



# OFFICE OF THE ATTORNEY-GENERAL

&

## DEPARTMENT OF JUSTICE

REPUBLIC OF KENYA

### SELECTION PANEL FOR THE PURPOSE OF RECOMMENDING SUITABLE CANDIDATES FOR APPOINTMENT AS A MEMBER OF THE COMMISSION

## VACANCY ANNOUNCEMENT

The Waqf Commission is a body corporate established pursuant to Section 5 of the Waqf Act, CAP. 109 of the Laws of Kenya.

The Commission has the following functions;

- a) register all awqaf;
- b) administer and manage waqf properties registered under this Act;
- c) supervise the efficient and effective management of all waqf properties registered under this Act;
- d) ensure the effective implementation of the provisions of this Act;
- e) establish such structures as may be necessary for the effective performance of its functions or exercise of its powers under this Act;
- f) formulate policies for the performance of its functions;
- g) collect zakat and other charitable contributions from Muslims for the purposes of this Act;
- h) develop and facilitate adequate continuous training programmes to enhance the standard and effectiveness of trustees;
- i) formulate, implement and oversee programmes to raise awareness on waqf matters; and
- j) perform such other functions as may be prescribed by this Act or any other written law.

Members of the Commission shall serve on part time basis and shall hold office for a period of five years and shall be eligible for reappointment for one further term of five years.

Remuneration - Members of the Commission will be paid such allowances as may be determined pursuant to Section 10 of the Waqf Act.

Applications are invited from suitably qualified candidates to fill eight (8) vacant positions of member of the Waqf Commission.

### 1. Requirements for Appointment

- a) One alim who shall be well versed in islamic jurisprudence;
- b) One person who shall be prominent in business or entrepreneurship;
- c) Six persons who shall be knowledgeable and experienced in:
  - i. Law
  - ii. Accounting
  - iii. Land economics
  - iv. Social work
  - v. Finance and investment
  - vi. Architecture; **or**
  - vii. Administration

### 2. How to apply

- I. Interested and qualified candidates should forward one (1) copy of the Employment Application Form available at the Office of the Attorney General's website [www.statelaw.go.ke](http://www.statelaw.go.ke) including copies of their curriculum vitae, relevant academic and professional certificates and other relevant supporting documents. Scanned copies of these documents should accompany an online application.
- II. All applications should be clearly marked "**APPLICATION FOR THE POSITION OF MEMBER WAQF COMMISSION**" and addressed to;

**THE CHAIRPERSON  
SELECTION PANEL  
WAQF COMMISSION  
20<sup>TH</sup> FLOOR,CBK PENSIONS TOWERS  
HARAMBEE AVENUE  
P.O BOX 40112-00100 NAIROBI**

- III. Online applications together with relevant documents in portable document format (PDF) should be sent to [waqf.recruitment@ag.go.ke](mailto:waqf.recruitment@ag.go.ke)

### 3. Closing dates

All applications should reach the selection panel on or before **Monday, 9th June, 2025 at 5:00 p.m.**

#### Please note

- The selection panel, Waqf Commission is committed to availing equal employment opportunities. Persons with disabilities, women, youth and the marginalized are encouraged to apply;
- Canvassing in any form will lead to automatic disqualification; and
- Only shortlisted candidates shall be required to produce originals of their National identity card, academic and professional certificates, transcripts, and other testimonials during interviews.