



National Government Constituency Development Fund
Mandera North Constituency
P.O. Box 255 – 70300,
Mandera, Kenya
Tel: 0722471247

Email: ngcdfmanderanorth@ngcdf.go.ke / amustafa@ngcdf.go.ke Website: www.ngcdf.go.ke

21st September 2020

VACANCY

Mandera North NG-CDF wishes to fill vacant positions for entry level grade. Applications are invited from qualified persons to fill the position below.

Interested and qualified applicants should apply handwritten application to

FUND ACCOUNT MANAGER
NG-CDF MANDERA NORTH,
P.O.BOX 255-70300,
MANDERA

Written applications should be received at NG-CDF office Mandera North located at Rhamu town or alternatively send through email: cdfmanderanorth@ngcdf.go.ke on or before 12th October 2020 at 5:00pm

Shortlisted candidates will be required to produce original of their National Identity card, academic and professional certificate and transcript during the interview.

A. JOB AND APPOINTMENT SPECIFICATIONS

I. TITLE: ACCOUNTANT II, JOB GROUP 'J'

(a) Duties and Responsibilities

This is the entry and training grade for non-professionals. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new

(b) Requirements for Appointment

For appointment to the grade of Accountant II, Job Group 'J' a candidate must have the following qualification: -

- I. A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

- II. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.
- III. Certificate in basic computer applications from recognized institution.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce.
- Good knowledge in the professional field of specialization.
- Good communication skills.
- Ability to take instructions.
- Good organizational and supervisory skills.

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills