

**ADVERT NO. NG-CDFB/014/2022: PRINCIPAL FIELD OPERATIONS OFFICER/REGIONAL COORDINATOR
~ NG-CDF SCALE 4 (11 posts)**

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 or Finance 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. At eight (8) years' work experience; four (4) of which should be in a relevant field at supervisory/management level;
- iv. Certificate in a Management course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- vii. Proficiency in computer applications; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

b) Duties and Responsibilities

The Principal Field Operations Officer will report to the Chief Manager, Programmes and Field Services coordination through the Manager, Field operation and will be responsible for the following:

- i. Prepare reports on new project proposals, resubmissions on declined project proposal and requests for reallocations;
- ii. Initiate disbursement of funds to constituencies;
- iii. Coordinate the process of preparation of project code lists in line with Government Financial Sector codes;
- iv. Coordinate response to constituencies on Board's resolutions with respect to project proposals, resubmissions and requests for reallocations;
- v. Prepare and submit monthly and quarterly reports to the head of the department;
- vi. Coordinate the Board's field visits to the constituencies and prepare appropriate reports;
- vii. Administer field activities and provide link between the field offices and the Board;
- viii. Develop and implement work plans, procurement plans and budgets for the Division;
- ix. Participate in performance appraisal of field based officers;
- x. Participate in the development and review of the Board's policy documents;
- xi. Initiate the framework for Safeguarding Board assets in field stations such as motor vehicles, buildings and equipment;
- xii. Oversee implementation of NG-CDF policies in the field;
- xiii. Monitor submission of reports by field based officers;
- xiv. Coordinate capacity building of field based officers, NG-CDF Committees, Constituency Oversight Committees and other stakeholders;
- xv. Oversee handover processes at NG-CDFCs and field offices;
- xvi. Any other duty as may be assigned by the supervisor.

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