

ADVERT NO. NG-CDFB/020/2022: RESEARCH OFFICER - NG-CDF SCALE 6 (1 post)

a) Requirements for Appointment

This is the entry and training grade for this cadre. For appointment to this position, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Economics, Statistics, or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications;
- iii. Good writing and communication skills;
- iv. Good research and analytical skills;
- v. knowledge of statistical analytical software packages; and
- vi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Research Officer will report to the Manager, Research and Statistics and will be responsible for the following:

- i. Undertake any research required by the Board;
- ii. Draw up survey questionnaires and set up control procedures for receiving data;
- iii. Coordinate, design and undertake sample surveys;
- iv. Collect and analyse data and prepare appropriate reports;
- v. Prepare research reports and disseminate the findings as appropriate; and
- vi. 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