



KARACHUONYO NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

EMPLOYMENT POSITIONS IN THE KARACHUONYO NGCDF OFFICE

The KARACHUONYO NGCDF Office is established under the NGCDF Act 2015 (amended 2023) with the obligations of addressing poverty at the constituency level by dedicating funds received from the NGCDF Board after allocation by Ministry of Treasury and Planning. The funds are managed by NGCDF committee which is a body established under sections 24, 27, 36, and 43 of the NGCDF Act 2015

Pursuant to Section 45 of the NGCDF Act, the office wishes to recruit on 2-year contract, self-driven, and visionary individuals to the vacant positions within the establishment as follows

No	Designation	Entry Scale	Positions to be filled	Reference no
1.	Clerk of Works II	Job group K	1	KAR/NGCDF/2026/01
2.	Accounts Assistant II	Job group K	1	KAR/NGCDF/2026/02
3.	ICT Officer	Job Group J	1	KAR/NGCDF/2026/03
4.	Procurement Assistant	Job Group K	1	KAR/NGCDF/2026/04

Interested and qualified person are required to make applications online through email cdfkarachuonyo@ngcdf.go.ke and/ hard copies dropped in a designated box at the NGCDF offices at Kamodi Gendia kendu bay. Applications may also be sent through the post office as per the address provided below. Clearly indicate the reference number on the sealed envelope.

Details of specific Job description requirements are provided in the constituency website <https://karachuonyo.ngcdf.go.ke>

Candidates must submit the following documents alongside Certificate of Good conduct, duly executed self-declaration form from EACC, clearance from KRA, *Clearance for CRB*, detailed curriculum vitae, names and contacts of three referees, day time phone number,

certified copies of certificates, expected salary details, IDENTITY CARD AND VOTERS CARD should be forwarded by 3rd April 2026 addressed to:

FUND ACCOUNT MANAGER

KARACHUONYO NGCDF

P.O BOX 36, 40301

KENDU BAY KENYA.

Position : Accounts Assistant II

Duties and Responsibilities

1. Input financial data into expenditure reports and vote book system.
2. Maintain organized records of all financial transactions and supporting documents.
3. Prepare and submit payment vouchers, follow up on invoices, and maintain payment records.
4. Reconcile bank statements, monitor balances, and flag unusual transactions.
5. Prepare and submit statutory returns (NSSF, NHIF, PAYE, etc.).
6. Prepare weekly, monthly, and annual financial reports; support budgeting and audits.
7. Maintain cheque register and ensure timely payment of utility bills.
8. Prepare ad hoc management reports and perform other related duties as assigned.

Minimum Qualifications

- Degree or Diploma in Accounting/Economics.
- CPA II or higher.
- Relevant work experience in finance or office environment.
- Proficiency in ICT (Word, Excel, email).
- Strong organizational, communication, and interpersonal skills

Position: Clerk of Works II

Duties and Responsibilities

1. Coordinate and oversee construction projects, ensuring milestones are achieved.
2. Study drawings/specifications, identify discrepancies, and report to relevant authorities.
3. Conduct regular site inspections to ensure compliance with standards and safety regulations.
4. Review contractor payment applications and assist in processing payments.
5. Ensure contracts, insurance, and bonds are current before work begins.
6. Support final inspections, documentation, and project completion processes.
7. Evaluate contractor suggestions and assist stakeholders in decision-making.
8. Ensure all projects are inclusive and friendly to persons with disabilities.

Minimum Qualifications:

- Degree/Diploma in Civil Engineering (Building & Construction).
- At least 2 years progressive work experience.
- Strong analytical, communication, and record-keeping skills.

Position: ICT Officer –

Duties and Responsibilities

1. Maintain computer systems, troubleshoot technical issues, and implement ICT security.
2. Manage databases, ensure regular backups, and safeguard organizational data.
3. Update and maintain constituency website, social media pages, and digital project records.
4. Provide ICT support and training to staff, ensuring efficient service delivery.
5. Test and evaluate new hardware/software, recommend upgrades.
6. Maintain bulletin board with updated project photos and information.
7. Develop and maintain multiple backup options for all departmental data.
8. Portray a professional, customer-focused image and communicate proactively with users.

Minimum Qualifications:

- Bachelor's Degree in Computer Science or Diploma in ICT.
- At least 2 years progressive work experience.
- Strong analytical, communication, and interpersonal skills.

Position: Procurement Assistant

Duties and Responsibilities

- Assist in preparation and implementation of procurement plans.
- Support tendering processes in line with the Public Procurement and Asset Disposal Act.
- Maintain accurate procurement records and documentation.
- Ensure compliance with procurement regulations and guidelines.
- Liaise with suppliers and service providers to ensure timely delivery of goods and services.
- Update and maintain the PPIP (Public Procurement Information Portal) regularly.
- Assist in preparation of standard tender documents in accordance with PPRA guidelines.
- Prepare procurement reports and submit them to relevant authorities.
- Monitor supplier performance and contract implementation.

Minimum Qualifications

- Diploma in Procurement, Supply Chain Management, or related field (Bachelor's degree is an added advantage).
- Professional certification (e.g., KISM, CIPS) is desirable.
- At least 2 years of relevant experience in procurement or supply chain management.
- Knowledge of procurement laws and procedures in Kenya.
- Strong organizational and communication skills

This role demands a detail-oriented and proactive individual who can handle financial responsibilities, comply with regulations, and maintain effective communication across various departments. **CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION**

