



National Government Constituencies Development Fund Embakasi North Constituency

Living Goods Building, 3rd Floor

Along Outering Road

P.O Box 66984-00200

Nairobi, Kenya

Email: cdfembakasinorth@ngcdf.go.ke | Website: www.ngcdf.go.ke

26/01/2023

JOBS ADVERTISEMENT

Applications are invited from qualified Kenyan citizens to fill several positions within our setup.

Interested candidates can choose their areas of relevance from the following:

CATEGORY	POSITION	REQUIRED CREDENTIALS
A	Accounts clerk/assistant	<ul style="list-style-type: none">• Minimum KCSE Grade C• Basic understanding of accounting procedures and practice. Attainment of CPA section 1 & 2 or above will pose an advantage
B	Procurement clerk/assistant	<ul style="list-style-type: none">• Minimum KCSE Grade C• Basic understanding of procurement practice and more especially the PPAD Act 2015 and PPAD Regulations 2020 is essential.• Attainment of a fully-fledged training on procurement is essential.

C	Records management clerk/assistant	<ul style="list-style-type: none"> • Minimum KSCE Grade D • Thorough exposure of data base management systems in organization is essential. • Attainment of IT training and hands on experience in commonly used computer software/packages is mandatory
D	Office clerk/assistant	<ul style="list-style-type: none"> • Minimum KSCE Grade D • The candidate must possess up-to standard communication skills and office discipline/etiquette • The candidate must be ready to perform any other duty regarding cleanliness and general upkeep of the office from time to time.
E	Clerk of works/project supervisor	<ul style="list-style-type: none"> • Minimum Grade C • Basic understanding of building and civil engineering works is essential. • The candidate must be conversant with preparation of BOQs and their interpretation vis~a~ vis the works attained by contractors. • Training on building and construction works will pose an advantage.

F.	Security Guard	<ul style="list-style-type: none"> • Minimum Qualification K.C.P.E • Be physically fit to face challenges of security concerns • A medical report on physical fitness is essential • Must be a disciplined individual and ready to work by orders/directives
----	----------------	--

Embakasi North NG CDF is an equal opportunity employer and we hereby emphasize that apart from other positions advertised, the female applicants should also apply for **category C and D**.

Interested candidate should enclose a detailed CV, National identity card/Passport, Academic certificates. and other relevant testimonials. Proof that you are a resident/voter in Embakasi North is an advantage

All candidates must provide a good conduct certificate from Directorate of Criminal Investigation-DCI

Applications on sealed envelopes should be hand delivered to our Tender Box on or before **9th FEB-2023 at 9 AM. sharp.**

Addressed to:

**The Fund Account Manager
Embakasi North NG CDF
P.O BOX 66984-00200
NAIROBI.
Living Goods Hse. not far from Equity bank Kariobangi-Outering Road**

For any further inquiries and call: **0721 836530 0736 836530.**