Any form of canvassing will lead to automatic disqualification".

"Only shortlisted candidates will be contacted".