

ADVERT NO. NG-CDFB/025/2022: ARCHITECT - NG-CDF SCALE 6 (1 post)

a) Requirement for appointment

For appointment to this position, a candidate must have:

- i. Bachelor of Science degree in Architecture, 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 Architect will report to the Chief Manager, Programmes and Field Services Coordination, and will be responsible for the following:

- i. Develop and disseminate standard designs for similar projects for review by the Board Architect;
- ii. Liaise with the Engineers, Quantity surveyors and other professionals on various aspects of the projects;
- iii. Supervise building construction works during the construction period;
- iv. Undertake environmental impact Assessment or feasibility study, cost analysis and land-use study to ensure proper project Planning;
- v. Advice on the nature and quality of project materials required;
- vi. Undertake regular site visits to check on progress and ensure that the project is running on time and within budget;
- vii. Resolve problems and issues that may arise during project implementation; and
- viii. 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