

**ADVERT NO. NG-CDFB/031/2022: SUPPLY CHAIN OFFICER - NG-CDF SCALE 6 (2 post)**

**a) Requirement for Appointments**

For appointment to this scale, an officer MUST have:

- i. Bachelor's degree in Commerce, Finance, Supplies Management or a Procurement related field, or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications skills; and
- iii. Diploma in Procurement related area
- iv. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

**b) Duties and Responsibilities**

The Supply Chain Officer will report to the Manager, Supply Chain and will be responsible for the following:

- i. Receive issue and maintain store inventory;
- ii. Forward invoices to accounts department for payments;
- iii. Handle cash (low value) procurements;
- iv. Maintain procurement records;
- v. Ensure safe custody of stores; 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](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**