



NG-CDF BOARD

National Government Constituencies Development Fund Board  
KAPENGURIA CONSTITUENCY  
NG-CDF Building  
P.O Box 526 – 30600,  
KAPENGURIA ,  
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*NG-CDF KAPENGURIA CONSTITUENCY*

*WEST POKOT COUNTY*

*CARREER OPPORTUNITIES*

The Constituencies Development Fund (CDF) is established under the CDF Act, 2015 with the Primary objective of addressing poverty at grassroots level by dedicating a minimum of 2.5% of the ordinary government revenue to grassroots development and the reduction of poverty. The Fund is managed by the CDF Board at the National Level and coordinated by the Constituency Development Fund Committee (CDFC) at the Constituency level.

ADVERT NO: 001/2023/2024

The Constituency Development Fund Committee for Kapenguria Constituency seeks to applications from Qualified, experienced, dynamic and highly motivated candidate to fill the following position(s) in its office based at Kapenguria.

**(A) ACCOUNTS ASSISTANT-RE-ADVERTISEMENT**

The Accounts Assistant at the Constituency offices will be responsible to the Fund Account Manager for the following duties:-

- i. Prepares CDFC Payment Vouchers.
- ii. Assist the Fund Manager in Preparation of budget for office administration and recurrent expenditures, Monitoring and Evaluation allocation.
- iii. Maintains 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-a 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 submission to the Board.
- vii. Undertakes any other duty as may be assigned by the Fund Account Manager.



### Requirements for appointment:-

For Appointment to this position, a candidate should have;

- i. A minimum of Grade C- (Minus) in Kenya Certificate of Secondary Education or equivalent;
- ii. A minimum of certified Public Accounts (CPA) part III 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. Priority may be given to the candidate originating from the Kapenguria Constituency.

### **(B) RECORD OFFICER**

The Record Management Officer will be responsible to the CDFC through the fund Account Manager for the following:-

### **QUALIFICATIONS AND COMPETENCIES**

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

- A Kenyan Citizen
- A holder of Certificate in record management field from a recognized institution
- Proficient in computer applications.
- Be of high integrity and with no criminal record.
- Competent in oral and written presentation both in English and Kiswahili.
- Satisfy the requirements of chapter six of the Constitution of Kenyan 2010 on leadership and integrity.
- Able to work independently with minimum supervision.
- Good interpersonal skills.

### **RECORDS MANAGEMENT OFFICER**

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

- viii. Responsible for management of the CDFC registry.
- ix. Keeps projects files.
- x. Keeps copies of payment certificates/vouchers for specific projects.
- xi. Maintains records of payment schedules for projects.
- xii. Maintains lists of projects Management Committee (PMCs).
- xiii. Keeps records of CDFC and PMC minutes.
- xiv. Maintains records of correspondences to and from CDFC
- xv. Maintains CDFC employee records and
- xvi. Performs any other duty as may be assigned by the Fund Manager.



**Requirements for appointment:-**

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

- vii. A minimum of certificate in records management from a recognized institution.
- viii. Two (2) years working experience as a record Assistant or Library Assistant.
- ix. KCSE C- or its equivalent.
- x. Preference may be given to candidate originating from the Kapenguria Constituency.

**TERMS AND CONDITIONS OF SERVICE**

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

Kapenguria CDFC is an equal opportunity employer and encourages all gender and persons with disabilities to apply. Interested candidates are encouraged to apply and submit their application in writing and attach certified copies of the certificates, Testimonials and detailed CV Clearly Indicating position reference, daytime telephone number, postal address, Current salary, names and contact addresses of 3 referees so as to reach the undersigned on or before 26/01/2024

**NOTE:** Only short listed candidates will be contacted

Application letters attaches with detailed curriculum vitae and relevant testimonials should be addressed to:-

The Fund Account Manager  
Constituency Development Fund Office  
Kapenguria Constituency  
P.O. Box 526-30600,  
KAPENGURIA.

So as to reach him by 5.00 P.M 26/01/2024

