

**ADVERT NO. NG-CDFB/043/2022: FIELD OPERATIONS OFFICER/FUND ACCOUNT MANAGER - NG-CDF SCALE 6 (22 posts)**

Eligible applicants are those whose constituency of origin is among those listed below. The applicant should produce documentary evidence to prove that he/she is from the particular constituency:

1 Tharaka 2. Mosop, 3. Tigania East, 4. Wajir East, 5. Kajiado North, 6. Msambweni, 7. Tiaty, 8. Jomvu, 9. Kitui Central, 10. Endeless, 11. Gatanga, 12. Maragwa, 13. Laikipia North 14. Kandara, 15. Isiolo North, 16. Homabay Town, 17. Suna West, 18. Loima, 19. Mavoko, 20. Dagoretti North, 21. Igembe North, 22. Kathiani,

**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 option), or equivalent qualification from a recognized institution;
- ii. Certificate in any of the following; Project Planning and management or accounting from a recognized institution;
- iii. CPA Part I or equivalent;
- iv. Proficiency in computer applications; and
- v. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

**b) Duties and Responsibilities;**

The Fund Account Manager shall be responsible to the Chief Manager Programmes and Field Services Coordination through the Regional Coordinator/Principal Field Operations Officer for the coordination of the activities of the Constituency Committees will be responsible for the following:

- a) Serve as an Ex-officio member of the National Government Constituency Development Fund Committee;
- b) Maintaining of books of Accounts preparation and submission of operational and financial reports to the Board on a monthly basis;
- c) Maintenance of the minutes, records and information relating to the NG-CDF projects implemented in the Constituency;
- d) Custodian of the NG-CDF Committee assets and maintain a register of assets and liabilities of the committee;
- e) Liaise with Heads of Technical Departments of government in the management of NG-CDF financed projects;
- f) Offer professional advice to Project Management Committees;
- g) Prepare and maintain a list of all constituency projects for submission to the NG-CDF Board in accordance with the NG-CDF Act, 2015;
- h) Preparation of Community action plans, annual work plans, budgets and strategic plans through participatory approaches;
- i) Prepare annual procurement plans, M&E plans and training plans and ensure their implementation;
- j) Guide the National Government Constituencies Development Fund Committees (NG-CDFC) and communities on project management;
- k) Network and collaborate with the development partners operating in the constituencies to avoid duplications and overlaps of projects;
- l) Holder of Authority to Incur Expenditure (AIE) for the NG-CDFC funds in the Constituency;
- m) Ensure response to all audit queries by both the internal and external auditors;
- n) Supervise the NG-CDFC staff in the execution of their duties; and
- o) Any other duties as may be assigned from time to time 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**