



## 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. Chief Executive Officer, (AFGM 1) Vacancy No. AFGM/1/2026 (1 Post)- Contract Terms**

##### **(a) Job Description**

The Chief Executive Officer shall be the Secretary to the Board. The CEO will be the Accounting and Authorized Officer of the Anti-FGM Board.

The CEO will be the head of Anti-FGM Secretariat and will be responsible to the Board for the day-to-day administration and management of the affairs of the Board.

Specific job description of the CEO will entail:

- (i) Overall responsibility for the direction, organization and administration of programs of the Board;
- (ii) Spearheading formulation, implementation and review of the Board's policies, procedures, strategies, standards and guidelines and submission of the same to the Board for consideration;
- (iii) Being responsible for the supervision and discipline of the staff of the Board;
- (iv) Subject to the directions of the Board on matters of policy, be responsible to the Board for the administration and management of the Board;
- (v) Appointing such temporary professionals and other staff as may from time to time be required by the Board at such fee as may be approved by the Board;
- (vi) Providing strategic leadership and ensuring excellence in the provision of services at the Anti-FGM;
- (vii) Advising the Board, Cabinet Secretary and the Ministry of Gender on matters pertaining to Anti-FGM;
- (viii) Executing and communicating the Board's strategies, decisions

- and policies to the Secretariat;
- (ix) Providing linkage between the Board and the Secretariat;
  - (x) Spearheading the development agenda of the Board including formulation and implementation of the Board's master plan;
  - (xi) Overseeing development, implementation and review of the Board's projects, programmes, annual business plans and long-term strategies;
  - (xii) Ensuring compliance with the provisions of the Anti-FGM Act and all other relevant legal provisions pertaining to the operation of the Board;
  - (xiii) Overseeing preparation of annual budgets, work plans and establishing proper internal monitoring and control systems and procedures;
  - (xiv) Putting in place sound strategies for ensuring prudent utilization and safeguarding of the Board's resources and assets;
  - (xv) Coordinating preparation of the Board's annual financial statements and submitting the same to the Board, National Treasury, Parliament and The Controller of Budget as required by law;
  - (xvi) Ensuring budget spending is within the provisions of the Public Financial Management Framework;
  - (xvii) Enhancing collaboration and engagement with stakeholders and partners in support of Anti-FGM core business, development plans and projects;
  - (xviii) Ensuring continuous improvement of the quality and value of services provided by Anti-FGM;
  - (xix) Promoting the corporate image of the Board and enhancing its visibility;
  - (xx) Upholding integrity and professionalism in the performance of the Board's functions;
  - (xxi) Championing national values and principles of Public Service;
  - (xxii) Mobilizing resources from non-state sources including donors in support of Anti-FGM programmes and projects;
  - (xxiii) Nurturing and maintaining a conducive work environment that can attract, retain and motivate employees;
  - (xxiv) Building capacity and managing performance of staff at Anti-FGM; and
  - (xxv) Performing such other duties as will be assigned by the Board and the law.

**(b) Job Specifications**

For appointment to the position of Chief Executive Officer, an officer must have:

- (i) A minimum of fifteen (15) years relevant work experience five (5) of which must have been in a Senior Management Level;
- (ii) Bachelor's degree in any of the following: Sociology, Anthropology, Education, Gender Studies, Social Development, Community Development, Social Work and Welfare, Disaster Mitigation and Management, Counselling, Psychology, Project Planning and Management, Community health and Development or its equivalent qualifications from a recognized institution;

**OR**

Bachelor's degree in any Arts or Science **plus** a Post Graduate Diploma in Education from a recognised institution;

- (iii) Master's Degree in any of the following disciplines: Sociology, Anthropology, Education, Gender Studies, Social Development, Community Development, Social Work and Welfare, Disaster Mitigation and Management, Counselling, Psychology, Project Planning and Management, Community health and Development or any other relevant field from a recognized institution;
- (iv) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer application skills from a recognized institution;
- (vi) Met the requirements of Chapter Six (6) of the Constitution on leadership and integrity;
- (vii) Membership to a professional body where applicable;
- (viii) Demonstrated outstanding professional competence and managerial capability as reflected in work performance and results; and

- (ix) Demonstrated a thorough understanding of national strategic goals, policies and development objectives, and ability to translate them to the mandate of the Board.

**c) Key Competencies**

- (i) Negotiation skills
- (ii) Organizational skills.
- (iii) Oral and written communication skills.
- (iv) Interpersonal skills.
- (v) Strong Leadership 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 Chairperson  
Anti-FGM Board  
P.O Box 54670-00200  
Kenya Railways SRBS Building, Block "D" 2<sup>nd</sup> Floor  
Nairobi**

Applications should be submitted in Pdf format not later than **5:00PM Tuesday, July 21<sup>st</sup>, 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".***