



Career Opportunities

The National Lottery Board (NLB) is a State Corporation established pursuant to Section 4 of the National Lottery Act, 2023 (No. 20 of 2023), with the mandate to oversee, regulate and ensure the integrity, transparency and accountability of the National Lottery in Kenya.

Through the National Lottery Fund, the Board mobilises and allocates proceeds from the National Lottery to support good causes, including charitable initiatives, economic empowerment, sports, arts and culture, national heritage, emergency response, and transformative national projects. In doing so, the Board is committed to promoting responsible gaming, strengthening public trust, and contributing to national development.

The Board now invites applications from qualified, visionary and result-driven individuals to fill the following position:

CEO/FUND ADMINISTRATOR VACANCY

NLB/CEO&FM/001 - Chief Executive Officer / Fund Administrator

Job Title	Chief Executive Officer / Fund Administrator
Grade	NLB 1
Reference No.	NLB/CEO&FM/001
Reporting Structure	Reports to the Board
Number of Vacancies	1
Terms of Service	Three (3) Years Contract (Renewal Once)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

Role of the Chief Executive Officer/ Fund Administrator

The Chief Executive Officer / Fund Administrator shall provide strategic leadership and policy direction in executing the mandate of the National Lottery Board (NLB) that is, to mobilise resources for good causes, regulate, supervise, and oversee the operations of the National Lottery and manage the National Lottery Fund, through the retention, administration, allocation, and disbursement of the proceeds of the National Lottery, guaranteeing that revenues generated are equitably distributed to support good causes across the country, in line with Kenya Vision 2030 and the Bottom-Up Economic Transformation Agenda (BETA), in accordance with the National Lottery Act, 2023 (No. 20 of 2023).

A. Duties and Responsibilities

1. Overseeing day-to-day management and operations of NLB
2. Administration of the National Lottery Fund
3. Accounting Officer of the NLB.
4. Providing strategic leadership to the staff of the NLB.

5. Maintaining effective collaboration and partnerships with organs of Government and Government agencies, international organisations, the private sector and all stakeholders.
6. Guiding in the development and implementation of relevant policies and procedures that give the NLB a positive perception and a competitive advantage.
7. Advising the Cabinet Secretary in matters regarding the National Lottery
8. Fostering relationships with the relevant Ministries, development partners and other stakeholders for the benefit of the NLB.
9. Ensuring prudent management of all available resources of the NLB.
10. Ensuring adherence to relevant national and international conventions and treaties.
11. Fostering a conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010.
12. Coordinating the preparation of the budget and financial reports for consideration and approval by the NLB.
13. Ensuring compliance with Legal, Regulatory, Government policies, guidelines and directives.
14. Providing strategic leadership to the National Lottery Board and the National Lottery Fund

B. Requirement for Appointment

For appointment to this grade, an officer must have:

1. Bachelor's degree or its equivalent qualification from a recognized Institution
2. Experience of not less than ten (10) years of relevant work with at least five (5) years in a leadership role.
3. Proficiency in computer applications
4. Leadership course lasting not less than four (4) weeks from a recognised institution.
5. Fulfil the requirements of Chapter Six of the Constitution.

HOW TO APPLY

1. Application documents including detailed Curriculum Vitae, copies of academic and professional certificates, National Identification Card, and other relevant testimonials should be submitted to:

The Chairperson

National Lottery Board
25th Floor Old Mutual Towers, Hospital Road
Upper Hill
P.O. Box 30933 – 00100
NAIROBI

2. Applications should be submitted in a sealed envelope clearly marked:
- 3. "APPLICATION FOR [POSITION NAME, REFERENCE NO & JOB GRADE]"**
4. Applications must be received on or before **8 June 2026, 5pm** East African Time.
5. The National Lottery Board is an **'Equal Opportunity Employer'**. Female candidates and Persons Living with Disability (PLWDs) are encouraged to apply.
6. Only shortlisted candidates will be contacted, and canvassing will result in automatic disqualification.
7. Fulfil the requirements of Chapter six of the constitution.

The Chairperson

NATIONAL LOTTERY BOARD