



ANTI-DOPING AGENCY OF KENYA

OUR VISION

“A world class Anti-Doping Agency, protecting clean athletes and promoting fair play”

OUR MISSION

“To lead a coordinated national education and awareness programme, testing and promotion of integrity for doping-free sport”

JOB VACANCY

The Anti-Doping Agency of Kenya, (ADAK) invites applications from qualified candidates for the following vacant position:-

Vacancy No. ADAK/1/6/2026

Number of Post: One (1)

Position: Chief Executive Officer, Grade ADAK 1

Salary Scale: Kshs. 260,000-460,000 p.m

Term: Three years and is eligible for re-appointment for one further term.

(a) Duties and Responsibilities

The Chief Executive Officer shall be responsible for: -

- i) Providing leadership to senior management and staff.
- ii) Preparing the annual budgets and establishing proper internal controls.
- iii) The execution and communication of the Board’s strategies, decisions and policies.
- iv) Developing and recommending to the Board the annual business plans for the Agency.
- v) Ensuring that the Agency has an effective management structure including succession plans.
- vi) Ensuring that all Board papers are accurately written, are relevant and are availed to the Board members in good time.
- vii) Serve as the link between the Board and the Management.
- viii) The achievement of the objectives of the Agency.
- ix) Putting in place effective administrative structures, processes and systems.
- x) Providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters and

xi) Stakeholder management and the enhancement of the corporate image of the Agency.

xii) implementing the decisions of the Board through:-

1. Day-to-day management of the affairs of the Agency and in particular for the implementation of the policies and programmes in relation to anti-doping activities including but not limited to-
 - (i) Education and Awareness.
 - (ii) Research.
 - (iii) Testing.
 - (iv) Investigations.
 - (v) Results Management.
 - (vi) Administrative support to the Therapeutic Use Exemption Committee.
 - (vii) The formulation, development and implementation of the Agency's strategic plan and any other plans in order to carry out the mandate of the Agency.
2. Organization and management of the staff; and
3. Any other function as may be directed by the Board.

xiii) The Chief Executive Officer shall be the Secretary to the Board.

(b) Requirements for Appointment

No person shall be appointed as the Chief Executive Officer unless the person: -

- (i) possess a postgraduate degree from a recognized institution and has at least five (5) years' working experience in sports or administration.
- (ii) has knowledge and experience in matters of Anti-doping; and
- (iii) Satisfies the requirements of Chapter 6 of the Constitution.

IN ADDITION.

Successful candidate in the above positions is expected to fulfill the requirements of chapter six of the Constitution of Kenya, 2010.

The successful candidate will be required to present originals of the following documents as per the provisions of the Employment (Amendment) Act No. 15 of 2022:

- (i) Kenya Revenue Authority
- (ii) Higher Education Loans Board
- (iii) Ethics and Anti-corruption Commission.

- (iv) Criminal Investigation Department (Certificate of good Conduct)
- (iv) Registered Credit Reference Bureau.
- (v) Professional bodies (where applicable)

Mode of application

1. Candidates may submit their application through online e-recruitment at the ADAK's website.
2. All applications must quote the vacancy and vacancy number of the post applied for.
3. All applications should be submitted together with a detailed curriculum vitae, copies of professional and academic certificates, a copy of national identity card or passport, all relevant testimonials and any other supporting documents.
4. Applicants are also expected to provide email, telephone and postal contacts for three references.
5. The job application addressed to: -

The Board Chairman
Anti-Doping Agency of Kenya (ADAK)
Westlands; Parklands Plaza, 6th Floor.
Muthithi Road /Chiromo Lane Junction
P.O Box 66458-00800
NAIROBI.

All applications should reach the Board Chairman on or before
30th June 2026

THE ANTI-DOPING AGENCY OF KENYA IS AN EQUAL OPPORTUNITY EMPLOYER. POTENTIAL MALE AND FEMALE, YOUTH, PERSONS WITH DISABILITY, PEOPLE FROM MINORITY AND MARGINALIZED GROUPS AND COMMUNITIES, WHO MEET THE REQUIREMENTS OF THE ADVERTISED POSITIONS ARE ENCOURAGED TO APPLY.

ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED.