



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. Deputy Director, HRM & Administration (AFGM 3) Vacancy No. AFGM/2/2026 (1 Post)- Permanent and Pensionable

(a) Job Description

Duties and responsibilities at this level will entail:

- (i) Overseeing the development, implementation and review of strategies, frameworks, work plans, legislation, policies, guidelines, procedures and regulations on human resource management and administration;
- (ii) Coordinating development, implementation and review of an organization structure, career progression guidelines, talent management and succession plans;
- (iii) Coordinating recruitment, selection, promotions, training, development, compensation, benefits, retention and separation processes;
- (iv) Coordinating the administration of the declaration of income, assets and liabilities and the public officer code of conduct and ethics;
- (v) Coordinating the disciplinary control procedures;
- (vi) Coordinating the management and administration of staff pensions, welfare, health and safety;
- (vii) Coordinating the management of staff welfare schemes such as group personal life and accidents, medical and insurance schemes;
- (viii) Promoting Values and Principles of Public Service and ensuring compliance;
- (ix) Spearheading the establishment and maintenance of a skills inventory and staff and payroll audits database;
- (x) Overseeing the development, implementation and review of the Anti FGM Board terms and conditions of service;

- (xi) Coordinating and monitoring staff performance appraisals;
- (xii) Overseeing implementation, maintenance and updating of the human resource management information systems;
- (xiii) Coordinating office accommodation, registries and administrative services;
- (xiv) Coordinating the establishment and maintenance of a catalogue and schedule of all Board's assets and properties;
- (xv) Ensuring compliance with administration statutory and regulatory requirements such as property and motor insurance cover, logbooks;
- (xvi) Coordinating work environment survey so as to improve work conditions;
- (xvii) Coordinating the identification of unserviceable and obsolete assets for disposal;
- (xviii) Promoting and ensuring compliance with data protection;
- (xix) Managing, mentoring, coaching and developing staff; and
- (xiv) Facilitating capacity building in human resource and administration matters.

(b) Job Specifications

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Human Resource Management and Development for a minimum period of four (4) years;
- (ii) Bachelor's degree in any of the following disciplines: - Public/Business Administration, Human Resource Management, Business Management, Public Administration, Political Science, Social Sciences, Management or its equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Business Administration, Human Resource Management, Business Management, Public Administration, Political Science, Public Administration or its equivalent qualification from a recognized institution;
- (iv) Certified Human Resource Professional, CHRP (K) or its equivalent;
- (v) Leadership Course lasting not less than four (6) weeks from a recognized institution;
- (vi) Certificate in computer applications skills from a recognized institution;

- (vii) Be conversant with the Kenya Labour Laws;
- (viii) Met the requirements of Chapter Six (6) of the Constitution on leadership and integrity; and
- (ix) Demonstrated professional and managerial competencies and ability as reflected in work performance and results.

(c) Key Competencies

- (i) Interpersonal skills.
- (ii) Management and organizational skills.
- (iii) Written and oral communication skills.
- (iv) Confidentiality

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".

