

**ADVERT NO. NG-CDFB/024/2022: QUANTITY SURVEYOR ~ NG-CDF SCALE 6 (1 post)**

**a) Requirement for Appointment**

For appointment to this position, a candidate must have:

- i. Bachelor's degree in Building Economics/Quantity Surveying Science, or equivalent qualification from a recognized institution;
- ii. Registration with the Board of Architects and Quantity Surveyors;
- iii. Proficiency in computer applications; and
- iv. Fulfilled the requirements of Chapter Six of the Constitution.

**b) Duties and responsibilities**

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

- i. Train Fund Account Managers and NG-CDF Committees on interpretation and utilisation of Bills of Quantities in project Planning and Management; for works from architectural and structural drawings;
- ii. Undertake feasibility studies and ensure materials are suitable for particular environment;
- iii. Advise constituencies on project cost estimates, quality and adherence to budgets and allocated time frame;
- iv. Monitor progress of projects; and
- v. Provide technical support to the Boards Internal Audit Department
- 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](http://www.ngcdf.go.ke) or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5<sup>th</sup> 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, 5<sup>th</sup> Floor (Junction of Haile Selassie Avenue & Uhuru Highway)  
P.O. Box 46682-00100  
**NAIROBI**