



VACANCY ANNOUNCEMENT FOR CHIEF EXECUTIVE OFFICER

The President's Award- Kenya (PA-K) is an Agency established by an Act of Parliament, President's Award Act No. 30 of 2017. PA-K is an exciting self-development programme available to all young people countrywide equipping them with positive life skills to make a difference for themselves, their communities, country and the world.

The agency is committed to providing its employees with a working environment that is fair and conducive for individual professional growth and achievement of the organization's goals and objectives.

PA-K wishes to recruit qualified, experienced and competent persons to the following position;

No.	Job Reference	Designation	Job Grade	Vacant Positions
1.	PAK-CEO/1/2024	Chief Executive Officer.	PAK 1	1 post

How to apply:

Interested persons who meet the requirements must complete the online job application form via this link: <https://forms.office.com/r/8uVuvbBqkC?origin=IprLink> and ensure the required documents stated below are submitted via: recruit@presidentsaward.or.ke

Alternatively, applications can be submitted via the Post Office, email, or by hand delivery. Applicants who choose the alternative process must clearly indicate the position and job reference number on both the cover letter, envelope, and email applications. Alongside the application, candidates should include PA-K Job Application form, a detailed CV, copies of academic certificates, national identity card, names and telephone contacts of three referees, so as to reach PA-K Offices by **Monday, 6th May, 2024** on or before **5:00pm** to:

**CHAIRPERSON
BOARD OF TRUSTEES
THE PRESIDENT'S AWARD- KENYA,
15 ELGON ROAD, UPPERHILL,
P.O BOX 62185-00200 NAIROBI**

Detailed job description and specifications for the above positions are available in our website: www.presidentsaward.or.ke

- PA-K is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.
- Only shortlisted candidates will be contacted.
- Upon offer of employment, the successful candidate MUST present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents:
 - A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - A valid Clearance of Good Conduct from the Directorate of Criminal Investigations (DCI);
 - A valid Clearance Certificate from the Higher Education Loans Board (HELB);
 - A valid Clearance Certificate from an approved Credit Reference Bureau (CRB); and
 - A valid Clearance form from the Ethics and Anti-Corruption Commission (EACC).
- Any form of canvassing will lead to automatic disqualification.