



VACANCY RE-ADVERTISEMENT

CHIEF EXECUTIVE OFFICER / FUND ADMINISTRATOR - NLB/CEO&FM/001

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 mobilizes 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 results-driven individuals to fill the following positions:

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

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). This includes mobilizing resources for good causes, regulating, supervising, and overseeing the operations of the National Lottery, and managing the National Lottery Fund, through the retention, administration, allocation, and disbursement of proceeds. The CEO Shall ensure 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. Oversee day - to - day management and operations of NLB.
2. Administer the National Lottery Fund.
3. Serve as Accounting Officer of the NLB.
4. Provide strategic leadership to the NLB Staff.
5. Maintain effective collaboration and partnerships with government organs, agencies, international organizations, the private sector and stakeholders.
6. Guide the development and implementation of policies and procedures that enhance NLB's reputation and competitive advantage.
7. Advise the Cabinet Secretary on matters relating to the National Lottery.

8. Foster relationships with relevant Ministries, development partners and stakeholders for the benefit of the NLB.
9. Ensure prudent management of NLB resources.
10. Ensure adherence to relevant national and international conventions and treaties.
11. Foster a conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya.
12. Coordinate the preparation of the budgets and financial reports for consideration and approval by the Board.
13. Ensure compliance with legal, regulatory, government policies, guidelines and directives.
14. Provide strategic leadership to the National Lottery Board and the National Lottery Fund.

B. Requirements for Appointment

A person shall be qualified for appointment as the Chief Executive Officer pursuant to Section 12(2) of the National Lottery Act, 2023, if the person-

1. Is a citizen of Kenya;
2. Holds a degree from a university recognized in Kenya;
3. Has at least ten (10) years experience in senior management in a public or a private institution; and
4. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

HOW TO APPLY

1. Application documents, including a 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:
“APPLICATION FOR [POSITION NAME, REFERENCE NO & JOB GRADE]”
3. Applications must be received on or before **24th August 2026 at 5pm. East African Time.**
4. The National Lottery Board is an Equal Opportunity Employer. Female candidates and Persons Living with Disability (PLWDs) are encouraged to apply.
5. Only shortlisted candidates will be contacted. **Canvassing will result in automatic disqualification.**
6. Applicants must also **fulfil the requirements of Chapter Six of the Constitution.**

NB: Those who applied earlier are required to re-apply.

The Chairperson,

NATIONAL LOTTERY BOARD