



National Drought Management Authority

VACANCY ANNOUNCEMENT

The National Drought Management Authority (NDMA) is a State Corporation established under the NDMA Act, 2016. The Act mandates the Authority to exercise overall coordination over all matters relating to drought risk management and to establish mechanisms, either on its own or with stakeholders, that will end drought emergencies in Kenya.

The Board of the National Drought Management Authority (NDMA) is seeking to recruit competent individuals to fill the following positions in NDMA HQ and Field stations;

S/ NO	REF NO	POSITION	GRADE	NO. OF POSTS
1.	V/No. 1/2024-25	Director Resilience	NDMA 2	1 post
2.	V/No. 2/2024-25	Director Research Data and Informatics	NDMA 2	1 post
3.	V/No. 3/2024-25	Assistant Director, Human Resource & Administration	NDMA 4	1 post
4.	V/No.4/2024-25	Drought Management Coordination Officer II (DMCOII)	NDMA 8	12 posts

The public is notified of the following:

1. Detailed job descriptions, requirements, and applicant's bio-data form is available on the website www.ndma.go.ke
2. Applicants **MUST** fill the Bio-Data Form whose link will be available in the Authority's website. Applicants who do not fill out the bio data form will have their applications rejected.
3. All applications **MUST** be **Online** and to be received on or before **11th April, 2025 by 5:00 pm**. Physical application will not be accepted
4. There is **NO fee** charged by NDMA for any application of these positions
5. Canvassing of any form will result in disqualification of the candidate
6. NDMA is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
7. **ONLY** shortlisted candidates will be contacted

How to Apply

Interested qualified applicants are requested to submit a cover letter, detailed CV, copies of certificates & testimonial with the title of the position clearly indicated in the email subject line to hr@ndma.go.ke and also fill the Bio-data form whose link will be provided in the Authority's website. Applicants who will not fill the bio data form will have their applications rejected

Successful candidates will be required to fulfill the requirements of Chapter six (6) of the Constitution of Kenya specifically clearance from the following institutions;

- 1) **Kenya Revenue Authority**
- 2) **Higher Education Loans Board**
- 3) **Ethics and Anti-corruption Commission**
- 4) **National Police Service (Certificate of good Conduct)**
- 5) **Credit Reference Bureau**

NDMA is an equal opportunity employer, thus women, persons with disability, and minority groups with requisite qualifications are encouraged to apply. Only shortlisted candidates will be contacted

Applications should be addressed to;

**Chief Executive Officer,
National Drought Management Authority
P. O. Box 53547 00200 NAIROBI, KENYA**