

28<sup>th</sup> September, 2023.

## CAREER OPPORTUNITIES

The National Government Constituency Development Fund (NG-CDF) is established under the CDF Act, 2015 (amended 2022) with the primary objective of addressing poverty at grassroots level by dedicating a minimum of 2.5% of National Government allocation to the grassroots development. The fund is managed by the NG-CDF Board at the national level and coordinated by the NG-CDF Committee at the constituency level.

The Constituency Development Fund Committee for **CHESUMEI** Constituency seeks to invite applications from qualified, experienced, dynamic and highly motivated candidates to fill the following positions in its office based at **Chemundu** (Sub- County Headquarters).

### 1. Records Management Officer - One(1) position- ADVERT NO CSM/NG-DFC/01/2023/2024

The Records Management Officer will be responsible to the NG-CDFC through the Fund Account Manager for the following duties and responsibilities:

- i. Responsible for management of NG-CDFC Registry.
- ii. Keeping project files.
- iii. Keeping copies of payment certificates/vouchers for specific projects.
- iv. Maintaining records of payment schedules for projects.
- v. Maintaining list of Project Management Committees (PMCs) and keeping record of PMC Minutes
- vi. Maintaining NG-CDFC Employee records and
- vii. Perform any other duty as may be assigned by the Fund Account Manager from time to time

#### Requirement for appointment

For appointment to this position, a candidate must have the following;

- A minimum of Diploma in records management from a recognized institution
- Two (2) years working experience as a records Assistant or Library assistant
- A minimum of KCSE C- (minus) or its equivalent
- Proficient in computer applications
- Preference will be given to candidate from Chesumei Constituency
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010 on leadership and integrity

### 2. ICT Assistant- One (1) position- ADVERT NO CSM/NG-CDFC/02/2023/2024

The ICT Assistant will be responsible to the NG-CDFC through the Fund Account Manager for the following **duties and responsibilities**:-

- i. Update the constituency website and social media pages
- ii. Perform minor repairs to office ICT equipment
- iii. Maintain and update constituency Management Information System

- iv. Assist in monitoring, operation and performance of LAN/WAN connectivity and communication services
- v. Assist in submitting electronic returns as directed by the Fund Account Manager
- vi. Undertake any other duty as may be assigned by the Fund Account Manager

#### **Requirements for appointment**

For appointment to this position, a candidate must be in possession of the following:

- A minimum of KCSE C- (minus) or its equivalent
- A minimum of Diploma in ICT or its equivalent
- At least two years of progressive work experience
- Proficiency in computer applications
- Be a Kenyan citizen preferably from Chesumei Constituency
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010 on leadership and integrity

#### **3. Front Office/Receptionist- One (1) position-ADVERT NO:CSM/NG-CDFC/03/2023/2024**

The Front Office/Receptionist will be responsible to the NG-CDFC through the Fund Account Manager for the following **duties and responsibilities**:-

- 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/questionnaires and feedback forms where applicable
- iv. Receive, sort, register and document all letters/deliveries/couriers and submit a report to the Fund Account manager
- v. Maintain visitors book
- vi. Perform any other duty as may be assigned by the Fund Account Manager

#### **Requirements for appointment**

For appointment to this position, a candidate must be in possession of the following:

.A minimum of KCSE D+ (Plus) or its equivalent

- A minimum of Certificate in front office operation or its equivalent
- At least two years of progressive work experience
- Proficiency in computer applications
- Be a Kenyan citizen preferably from Chesumei Constituency

#### **TERMS AND CONDITIONS OF SERVICE**

A competitive salary package will be offered to successful candidates on a **three (3) year** contract which may be renewable subject to performance.

#### **How to Apply**

Interested candidates are encouraged to apply and submit their application in writing and attach certified copies of certificates, relevant testimonials and detailed Curriculum Vitae (CV) clearly indicating the position reference, day time telephone contact, postal address and contacts of three (3) referees so as to reach the under signed on or before **Friday 13<sup>th</sup> October, 2023 at 1700 hrs.**

**The Fund Account Manager**

**NG-CDF Office**

**Chesumei Constituency**

**P.O Box 40-30300,**

**KAPSABET.**

**NOTE: Only shortlisted Candidates will be contacted.**

**Chesumei NG-CDFC is an equal opportunity employer and encourages both gender and persons with disabilities to apply.**