



National Government Constituencies Development Fund
Konoin Constituency
P.O Box 64-20403

MOGOGOSIEK, Kenya

Email: cdkonoin@ngcdf.go.ke | Website: www.konoin.go.ke

11TH JANUARY, 2023

ADVERTISEMENT FOR JOB VACANCY

Konoin National Government Constituency Development Fund Committee (NG-CDFC) invites applications from suitable, interested, qualified, experienced and highly motivated candidates to fill the following positions in its office based at Mogogosiek:

1. ASSISTANT ACCOUNTANT

The Accounts Assistant at the Constituency Office NG-CDFC through the Fund Account Manager for the following duties;

- Prepares NG-CDFC Payment Vouchers.
- Assists the Fund Account Manager in preparation of budget for office Administration and Recurrent expenditures, Monitoring and Evaluation allocation.
- Maintains a duplicate vote book and other accounting books and records.
- Receives and files financial returns Project Management Committees (PMC).
- Analyses PMC returns vis-à-vis work plan and budget and advises the fund account manager on subsequent release of funds to the PMCs.
- Assist in compilation of monthly expenditure returns and bank reconciliation statements for submission to the board.
- Undertake any other duty as may be assigned by the Fund Account Manager.

Requirements for appointment

- A minimum of grade C-(minus) in Kenya Certificate of Secondary Education or equivalent.
- A minimum of Certified Public Accountants (CPA) part I or its equivalent.
- At least two years of progressive work experience.
- Computer knowledge in word processor and spreadsheets.
- Knowledge of computerized accounting will be an added advantage.
- Priority may be given to the candidate originating from the recruiting constituency.

2. CLERICAL OFFICER

The clerical officer will be responsible to the NG-CDFC through the Fund Account Manager for the following duties;

- Assist in analysis of requests for reallocations and project proposals
- Assist in writing letters to the CDFC communicating Boards decisions.
- Assist in preparation of monthly CDFC reports and Quarterly reports.
- 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. Diploma in Secretarial
- ii. Knowledge of basic computer packages.
- iii. Ability to collate data and present it in a coherent manner
- iv. Priority may be given to the candidate originating from the recruiting constituency.

3. CLERK OF WORKS

A clerk of works also known as Site Inspector, Site Supervisor or Building Quality Officer will be responsible to the NG-CDFC through the Fund Account Manager for the following roles:

- Ensures that correct materials and workmanship are used as per the client's standards, specification and schedule
- Familiarizes his/herself with all the relevant drawings and written instructions, checks and uses them as a yard stick for inspection of works
- Makes regular inspection visits to project sites to monitor progress of on-going works
- Takes measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards
- Is familiar with legal requirements and ensures that the works complies with the law.
- Has a working knowledge of health and safety legislation and points out any observed shortfall.
- Keeps detailed records on progress and any delays, the number of workers employed, visitors to the site, drawings received, deliveries, instructions and any serious deficiencies in health or safety required observed on site.
- Performs any other duty as may be assigned by Fund Manager.

Requirements for appointment

- A minimum of a Diploma in building and construction, Engineering, quantity survey or equivalent from a recognized Training Institute.
- Two year progressive work experience.

- An understanding of the building industry, including knowledge of materials, trades methods and legal requirements.
- Ability to write reports on progress of works.
- Knowledge in accurate record keeping.
- Good analytical, communication and interpersonal skills.
- Preference may be given to candidates originating from the recruiting constituency.

4. RECORDS MANAGEMENT OFFICER(2Positions)

The support staff will be responsible to the NG-CDFC through the Fund Account Manager for the following duties

- Responsible for management of NG-CDFC registry
- Keeps projects' files
- Keeps copies of payment certificates/ vouchers for specific projects
- Maintains records of payment schedules for projects.
- Maintains lists of Project Management Committees (PMCs)
- Keeps records of NG-CDFC and PMC Minutes.
- Maintains records of correspondences to and from NG-CDFC.
- Maintains NG-CDFC Employee records and
- Performs any other duty as may be assigned by the Fund Account Manager

Requirements for appointment

- A minimum of certificate in records management.
- Two (2) years working experience as a records assistant or Library Assistant.
- KCSE C- or its equivalent
- Preference maybe given to candidates originating from the constituency.

5. DRIVER

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

- Drives the official vehicle/s of the CDFC under authority of the Fund Account Manager.
- Carries out routine checks on the vehicles' cooling, oil, electrical and breaks system, tyre pressure etc.
- Detect and reports malfunctioning of vehicle systems.
- Maintains work tickets for vehicles assigned.
- Ensures safety of the passengers and/or goods

- Ensures security and safety for vehicle on and off road.

Requirements for Appointment

For appointment to this position, a candidate must have;

- Is able to read and write (evidence).
- Holds a valid driving license
- Has attended a first Aid Certificate Course lasting not less than (1) week from a recognized institution.
- Passed suitability test for Driver Grade III
- Passed practical test for drivers conducted by the relevant Ministry/ Department.
- Holds a valid Certificate of Good Conduct from the recruiting constituency.

6. INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT(2Positions)

Duties and responsibilities

- Will be responsible for providing day to support to users on ICT issues.
- Arranging and organising events e.g. bursary launches
- Liaising with media representatives and managers
- Documentation of project pictures for progress monitoring.
- Ensure adequate media coverage for all program activities and functions
- Performs any other duty as may be assigned by the Fund account manager
- Assist in Collecting Data and preparing appropriate reports.
- Updating Website Content.

Requirements for appointment

- A minimum of certificate in ICT Related course.
- Two (2) years working experience as an ICT support staff or ICT assistant.
- KCSE C- or its equivalent
- Preference maybe given to candidates originating from the constituency.

7. PROJECT CLERK/OFFICER

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

Duties and responsibilities

- Will be responsible for assisting the Clerk of Works in routine Monitoring and analysing projects data.
- Coordinating project activities

- Work closely with Clerk of works in management, supervision and control of multiple projects
- Facilitating project communications
- Monitor the progress of the project against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained
- Ensures that reporting is complete and checked according to the quality control progress before it is issued
- Maintain project calendar and milestones
- Performs any other duty as may be assigned by the Fund Account Manager.

Requirements for appointment

7. A minimum of certificate in records management.
8. Two (2) years working experience as a records assistant or Library Assistant.
9. KCSE C- or its equivalent
10. Preference may be given to candidates originating from the constituency.

8. OFFICE ASSISTANT (2 Positions)

Duties and responsibilities

- Will be responsible for all clerical tasks and any other duty as assigned by the Fund Account Manager.
- Ensures that all offices are clean on daily basis
- Dusting of furniture and blinds as well as cleaning of doors and windows
- Replenish consumable items
- Preparations and serving of refreshments as and when required
- Perform and document routine inspection and maintenance activities
- Notifying management in case there is a need for repair and intervention
- Following all health and safety regulations
- Performs any other duty as may be assigned by the Fund account manager

9. SECURITY (2 positions)

Duties and responsibilities

- i. Providing security at designated times
- ii. Responding to emergencies to provide necessary assistance
- iii. Preparing report on damage of property, theft and irregularities
- iv. Collaborating with the police officers in case there are emergencies
- v. Conducting patrols to ensure safety all times
- vi. Apprehending, warnings and evicting individuals considered to be unauthorized from premises
- vii. Do office guard and maintain security of the office building at all times

- viii. Any suspicious security issues must be reported to the police station immediately on occurrence
- ix. Performs any other duty as may be assigned by the Fund account manager

TERM OF SERVICE

A competitive salary package based on the Current Civil Service Rates will be offered to successful candidates on a three-year renewable contract subject to performance.

Konoin Constituency is an equal Opportunity employer and encourages all gender and persons living with Disability to apply.

Late application will not be accepted under any circumstance and any form of Canvassing will lead to automatic Disqualification.

Interested candidates are encouraged to apply and submit their application in writing and attach certified copies of the certificates, detailed Curriculum Vitae and other relevant testimonials should be attached, clearly indicating position reference, daytime telephone number, postal address, names and contact addresses of 3 referees so as to reach the undersigned on or before **5.00pm of 25th January, 2023.**

NOTE: only shortlisted candidates will be contacted.

All applications must be hand delivered to Konoin NG-CDF Office Mogogosiek during office working hours addressed to;

**FUND ACCOUNT MANAGER
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
KONOIN CONSTITUENCY
P.O BOX 64,
MOGOGOSIEK**