



Career Opportunities

INTRODUCTION

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 positions:

VACANCIES

LOTTERY OPERATIONS AND COMMUNICATIONS DIRECTORATE

NLB/LOCD/GMLOC/1 - General Manager, Lottery Operations and Communications

Job Title	General Manager, Lottery Operations and Communications
Grade	NLB 2
Reference No.	NLB/LOCD/GMLOC/1
Reporting Structure	Reports to the Chief Executive Officer
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

The General Manager, Lottery Operations and Communications shall provide strategic leadership, direction, in the execution of the National Lottery operations as well as oversee strategic communications and partnership building, in advancement of the National Lottery brand, ensuring rigorous compliance with statutory and regulatory frameworks, while fostering

operational excellence, and safeguarding the integrity and public trust of the National Lottery in alignment with the National Lottery Board’s mandate and national development priorities.

(a) Duties and Responsibilities

1. Ensuring compliance with local, national, and international Lottery regulations, including proceeds of crime, anti-money laundering and counter-terrorism financing (AML/CTF) laws, data protection regulations, and gaming laws.
2. Ensuring compliance with licensing requirements between National Lottery Board and Gambling Regulatory Authority.
3. Ensuring implementation of the Agreement between NLO and NLB.
4. iv. Ensuring that proceeds from games of chance operated by the Board are paid into the National Lottery Fund.
5. Developing and implementing strategies to identify, assess, and mitigate operational, financial, and reputational risks.

6. Developing and implementing measures to prevent fraud in the operations of the National Lottery.
7. Continuously monitor lottery systems and processes for irregularities, such as ticket tampering, unauthorized access, or suspicious transactions.
8. Ensuring implementation of responsible gambling including self-exclusion mechanisms, and age Verification among others.
9. Ensuring the end-to-end licensing process for retailers, vendors, and other stakeholders, ensuring applications are processed efficiently and transparently.
10. Developing and implementing games of chance in co collaboration with other stakeholders within the existing laws.
11. Ensuring retailers adhere to operational standards and contractual obligations, such as ticket sales protocols and marketing guidelines.
12. Ensuring implementation of guidelines that drive initiatives such as online ticket sales, mobile apps, and digital payment systems to modernize lottery operations.
13. Preparing compliance reports on the operation of the National Lottery for regulatory bodies and the National Lottery Board.
14. Supporting in the formulation of policies, strategic plans, and regulations governing the National Lottery
15. Overseeing stakeholder engagements, brand partnerships and collaborations.
16. Overseeing the development and implementation of crisis and reputation management strategies to alleviate crisis situations and maintain positive reputation.
17. Developing and executing a comprehensive communication strategy to publicize the National Lottery, NLB and NLF's mandate, organizational activities.
18. Establishing and implementing effective communication structures, ensuring timely flow of information internally and externally.
19. Serving as the primary point of contact for press/media and coordination of media related activities.
20. Supporting the development and implementation of communication strategies to drive the strategic vision of the National Lottery Board in alignment with national development priorities.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

1. Cumulative service period of fifteen (15) years relevant work experience, three (3) of which should have been at the grade of Manager, Strategic Branding and Public Communication, Digital Technology, Innovations & Infrastructure, Compliance and Player Protection, Data, Analytics and Business Intelligence, Operations and Delivery or in a comparable and relevant position.
2. Bachelor's degree in any of the following disciplines: Game design and development, Gaming and Animation Technology, Interactive Media Technologies Mass Communication, Corporate Communication Business Administration, Journalism, Public Relations, Computer Engineering, Project Planning and Management or equivalent qualification from a recognized institution.
3. Master's degree in any of the following disciplines: Game design and development, Gaming and Animation Technology, Interactive Media Technologies Mass Communication, Corporate Communication Business Administration, Journalism, Public Relations, Computer Engineering, Project Planning and Management or equivalent qualification from a recognized institution.
4. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
5. Membership to a relevant professional body and in good standing, where applicable.
6. Proficiency in computer applications.
7. Demonstrated a high degree of professional competence, managerial and administrative capability in work performance and exhibit a thorough understanding of NLBs goals, policies and objectives.

NLB/ CSLS/3 - Corporation Secretary and Manager - Legal Services

Job Title	Corporation Secretary and Manager – Legal Services
Grade	NLB 3
Reference No.	NLB/ CSLS/3
Reporting Structure	CEO/Fund Administrator
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

(a) Duties and Responsibilities

1. Spearheading the arrangement of the business of the Board and keeping records of the proceedings.
2. Secretary to the Board.
3. Providing advice on legal and corporate matters to the NLB through interpretation and writing legal opinions.
4. Ensuring compliance with statutes, regulations and procedures.
5. Formulating legal options and reports on various issues affecting the Board.
6. Assist in formulating, vetting, reviewing, negotiating contracts, leases, agreements and memorandum of understanding.
7. Reviewing the Board's legal framework and advising on levels of compliance.
8. Coordinating formulation and reviewing of the NLB's policies to ensure that they are in line with relevant laws and Government Circulars.
9. Ensuring that requisite information and evidence on legal matters involving NLB is compiled and proper instructions are issued to the office of the Attorney General.
10. Overseeing legal audits to measure the NLB's level of compliance with various legal requirements.
11. Identifying legal risks and advice on mitigation measures.
12. Spearheading formulation, implementation and review of the departmental annual work plans, budgets and procurement and asset disposal plans in line with the Board's performance targets and strategic plan.
13. Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Department.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

1. Cumulative period of twelve (12) years' relevant work experience, three (3) of which should have been at the level of Assistant Manager, Legal Services or in a comparable position.
2. Master of Laws Degree from a recognized Institution.
3. Bachelor of Laws Degree from a recognized Institution.
4. Certified Public Secretaries of Kenya (CPSK).
5. Post-graduate diploma in Law from the Kenya School of Law.
6. Admission as an Advocate of the High Court of Kenya.
7. A valid practising certificate.
8. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution.
9. Membership of the Law Society of Kenya and in good standing.
10. Proficiency in computer applications.

NLB/LOCD/MP&CLOC/3 - Manager, Partnerships and Communications.

Job Title	Manager, Partnerships and Communications
Grade	NLB 3
Reference No.	NLB/LOCD/MP&CLOC/3
Reporting Structure	Reports to the General Manager, Lottery Operations and Communications,
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

Manager, Partnerships and Communications shall be responsible for directing brand stewardship, managing strategic partnerships, overseeing public and media communications, and implementing responsible gaming campaigns, all in alignment with the Board's mandate and national development goals.

(a) Duties and Responsibilities

1. Designing and executing corporate communication strategies that enhance public trust, transparency and responsible gaming awareness in accordance with global lottery standards (e.g., WLA, EL).
2. Managing crisis communication protocols including risk mitigation, and public interest protection during disputes, fraud incidents, system downtimes or operator failures.
3. Establishing media relations and digital communication platforms including broadcast partnerships, social media governance, influencer strategies and public information dissemination.
4. Developing a stakeholder perception index and feedback intelligence system that monitors public sentiment, brand equity, partner satisfaction and communication effectiveness for continuous improvement.
5. Coordinating ongoing public education and responsible gaming campaigns focusing on addiction prevention, youth protection, integrity and ethical gameplay.
6. Managing National Lottery Brand architecture and intellectual property rights, including licensing, brand security, visual guidelines and enforcement against brand misuse and counterfeiting.
7. Overseeing the formulation and design of NLB's media engagement strategies and deployment of engaging digital/social media strategy on the Board's digital assets.
8. Overseeing NLB's digital presence, including the website, social media among other platforms.
9. Ensuring consistent NLB branding and messaging across all communication materials, publications, and digital platforms.
10. Overseeing the production and dissemination of information with targeted publics through appropriate channels in line with the NLB's vision and mission.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

1. Cumulative period of twelve (12) years' relevant work experience, three (3) of which should have been at the level of Assistant Manager, Manager, Partnerships and Communications or in a comparable position.
2. Bachelor's degree in communication, Journalism, Public Relations, Political Science, International Relations or its equivalent from a recognised and accredited institution.
3. Master's degree in Communication, Journalism, Public Relations, Political Science, International Relations or its equivalent from a recognised and accredited institution.
4. Membership to a relevant professional body and in good standing where applicable.
5. Certificate in leadership course lasting not less than four (4) weeks from a recognized Institution.
6. Proficiency in computer applications.
7. Demonstrated a high Degree of professional competence, managerial and administrative capability as reflected in work performance and results.

NLB/ MSCM/3 - Manager, Supply Chain Management

Job Title	Manager Supply Chain Management
Grade	NLB 3
Reference No.	NLB/ MSCM/3
Reporting Structure	CEO/Fund Administrator
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

(a) Duties and responsibilities

1. Provide leadership in the development and implementation of supply chain management and procurement policies, strategies, and procedures.
2. Advise the Accounting Officer (CEO/Fund Administrator) on procurement matters to ensure full compliance with the Public Procurement and Asset Disposal Act, 2015.
3. Ensure compliance with all procurement laws and regulations in the acquisition of goods, works, and services, and disposal of assets for both NLB and the National Lottery Fund.
4. Develop, coordinate, and oversee implementation of the annual procurement and disposal plans.
5. Provide professional opinion on tender evaluations and disposal processes to support decision-making by the CEO.
6. Coordinate and facilitate end-to-end procurement processes across departments.
7. Provide secretariat services to procurement committees in line with statutory requirements.
8. Establish and enforce measures to uphold integrity, transparency, and professional standards in supply chain management.
9. Align departmental procurement plans with budgets and organisational priorities.
10. Monitor market trends and advise management on pricing, sourcing strategies, and value for money.
11. Develop and implement supplier performance management frameworks.
12. Oversee management of contracts, stores, inventory, and procurement records.
13. Manage disposal of assets in accordance with legal and regulatory frameworks.
14. Liaise with the Public Procurement Regulatory Authority (PPRA) on compliance and regulatory matters.
15. Prepare and submit statutory procurement and disposal reports to PPRA.

(b) Requirements for Appointment:

For appointment to this grade, an officer must have:

1. Cumulative period of twelve (12) years' relevant work experience, three (3) of which should have been at the level of Assistant Manager, Supply Chain Management or in a comparable position.
2. Bachelor's degree in Supply Chain Management, Commerce (Supplies Management option), Procurement and logistics or any other relevant qualification from a recognized institution.
3. Master's degree in Supplies Chain Management, Commerce (Supplies Management option), Procurement and logistics or any other relevant qualification from a recognized institution.
4. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution.
5. Membership to the Kenya Institute of Supplies Management (KISM) or relevant professional body and in a good standing.
6. A valid practicing license from KISM.
7. Proficiency in computer applications.
8. Demonstrated a high Degree of professional competence, managerial and administrative capability as reflected in work performance and results.

NLB/ F&A/3 - Manager, Finance & Accounting Services

Job Title	Manager Finance & Accounting Services
Grade	NLB 3
Reference No.	NLB/ F&A/3
Reporting Structure	CEO/ Fund Administrator
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

(a) Duties and responsibilities at this level will entail:

1. Developing and overseeing the implementation of a dynamic Finance strategy that can deliver exemplary services and results as envisioned in the strategic plan.
2. Develop NLB's budget and continuously monitor and evaluate its Implementation.
3. Giving oversight to NLB's financial affairs and advice NLB on financial planning strategies and policies.
4. Ensuring effective and efficient management of NLB's resources including finances and other assets and liabilities.
5. Ensuring the provision of meaningful, accurate and timely financial and management accounts and reports to the Secretary/Chief Executive Officer and the Board.
6. Negotiating with banks, donors, and development partners for appropriate financial support.
7. Participating in the development and review of the NLB strategic plan.
8. Ensuring compliance with Public Financial Management Act, IPSAS and IFRS and ISO Standards and other legal and regulatory policies.
9. Reviewing the financial plans in line with the overall strategic objectives and government performance contract.
10. Construct and monitor reliable internal control systems.
11. Understand and mitigate key elements of the NLB financial risk profile.

(b) Requirements for appointment:

1. Cumulative period of twelve (12) years' work experience, three (3) years of which should have been in the grade of Assistant Manager, Finance and Accounts or in a comparable and relevant position.
2. Bachelor's Degree in any of the following disciplines: - Accounting, Finance, Statistics, Commerce (Finance/Accounting option), Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or its equivalent qualification from a recognized and accredited institution.
3. Master's Degree in any of the following disciplines: Finance, Accounts, Commerce, Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or its equivalent qualification from a recognized and accredited institution.
4. Certified Public Account (CPA K) or equivalent qualification from accredited examination body.
5. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing.
6. Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution.
7. Proficiency in computer applications.
8. Demonstrated merit and ability as reflected in work performance and results.

NLB/ MHRM&D/3 - Manager, Human Resource Management & Development

Job Title	Manager Human Resource Management & Development
Grade	NLB 3
Reference No.	NLB/ MHRM&D/3
Reporting Structure	CEO/Funds Administrator
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

(a) Duties and responsibilities at this level will entail:

1. Providing guidance in the development, interpretation, implementation, and review of human resource management and administration policies, standards and guidelines.
2. Ensuring implementation of Terms and Conditions of service for NLB; coordinating organizational development and job reviews.
3. Managing staff recruitment, promotion discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for NLB.
4. Monitoring the implementation of performance management systems.
5. analyzing the staffing levels in NLB and recommending proposals for succession
6. planning and proper deployment.
7. Coordinating the development and implementation of grievance handling mechanisms; Initiating best practices in the management of human resource function.
8. Championing change management programs in NLB.
9. Monitoring and evaluating the effectiveness of training and development programs.
10. Leading NLB in formulating and implementing efficient Performance Management Systems.

(b) Requirements for appointment:

1. Cumulative period of twelve (12) years relevant work experience, three (3) of which should have been in a level of Assistant Manager, Human Resource Management and Development in a comparable and relevant position.
2. Bachelor's Degree in Human Resource Management, Human Resource Development, Human Resource Planning, Commerce (HR Option), or any other relevant qualification from a recognized Institution.

OR

1. Bachelor's degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification from a recognized and accredited institution plus Higher Diploma in Human Resource Management or Certified Human Resource Practitioner (CHRP) Course from a recognized and
2. Master's Degree in any of the following disciplines: - Human Resource Management Human Resource Development, Human Resource Planning.
3. Business Administration, Public Administration, or equivalent qualification from a recognised and accredited institution.
4. Certified Human Resource Practitioner (CHRP) Course or its equivalent from a recognised and accredited institution.
5. Membership to the Institute of Human Resource Management (IHRM) or relevant professional body and in good standing.
6. A valid practising license from IHRM relevant professional body, where applicable.
7. Certificate in Leadership Course lasting not less than four (4) weeks from a recognised and accredited institution.
8. Proficiency in computer applications.
9. Demonstrated a high degree of professional competence, Managerial and administrative capability as reflected in work performance and results.

NLB/ P/3 - Manager, Planning

Job Title	Manager Planning
Grade	NLB 3
Reporting Structure	CEO/Fund Administrator
Reference No.	NLB/ P/3
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

(a) Duties and responsibilities at this level will entail:

1. Initiating development and review guidelines: NLB internal policies, regulations.
2. Develop, review and update the NLB/NLF Strategic Plan and Master Plan in consultation with relevant stakeholders.
3. Align the Board's institutional strategy with national development agendas (e.g. Vision 2030, Medium-Term Plans), sectoral priorities, and international commitments (e.g., SDGs).
4. Ensure integration of evaluation findings, audit recommendations, and stakeholder feedback into strategy reviews and updates.
5. Lead research initiatives to inform policy decisions.
6. Advising management on all strategic issues in the NLB.
7. Ensuring aligning NLB strategies with national policies, plans and strategies.
8. Undertaking research as per organization strategic plan and performance contract.
9. Initiating development and review of the NLB Strategic Plan.
10. Carrying out corporate monitoring and evaluation on implementation of the Council's Strategic Plan.
11. Coordinate the preparation and consolidation of departmental annual work plans and performance targets in line with the Strategic Plan.
12. Develop and maintain a corporate performance scorecard and innovation pipeline aligned to strategic objectives.
13. Oversee inter-directorate strategic reviews to promote synergy, shared accountability, and coordinated delivery.
14. Oversee policy stakeholder consultations, including technical experts, policymakers, and beneficiaries, during strategy formulation and review.
15. Benchmark the Board's strategy, policies, and performance against national and global best-in.

(b) Requirements for Appointment:

1. Cumulative period of twelve (12) years relevant work experience, three (3) of which should have been at the level of assistant manager planning or in a comparable position.
2. Bachelor's Degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance, Economics and Statistics, Development Studies, Project Planning and Management, Strategic Management, or relevant and equivalent qualification from a recognized Institution.
3. Master's degree in any of the following disciplines: Economics, Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics Monitoring and Evaluation, Development Studies, or any other relevant qualification from a recognized institution.
4. Membership to a relevant professional body and in good standing where Applicable
5. Certificate in Leadership Course lasting not less than four (4) weeks from recognized Institution.
6. Proficiency in computer applications.
7. Demonstrated a high Degree of professional competence, managerial and administrative capability as reflected in work performance and results.

NLB/ FSPD/3- Manager, Funding Strategy and Program Design

Job Title	Manager, Funding Strategy and Program Design
Grade	NLB 3
Reporting Structure	CEO/Fund Administrator
Reference No.	NLB/ FSPD/3
Number of Vacancies	1
Terms of Service	Five (5) Years Contract (Renewal subject to Performance)
Work Environment	Office Setting
Employment Type:	Full Time
Remuneration	Competitive Package for the Successful Candidate
Job Location	National Lottery Board Headquarters

(a) Duties and responsibilities at this level will entail:

1. Coordinating the development of multi-year Funding strategies aligned with Vision 2030, the Bottom-Up Economic Transformation Agenda (BETA), and the Sustainable Development Goals (SDGs) to ensure maximum social and economic impact.
2. Supervising Funding programmes and thematic windows (e.g., youth empowerment, sports, innovation, culture, education, and climate action) with clear performance indicators and measurable outcomes.
3. Overseeing the formulation of transparent, equitable, and data-driven Fund allocation criteria incorporating regional balance, inclusivity, and evidence-based impact assessment.
4. Overseeing the designing of co-financing, matching-Fund, and joint-implementation models in collaboration with national and county governments, development partners, and non-state actors.
5. Spearheading the development of standardized monitoring and evaluation indicators and methodologies to measure programme outcomes, value for money, and national development contribution.
6. Coordinating the maintenance of a dynamic pipeline of eligible programmes and projects, forecasting Fund demand, and aligning resource commitments with project revenue and disbursement capacity.
7. Ensure all Funding frameworks, programme designs, and allocation mechanisms comply with statutory requirements, government policy, and financial management regulations.
8. Coordinating the design of flexible and adaptive Funding models (e.g., catalytic grant, challenge Funds, revolving facilities) to respond to emerging national development priorities.
9. Coordinating the preparations of analytical reports and recommendations to the Directorate and Cabinet Secretary on Funding priorities, trends, strategic adjustments, and national impact performance.

(b) Requirements for appointment:

1. Cumulative period of twelve (12) years' work experience, three (3) years of which should have been in the grade of Assistant Manager, Finance and Accounts or in a comparable and relevant position.
2. Bachelor's Degree in any of the following disciplines: - Accounting, Finance, Statistics, Commerce (Finance/Accounting option), Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or its equivalent qualification from a recognized and accredited institution.
3. Master's Degree in any of the following disciplines: Finance, Accounts, Commerce, Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or its equivalent qualification from a recognized and accredited institution.
4. Certified Public Account (CPA K) or equivalent qualification from accredited examination body.
5. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing.
6. Certificate in Leadership course lasting not less than four (4) weeks from a recognized and accredited institution.
7. Proficiency in computer applications; and
8. Demonstrated merit and ability as reflected in work performance and results.

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. Successful candidates will be required to meet the requirements of Chapter Six of the Constitution of Kenya.

The Chairperson
NATIONAL LOTTERY BOARD