



NG-CDF BOARD

National Government Constituencies Development Fund

Ainamoi Constituency

Kericho County Commissioner Headquarters

P.O Box 470

Kericho, Kenya

Cell:

Email: cdfainamoi@ngcdf.go.ke | **Website:** www.ainamoi.go.ke

REF: AINNG-CDF/2023/V01.2/05

Date: 13th February 2023

JOB APPLICATIONS TO AINAMOI NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

Ainamoi NG-CDF Committee invites job applications to the National Government Constituency Development Fund Committee Office under the following categories:

- | | |
|---|----------------------------|
| 1. Clerk of works | 1 position – AINNG-CDF/001 |
| 2. Computer IT/Records Management Officer | 1 position – AINNG-CDF/002 |
| 3. Assistant Accountant | 1 position – AINNG-CDF/003 |
| 4. Administrative Assistant/Secretary | 1 position – AINNG-CDF/004 |
| 5. Driver | 1 position – AINNG-CDF/005 |
| 6. Security | 1 position – AINNG-CDF/006 |
| 7. Receptionist/ Front Office | 1 position – AINNG-CDF/007 |
| 8. Office Assistant – Cleaner/Kitchen | 1 position – AINNG-CDF/008 |
| 9. Office Assistant – Messenger | 2 position – AINNG-CDF/009 |
| 10. Field Liaison Officer | 1 position – AINNG-CDF/010 |

1. Clerk of works Main tasks and responsibilities- AINNG-CDF/001:

- Ensure that correct materials and workmanship is used as per the client's standards, specification and schedule;
- Familiarizes with all the relevant drawings and written instructions, checks and use them as a yard stick for inspection of works;
- Makes regular inspection visits to project sites to monitor progress of ongoing works;
- Take measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards;
- Be familiar with legal requirements and ensure that the works complies with the law;
- Have a working knowledge of health and safety and points out any observed shortfall;
- Keep 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;
- Ensure PMC files updated with all relevant documents;
- Prepare regular detailed M&E reports as well as reports for NG-CDFC verifications;
- Prepare and update Project Implementation Status regularly;
- Computer literacy;
- Be able to ride a motorbike with valid licence;
- Perform duties as per the service charter;

- Performs any other duty as may be assigned by Fund Accountant Manager from time to time.

Clerk of works requirements

- Be a Kenyan citizen;
- A minimum of a Diploma in Quantity survey, building and construction, Engineering, or equivalent from a recognized training Institute;
- Two years of progressive work experience;
- An understanding of the building industry, including knowledge of materials, trades, methods and legal requirements;
- Ability to write reports on the progress of works, monitoring & evaluation and table them before NG-CDFC when required to;
- Knowledge in accurate record keeping;
- Good analytical, communication and interpersonal skills;
- Able to ride a motor bike;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

2. Computer IT /Records Management Officer Main tasks and responsibilities-AINNG-CDF/002:

- Provide technical support, Monitor and maintain computer systems and networks;
- Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues;
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults;
- Replace parts as required;
- Responsible for management of registry;
- Specific appropriately filed and marked to action officers;
- Controlling and opening of files and updating file index;
- Ensuring security of information/files in the registry; up-dating;
- Maintaining up-to-date file movement records;
- Ascertaining the general cleanliness of the registry;
- Maintains list of project management committees;
- Maintains records of correspondences;
- Updating of project implementation status, Risk Management System, NG-CDF MIS;
- Perform duties as per the service charter;
- Performs any other duty as may be assigned by Fund Accountant Manager from time to time.

Computer IT / Records Management Officer requirements

- Be a Kenyan citizen;
- Proven experience as IT Technician or relevant position;
- Knowledge of computer hardware and software;
- Trouble shooting ability;

- Two years of progressive work experience;
- Knowledge in accurate record keeping;
- Good analytical, communication and interpersonal skills;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

3. Accounts Assistant Main tasks and responsibilities – AINNG-CDF/003:

- Prepare and ensure of NG-CDF payment vouchers have relevant attachments;
- Prepare and file the statutory deductions as per the government timelines – VAT, Income tax, PAYE, NSSF, NHIF as well as maintain the records;
- Prepare and maintain records of Bank transfers records, LSOs, LPOs, Stores ledger register S13, S11 and other relevant accounting documents;
- Analyses PMC returns vis-à-vis work plan and budget and advises the Fund Account Manager on subsequent release of funds to PMCs;
- Prepare bank reconciliations for PMCs, prepare payments and calculations of VAT
- Maintaining of a duplicate/parallel vote book, cashbook and other accounting books and records;
- Assisting, receiving and filing the financial returns from the PMCs;
- Compilation of MER;
- Updating the projects files, project implementation status, Risk Management System, NG-CDF MIS, Vote book MIS;
- Computer literacy;
- Perform duties as per the service charter;
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Accounts assistant requirements

- A minimum of KCSE;
- A minimum of CPA part 2 or equivalent;
- At least two years of progressive work experience;
- Computer knowledge in word processor and spread sheets;
- Knowledge of computerized accounting;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

4. Administrative Assistant/Secretary Main tasks and responsibilities – AINNG-CDF/004:

- Maintain the complaints register and prepare quarterly reports as well as reports for tabling at NG-CDFC meetings;
- Type correspondence memo, reports, minutes and other materials from rough copy;
- Dispatch and receive cheques and maintain the cheque register;
- Operate office computer using office software application;
- Assist in writing letters to the stakeholder's communication NG-CDF decisions;
- Organize and update computer files and database;

- Keep records of NG-CDFC and PMC minutes and documents, bursary and prepare quarterly reports using the guided template;
- Maintain records of correspondences to and from NG-CDFC;
- Be in charge of the archives, Organize and maintain files, control records, and index filing;
- Serve as a receptionist directing visitors and callers to proper person;
- Furnish the public with general information and advice in regard to the office policies, procedures and services;
- Perform duties as per the service charter and administer questionnaires to clients to get feed back;
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Administrative Assistant/Secretary requirements

- A minimum of KCSE;
- Good typing skills;
- At least two years of progressive work experience;
- Computer knowledge in word processor and spread sheets;
- A minimum of certificate in records management from a recognized institution;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

5. Driver Main tasks and responsibilities – AINNG-CDF/005:

- Maintain work tickets for vehicles assigned;
- Ensure security and safety of the vehicle on and off road;
- Ensure safety of the passengers and /or goods;
- Maintain cleanliness of the vehicle;
- Detect and report malfunctioning of the vehicle systems;
- Drive the official vehicle of the NG-CDFC under the authority of the Fund Account Manager;
- Carry out routine checks on vehicle maintenance i.e cooling, electrical and break system tyre pressure;
- Carry authorised passengers;
- Perform duties as per the service charter;
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Driver requirements

- A minimum of KCSE;
- Be a Kenyan citizen;
- Holds a valid driving license;
- Has attended a first aid certificate course;
- Passed suitability test for Driver Grade III;
- Passed practical test for drivers conducted from the Kenya police;
- At least two years driving experience;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;

- Preference may be given to candidates originating from the recruiting constituency.

6. Security Main tasks and responsibilities – AINNG-CDF/006:

- Develop and carry out an intermittent building security check schedules;
- Notify police, fire department or other appropriate authority of any situation requiring immediate or prompt attention;
- Arrives to work on time and attends work on regular basis with minimal absence
- Perform duties as per the service charter;
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Security requirements

- Able to read and write;
- Be a Kenyan citizen;
- Security training an added advantage;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

7. Office Assistant - Front Office/ Receptionist Main tasks and responsibilities – AINNG-CDF/007:

- Meet and greet all visitors, determine their needs, and direct them to the appropriate employee or location;
- Answering telephone calls and forwarding phone messages as necessary;
- Maintaining office personnel master schedule;
- Picking up, reviewing and distributing mail and deliveries;
- Assisting in scheduling meetings, reserving conference rooms, updating the daily conference room schedules;
- Perform duties as per the service charter;
- Arrives to work on time and attends work on regular basis with minimal absence;
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Office Assistant - Front Office/ Receptionist requirements

- Able to read and write;
- Be a Kenyan citizen;
- Clerical knowledge an added advantage;
- At least two years of progressive work experience;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

8. Office Assistant – Cleaner/ Kitchen Main tasks and responsibilities – AINNG-CDF/008:

- Clean the offices, toilets and surrounding, ensure cleanliness throughout the day;
- Attend to the kitchen work, prepare tea and keep the kitchen clean;
- Keep the compound neat at all times;
- Trim the flower beds and grass;

- Perform duties as per the service charter;
- Arrives to work on time and attends work on regular basis with minimal absence;
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Office Assistant – Cleaner / Kitchen requirements

- Able to read and write;
- Be a Kenyan citizen;
- Training in cleaning an added advantage;
- At least two years of progressive work experience;
- Ability to perform cleaning tasks in qualitative and quick manner;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

9. Office Assistant - Messenger Main tasks and responsibilities – AINNG-CDF/009:

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner.
- Processes outgoing mail.
- Assist the receptionist/cleaner when required
- Perform duties as per the service charter
- Arrives to work on time and attends work on regular basis with minimal absence
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Office Assistant - Messenger requirements

- Able to read and write;
- Be a Kenyan citizen;
- At least two years of progressive work experience;
- Excellent verbal and written communication skills;
- Basic understanding of customer service;
- Ability to maintain accurate records;
- Ability to understand and follow directions;
- Ability to maintain the safety and security of packages, documents, messages, and other items received or being delivered;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

10. Field Officer Main tasks and responsibilities – AINNG-CDF/010:

- Assist the Clerk of works on day to day basis.
- Assisting of FMCs on relevant processes and procedures.
- Formulating evaluative resources.
- Inputting data in the project implementation status and NGCDF-MIS.
- Inspecting delivery sites.
- Liaising with Project management committees and assisting them on paperwork.
- Collecting samples and relevant information.
- Perform duties as per the service charter

- Prepare regular detailed M&E reports as well as reports for NG-CDFC verifications
- Arrives to work on time and attends work on regular basis with minimal absence
- Performs any other duty as may be assigned by the Fund Manager from time to time.

Field Liaison Officer - requirements

- Able to read and write;
- Be a Kenyan citizen;
- Ability to write reports on the progress of works, monitoring & evaluation and table them before NG-CDFC when required to;
- Knowledge in accurate record keeping;
- Good analytical, communication and interpersonal skills;
- Able to ride a motor bike;
- Satisfy the requirements of charter six of the Constitution of Kenya 2010 on leadership and integrity, be of high integrity and with no criminal record;
- Preference may be given to candidates originating from the recruiting constituency.

Interested applicants are required to submit their applications in writing attaching certified copies of testimonials for the above requirements clearly indicating the position applied for, day time telephone, postal and e-mail addresses as to reach the undersigned on or before 27th February 2023 at 5:00 pm.

Copies of NG-CDF Act 2015 (amended 2022) & Published Regulations may be downloaded from National Government Constituencies Development Fund Board website, www.ngcdf.go.ke.

**FUND ACCOUNTⁿ MANAGER, AINAMOI NATIONAL GOVERNMENT CONSTITUENCY
DEVELOPMENT FUND, P.O. BOX 470 KERICHO.**

