

ADVERT NO. NG-CDFB/001/2022: CHIEF MANAGER, PROGRAMMES AND FIELD SERVICES COORDINATION - NG-CDF SCALE 2 (1 post)

a) Requirements for Appointment

For appointment to this position, a candidate MUST have:

- i. Bachelor's degree in Economics, Statistics, Project planning and management, Commerce (Accounting option), Commerce (Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: - Economics, Public Administration, Business Administration (Finance); Business Administration (Accounting); Science in Finance, Community Development, or equivalent qualification from a recognized institution;
- iii. Certificate in Project Planning and Management or its equivalent from a recognized institution;
- iv. At least twelve (12) years' work experience, five (5) of which should be in a relevant field at management level;
- v. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership certificate from a relevant professional body;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Satisfy the requirements of Chapter Six of the Constitution of Kenya

b) Duties and Responsibilities

The Chief Manager, Programmes and Field Services Coordination will report to the Chief Executive Officer and will be responsible for the following:

- i. Provide leadership in the Review and submission of reports on project proposals, requests for reallocation of funds, resubmissions for declined project proposals and request for funds from 290 Constituency Committees;
- ii. Lead the process of Planning and Designing of programme activities and proactively monitoring of programme progress, resolve issues and initiate appropriate corrective action;
- iii. Provide leadership in the development and reviewing of policies for effective project management;
- iv. Provide interdepartmental linkages as well as collaboration with Government agencies and the National Assembly Committee on NG-CDF;
- v. Manage the department's budget, monitor expenditure and costs against delivered and realized benefits as the programme progresses;
- vi. Provide clear direction, leadership and motivation to the departmental staff and provide a buffer to protect them from undesirable external influence; and
- vii. Provide appropriate professional advice to the Board, NG-CDF Committees and other stakeholders on project management;
- viii. Coordinate project monitoring in Constituencies;
- ix. Identify and implement governance arrangements of the department, including but not limited to enforcing compliance with relevant laws and standards;
- x. Manage Departmental risks and resolve stakeholder issues and challenges affecting the Fund;
- xi. Ensure continuous review and update of the various operational manuals;
- xii. Review various reports on programmes and field services, take necessary action and appraise the board appropriately; and
- xiii. Any other duty as may be assigned by the Chief Executive Officer.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board

on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI