



NG-CDF MOIBEN

National Government Constituencies Development Fund Board
Moiben constituency
P.O Box 9872-30100
OFF ELDORET -ITEN ROAD NEXT TO AINAPTICH POLICE STATION
Eldoret, Kenya
Tel: 0793-624-806/0771-780-655
Email: cdmoiben@ngcdf.go.ke | Website: www.ngcdf.go.ke

REF NO: NGCDF/MOIB/DHRM/2022/2023/Vol 1(01)

DATE: January 16, 2023

ADVERTISEMENT OF VACANT POSTS

S/ NO	VACANCY NO.	POST	SCALE	VACANCIES
1.	NGCDF/MOIB/1/2023	Accountant Assistant	CSG 11	ONE (1) POST
2.	NGCDF/MOIB/2/2023	Clerk of Works	CSG 11	ONE (1) POST
3.	NGCDF/MOIB/3/2023	Records Management Assistant	CSG 12	ONE (1) POST
4.	NGCDF/MOIB/4/2023	Receptionist	CSG 13	ONE (1) POST
5.	NGCDF/MOIB/5/2023	Driver	CSG 13	ONE (1) POST
6.	NGCDF/MOIB/6/2023	Office Assistant	CSG 14	ONE (1) POST
7.	NGCDF/MOIB/7/2023	Security Officer	CSG 14	ONE (1) POST

Applications are invited from suitably qualified candidates for the positions shown above in National Government Constituencies Development Fund - Moiben Constituency to fill the above vacancies in its office based at Ainaptich.

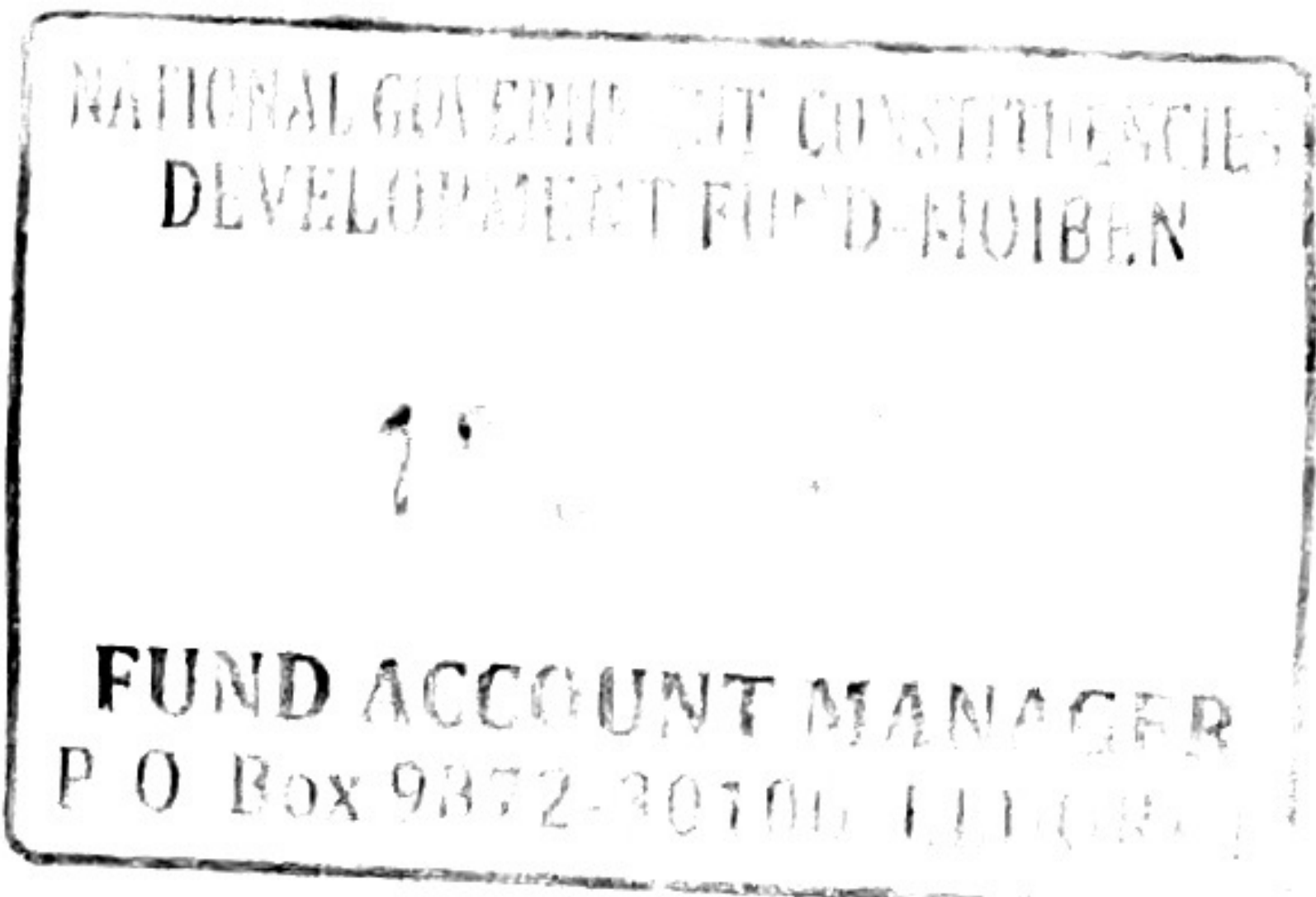
(1) Vacancy No. NGCDF/MOIB/1/2023

Grade : Accountant Assistant
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.30, 170
p.m (CSG 11).
House Allowance :Kshs. 5,800
Commuter :Kshs. 4,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the **rate of 31%** of your Basic Salary.





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a) Accountant Assistant

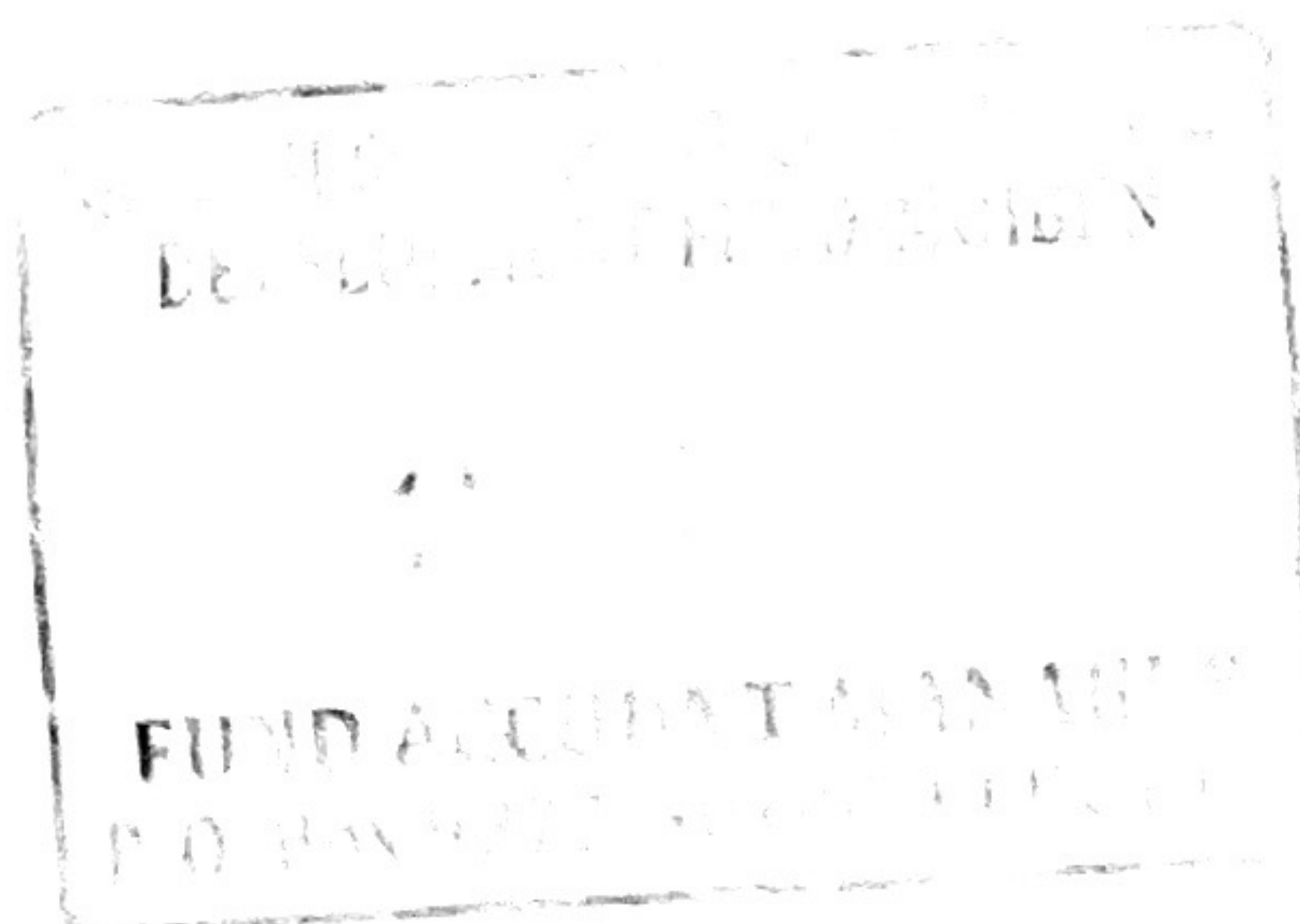
Assistant Accountant at the NG-CDF Committee offices shall be responsible to the Fund Account Manager for the following duties: -

- i. Initiate preparation of budget for the office administration and recurrent expenditures, monitoring and evaluation expenditures.
- ii. Prepare NG-CDF Committee payment vouchers in line with government financial procedures.
- iii. Prepare the statutory deductions and remit to the relevant agencies under the guidance of the Fund Account Manager.
- iv. Prepare Monthly Expenditure Returns for review by the Fund Account Manager.
- v. Initiate preparation of NG-CDF Committee Annual Financial Statements under the guidance of Fund Account Manager.
- vi. Maintain a duplicate Vote Book and other accounting Books and records.
- vii. Maintain a record of imprests and update the imprest register.
- viii. Maintain and update the Vote Book Management System (VBMS).
- ix. Prepare PMC bank accounts details and reconciliation of the statements.
- x. Analyze PMC returns vis-à-vis work plan, budget plan, vote head balance and advise the Fund Account Manager on subsequent release of funds to PMCs.
- xi. Receive and file financial returns from Project Management Committees (PMCs).
- xii. Compile audit responses under the guidance of the Fund Account Manager.
- xiii. Initiate submission of all the financial and audit reports to the Board under the guidance of Fund Account Manager.
- xiv. Develop NG-CDF Committee, NG-CDFC Staff and PMC training needs.
- xv. Conduct quarterly assessments on progress of implementation of the NG-CDF Committee signed Performance Contracts.
- xvi. Any other duty as may be assigned by the Fund Account Manager.

Requirements for appointment: -

For appointment to this position, a candidate must have:

- i. Diploma in Accounting, Finance or equivalent qualification from a recognized institution
- ii. Certified Public Accountant (CPA) part 1 or its equivalent
- iii. At least Grade C- (minus) in Kenya Certificate of Secondary Education or its equivalent
- iv. At least two years progressive work experience
- v. Proficiency in computer applications
- vi. Knowledge of computerized Accounting will be an added advantage.





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(2) Vacancy No. NGCDF/MOIB/2/2023

Grade : Clerk of Works
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.30, 170
p.m (CSG 11).
House Allowance :Kshs. 5,800
Commuter :Kshs. 4,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the rate of **31%** of your Basic Salary.

b) Clerk of Works

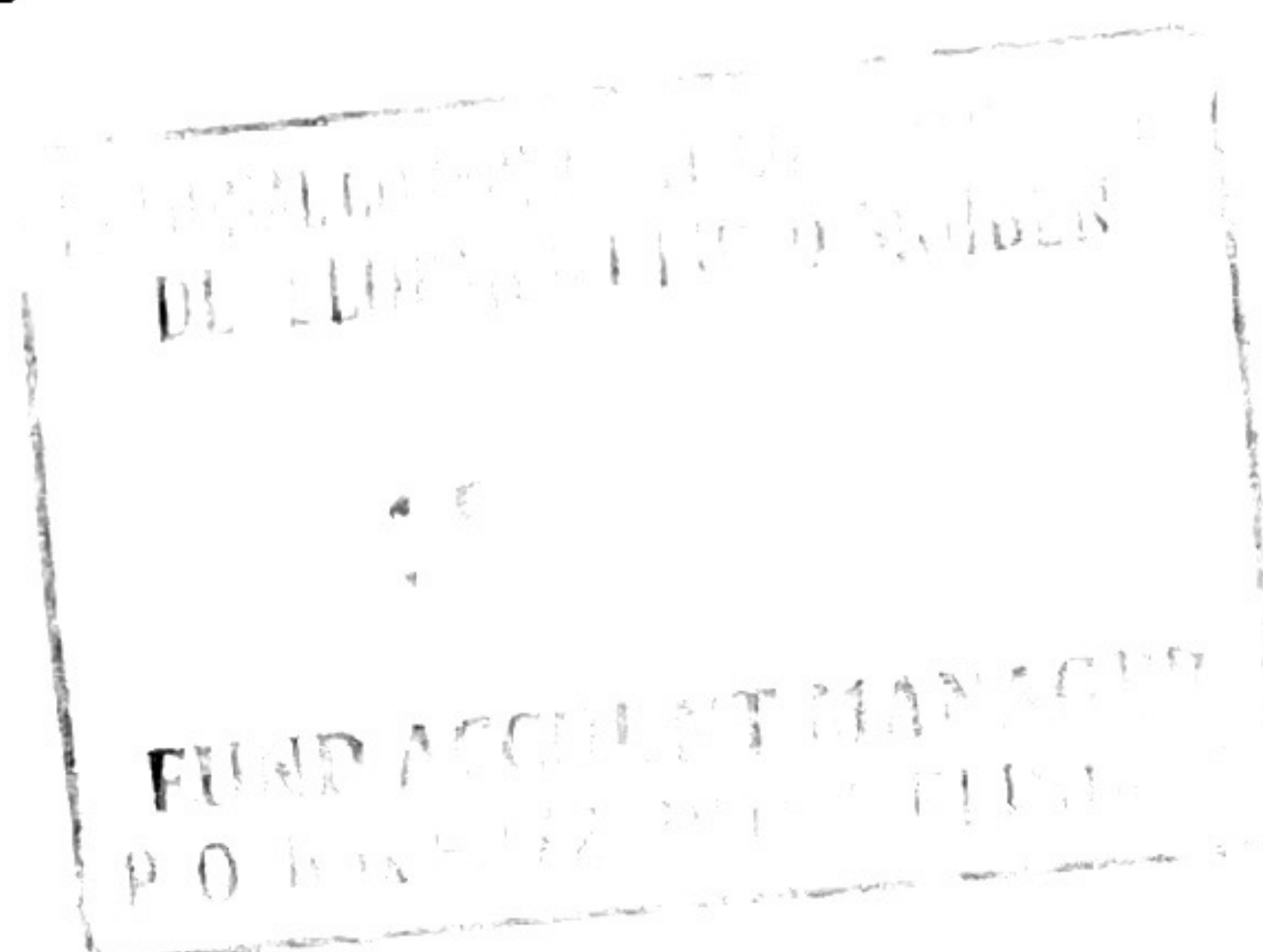
Clerk of Works at the NG-CDF Committee offices shall be responsible to the Fund Account Manager for the following duties: -

- i. Coordinate projects implementation
- ii. Participate in tender evaluation for construction projects
- iii. Prepare quarterly work plans and itinerary for projects monitoring
- iv. Track progress of projects implementation against approved programme of works
- v. Conduct field visits at all critical stages of project implementation to ensure compliance with structural plan, architectural plan and bills of quantities
- vi. Check compliance with occupational health and safety requirements in all projects sites
- vii. Attend all site meetings for NG-CDF funded projects
- viii. Prepare and submit weekly projects reports to the Fund Account Manager
- ix. Update and maintain monthly Project Implementation Status for NG-CDF funded projects in the constituency
- x. In cases where projects implementation is labour based, keep records on number and type of workers employed, materials delivered and quantity of work done daily
- xi. Any other duty as may be assigned by the Fund Account Manager.

Requirements for appointment

For the appointment to this position a candidate must have the following:

- i. Diploma in building and construction, Engineering, quantity survey or equivalent qualification from a recognized institution





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- ii. Two years of progressive work experience in building and construction
- iii. An understanding of the building industry, including knowledge of materials, trades, methods and legal requirement
- iv. Skills in report writing and record keeping
- v. Good analytical, communication and interpersonal skills.

(3) Vacancy No. NGCDF/MOIB/3/2023

Grade : Record officer
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.24, 580
p.m (CSG 12).
House Allowance :Kshs. 3,850
Commuter :Kshs. 4,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the rate of 31% of your Basic Salary.

c) Records Management Assistant

An officer in this position will be responsible to the Fund Account Manager for the following roles: -

- i. Manage the NG-CDF Committee registry
- ii. Maintain and update records of all NG-CDF Committee meetings, PMC meetings and all Monitoring exercises conducted
- iii. Document proposed projects from all the wards during public participation and any other request submitted by the beneficiary institutions
- iv. Maintain list of all Project Management Committees (PMCs)
- v. Maintain a parallel PMC file at the NG-CDF Committee Office
- vi. Maintain a record of payment schedules for projects and the supporting documents
- vii. Keep copies of payment certificates/vouchers for projects
- viii. Maintain a record of all bursary and NHIF social security beneficiaries
- ix. Maintain records of correspondences to and from NG-CDF Committee
- x. Maintain NG-CDF Committee employee records
- xi. Maintain all training records and attendance lists
- xii. Operate file tracking system



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- xlii. Receive and dispatch parcels
- xiv. Follow up and maintain acknowledgement receipts for bursaries
- xv. Collect and tabulate all feedback from the suggestion box and corruption box and submit a report to the Fund Account Manager
- xvi. Organize and coordinate logistics for meetings and workshops
- xvii. Prepare, edit, file and maintain correspondences
- xviii. Perform any other duty as may be assigned by the Fund Account Manager.

Requirements for Appointment

For appointment to this position a candidate must have the following:

- I. Diploma in records management or equivalent qualification from a recognized institution
- II. At least Grade C- (minus) in Kenya Certificate of Secondary Education or its equivalent
- III. At least one (1) year working experience record management.

(4) Vacancy No. NGCDF/MOIB/4/2023

Grade : Receptionist
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.21, 500
p.m (CSG 13).
House Allowance :Kshs. 3,850
Commuter :Kshs. 4,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the **rate of 31%** of your Basic Salary.

d) Receptionist

An officer in this position shall perform following roles: -

- I. Receive and direct visitors to relevant offices
- II. Answer all Incoming calls and submit a report to the Fund Account Manager
- III. Issue and collect surveys and questionnaires where applicable
- IV. Issue complaints and feedback forms
- V. Receive, sort, register and document all complaints and submit a report to the Fund Account Manager



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- vi. Issue bursary and NHIF Social Security forms
- vii. Maintain visitors' book
- viii. Perform any other duty as may be assigned by the Fund Account Manager.

Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Certificate in public relations or equivalent qualification from a recognized institution
- ii. At least Grade D+ (plus) in Kenya Certificate of Secondary Education or equivalent
- iii. Proficiency in computer applications
- iv. Customer relations skills
- v. Good verbal and written communication skills.

(5) Vacancy No. NGCDF/MOIB/5/2023

Grade : Receptionist
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.21,500
p.m (CSG 13).
House Allowance :Kshs. 3,850
Commuter :Kshs. 4,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the **rate of 31%** of your Basic Salary.

e) Driver

An officer in this position shall be responsible to the Fund Account Manager for the following roles:

- i. Drive the official vehicle of the NG-CDF Committee under authority of the Fund Account Manager
- ii. Safe transportation of the NG-CDF Committee, staff and goods from source to destination as per instructions
- iii. Carry out routine checks on the vehicles' cooling, oil, electrical and brake systems, tyre pressure to ensure vehicles are in good working conditions
- iv. Maintain security and safety of the vehicle on and off road
- v. Adhere to traffic laws (including use of safety belts, speed limits)



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- vi. Detect and report malfunctioning of vehicle systems
- vii. Maintain a record of the vehicle's movements through "Work Tickets"
- viii. Maintain cleanliness of the vehicle
- ix. Perform any other duty as may be assigned by the Fund Account Manager.

Requirements for Appointment

For appointment to this position, a candidate must have;

- i. KCSE mean grade D plain or its equivalent
- ii. A valid driving license
- iii. Attended a first Aid Certificate Course Lasting more than one (1) week from a recognized institution
- iv. Passed suitability test for Driver Grade III
- v. A valid certificate of good conduct from the Kenya Police
- vi. At least two (2) years driving experience.

(6) Vacancy No. NGCDF/MOIB/6/2023

Grade : Office Assistant
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.16,890
p.m (CSG 14).
House Allowance :Kshs. 3,000
Commuter :Kshs. 3,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the rate of **31%** of your Basic Salary.

f) Office Assistant

An officer in this position shall perform the following roles:

- i. Maintain general cleanliness of the NG-CDF Office
- ii. Undertake clerical tasks such as sorting and sending of parcels
- iii. Perform any other duty as may be assigned by the Fund Account Manager.

Requirements for Appointment



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For appointment to this position, a candidate must have: -

- i. KCSE mean grade D plain or its equivalent.
- ii. A valid certificate of good conduct from the Kenya Police.

(7) Vacancy No. NGCDF/MOIB/7/2023

Grade : Security officer
Terms of Service : Contract for Three (3) years

Salaries and other Benefits

Basic Salary Scale : Kshs.16,890
p.m (CSG 14).
House Allowance :Kshs. 3,000
Commuter :Kshs. 3,000
Leave Allowance :Kshs. 4,000 (Payable Once a Year).
Leave Entitlement : Thirty (30) days Per Financial Year excluding Weekends & Public Holidays.

NB: You shall be entitled to payment of **SERVICE GRATUITY** at the expiry of your contract period at the rate of 31% of your Basic Salary.

g) Security Officer

An officer in this position shall be responsible to the Fund Account Manager for the following roles:

- i. Patrol premises and monitor the NG-CDF Offices access points
- ii. Set up security controls and guard the entry points
- iii. Maintain an attendance book for all visitors
- iv. Record security threats and submit to the Fund Account Manager
- v. Perform any other duty as may be assigned by the Fund Account Manager

Requirements for Appointment

For appointment to this position, a candidate must have;

- i. KCSE mean grade D plain or its equivalent
- ii. A valid certificate of good conduct from the Kenya Police.

Interested and qualified persons are requested to make their applications by completing One Application form PSC.2(Revised 2016). This form may be downloaded from the PSC website www.publicservice.go.ke



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Completed application forms, CV, copies of Certificates and testimonials should be submitted to our offices/posted and addressed to the Fund Account Manager NGCDF Moiben Constituency not later than **3rd February, 2023** on the Address shown below: -

**THE FUND ACCOUNT MANAGER,
NATIONAL GOVERNMENT-CONSTITUENCIES DEVELOPMENT FUND
MOIBEN CONSTITUENCY
P.O. Box 9872-30100,
ELDORET**

NB: All candidates must meet requirements of chapter six of the constitution

CANVASSING WILL NOT BE ENTERTAINED.

Only Shortlisted Candidates will be Contacted

**FUND ACCOUNT MANAGER
NG-CDF MOIBEN CONSTITUENCY.**