



NG-CDF

National Government Constituencies Development Fund
Endebess Constituency
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Name of Constituency: Endebess County – Trans-Nzoia

24th February 2023

CAREER OPPORTUNITIES

The National Government Constituencies Development Fund (NG-CDF) formerly Constituencies Development Fund (CDF), is a fund established in 2003 through an Act of Parliament, the CDF Act 2003. The Act was later reviewed by the CDF (Amendment) Act 2007, and repealed by CDF Act, 2013 which was subsequently succeeded by the current NG-CDF Act 2015, (Amendment) Act 2022. The main purpose of the Fund is to enhance infrastructural and socio-economic development at the grass root level in order to reduce poverty by dedicating a minimum of two and half per cent (2.5%) of all National Government's share of annual revenue towards community projects identified at constituency level by the communities.

In order to achieve this purpose, the National Government Constituency Development Fund Committee for Endebess Constituency seeks applications from qualified, experienced, dynamic and highly motivated individuals to fill the following position(s) in its office based at Endebess.

A. Ref No: NG-CDF/END/1/2023 Clerical Officer (1 Position)

The Clerical Officer at the Constituency Office will be responsible to the Fund Account Manager for the following duties:

- i. Assist in analysis of requests for reallocations and project proposals
- ii. Assist in writing letters to the NG-CDFC communicating Board's decisions
- iii. Assist in preparation of monthly NG-CDFC reports and Quarterly reports
- iv. Performs any other duty as may be assigned by the Fund Account Manager from time to time

Vision: Equitable social-economic development countrywide



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Requirements for appointment.

For appointment to this position a candidate must have:

- i. O level Division III or KSCE Mean Grade C- (Minus)
- ii. Knowledge of basic computer packages
- iii. Ability to collate data and present in a coherent manner
- iv. Good analytical, communication and interpersonal skills.
- v. Priority **may** be given to a candidate originating from Endeless Constituency

B. Ref No: NG-CDF/END/2/2023 Accounts Assistant (1 Position)

The Accounts assistant at the Constituency Office will be responsible to the Fund Account Manager for the following duties:

- i. Prepares NG-CDFC payment vouchers
- ii. Assists the Fund Account Manager in preparation of budget for office administration and recurrent expenditure, monitoring and evaluation allocation.
- iii. Maintains a duplicate Vote Book and other Accounting Books and Records
- iv. Receives and files financial returns from Project Management Committees (PMCs)
- v. Analyses PMC returns vis-à-vis work plan and budget and advises the Fund Account Manager on subsequent release of funds to PMCs
- vi. Assist in compilation of monthly expenditure returns and bank reconciliation statements for submission to the Board
- vii. Undertakes any other duty as may be assigned by the Fund Account Manager from time to time

Requirements for appointment.

For appointment to this position a candidate must have:

- i. A minimum Mean grade of C- (Minus) in KCSE or equivalent
- ii. A minimum of Certified Public Accountant (CPA) part I or its equivalent
- iii. At least two years of progressive work experience
- iv. Computer knowledge in word processor and spreadsheets
- v. Knowledge of Computerized Accounting will be an added advantage
- vi. Good analytical, communication and interpersonal skills.
- vii. Priority may be given to a candidate originating from Endeless Constituency.

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C. Ref No: NG-CDF/END/3/2023 Clerk of Works (1 Position)

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

- i. Ensures correct materials and workmanship are used as per the client's standards, specifications and schedule
- ii. Familiarizes with all the relevant drawings and written instructions, checks and uses them as a yardstick for inspection of works
- iii. Makes regular inspection visits to projects sites to monitor progress of on-going works
- iv. Takes measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards
- v. Is familiar with legal requirements and ensures that the works complies with the law
- vi. Has a working knowledge of health and safety legislation and points out any observed shortfall
- vii. Keeps detailed records on progress and any delays, the number and type of workers employed, visitors to the site, drawings received, deliveries, instructions and any serious deficiencies in health or safety requirements observed on site
- viii. Performs 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. A minimum of a Diploma in Building and Construction, Engineering, Quantity Survey or equivalent from recognized training institute
- ii. Two years of progressive work experience
- iii. An understanding of the building industry, including knowledge of materials, traders, methods and legal requirements.
- iv. Ability to write records on the progress of works
- v. Knowledge in accurate record keeping
- vi. Good analytical, communication and interpersonal skills
- vii. Preference may be given to a candidate originating from Edebes Constituency.

D. Ref No: NG-CDF/END/4/2023 ICT/Records Management Officer (1 Position)

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

- i. Responsible for management of the NG-CDFC registry
- ii. Keeps project files
- iii. Keeps copies of payment certificates/vouchers for specific projects
- iv. Maintains records of payment schedules for projects
- v. Maintain lists of Projects Management Committees (PMCs)
- vi. Keeps records of NG-CDFC and PMC minutes
- vii. Maintains records of correspondences to and from NG-CDFC
- viii. Maintains NG-CDFC employee's records
- ix. Performs any other duties as may be assigned by the Fund Account Manager

Requirements for appointment.

For appointment to this position a candidate must have:

- i. A minimum of certificate in ICT and records management from a recognized institution or its equivalent.
- ii. KCSE Mean Grade C- (Minus) or its equivalent
- iii. Knowledge of computer hardware and software and record keeping.
- iv. At least two years working experience in IT field and or as a records assistant or library assistant.
- v. Good analytical, communication and interpersonal skills.
- vi. Priority may be given to a candidate originating from Endebess Constituency.

E. Ref No: NG-CDF/END/5/2023 Field Liaison Officer (3 Positions ; 1 Each for Endebess, Matumbei and Chepchoina Wards).

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

- i. Support the clerk of works on day-to-day field activities.

- ii. Liaise with office on project activities in the ward that require attention.
- iii. Performs 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. Be able to read and write.
- ii. Good analytical, communication and interpersonal skills.
- iii. Preference may be given to a candidate originating from Endebess Constituency

A. Ref No: NG-CDF/END/6/2023 Office Assistant (1 Position)

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

- i. Keeps Endebess ICT Hub records
- ii. Maintains general Cleanliness and security of the ICT Hub
- iii. Monitor entry and exit of members of the public into and out of the ICT Hub
- iv. Performs any other duties as may be assigned by the Fund Account Manager

Requirements for appointment.

For appointment to this position a candidate must have:

- i. KSCE Mean Grade D or its equivalent
- ii. Knowledge of basic computer packages
- iii. Ability to collate data and present in a coherent manner
- iv. Good analytical, communication and interpersonal skills.
- v. Priority **may** be given to a candidate originating from Endebess Constituency

In addition to the above requirements, all applicants must be Kenyan citizens and satisfy the requirements of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.

A competitive remuneration package will be offered to successful candidates on a one (1) year contract renewable subject to performance. Applications should be in writing detailing, academic, and professional qualifications, current salary, working experience, telephone

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number, email address, postal contacts and names of three referees, certified copies of relevant certificates and testimonials **MUST** be attached.

If you believe you have the relevant qualifications, experience and abilities to fill the above positions, please submit your application and detailed CV so as to reach the undersigned by **13th March, 2023**. Applications should clearly indicate the position reference and day time telephone number.

THE FUND ACCOUNT MANAGER,

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND – ENDEBESS

P.O BOX 29 – 30201 ENDEBESS.