



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service"*

### Our Mission

*"To transform the public service for efficient and effective service delivery"*

## DECLARATION OF VACANCIES - NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND (NG-CDF) BOARD

Pursuant to the provisions of Section 19A (1) of National Government Constituency Development Fund (NG-CDF) Act of 2023, the Public Service Commission invites applications from suitably qualified persons to be considered for appointment as Member- NG-CDF.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

### Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful applicants will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) The names of shortlisted candidates shall be published on the Commission's website;
- (vi) Shortlisted candidates will be required to present originals of the following documents during the interviews:
  - (a) National Identity Card;
  - (b) Academic and Professional Certificates and transcripts;
  - (c) Commission for University Education (CUE) Recognition/Equation Certificate for Degrees, Diplomas or Certificates awarded by foreign universities and institutions;
  - (d) Police Clearance Certificate;
  - (e) Dully executed Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form;
  - (f) Higher Education Loans Board (HELB) clearance;
  - (g) Kenya Revenue Authority (KRA) Tax Compliance Certificate; and
  - (h) Clearance from a reputable Credit Referencing Bureau (CRB) and
  - (i) Any other supporting documents and testimonials.
- (vii) Public Servants are **NOT** eligible to apply.
- (viii) It is a criminal offence to present fake certificates/documents.
- (ix) **Beware of fraudsters soliciting for bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fee for job applications, shortlisting, interviews or appointments.**

**MEMBER OF THE NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND  
(NG-CDF) BOARD – FOUR (4) POSTS- V/NO. 82/2025**

**Terms of Service**

- (a) Three (3) years contract (renewable once); and
- (b) Remuneration and Benefits- (Sitting allowance, Daily Subsistence Allowance, Personal Accident and Medical cover) will be based on guidelines provided by the Government.

**Requirements for appointment**

For appointments to this position, a candidate must:

- a) be a Kenyan Citizen;
- b) possess qualification in any of the following fields, Finance, Accounting, Engineering, Economics, Community Development, Public Affairs, Project Management, Education, Security or Law; and
- c) meet the requirement of Chapter Six of the Constitution.

**Functions of the Board**

**The functions of the Board include to:**

- (i) allocate funds for every constituency in each financial year in accordance with section 34 of the NG-CDF Act with the approval of the relevant Committee of the National Assembly;
- (ii) consider project proposals submitted from various constituencies in accordance with the Act and approve for funding project proposals that are consistent with the Act;
- (iii) ensure timely and efficient disbursement of funds to every constituency;
- (iv) ensure efficient management of the Fund;
- (v) co-ordinate the implementation of projects at the inter-constituency level;
- (vi) make regulations to better implement the provisions of the NG-CDF Act.
- (vii) receive and address complaints that may arise from the implementation of the Act;
- (viii) encourage best practices in the implementation of projects;
- (ix) administer the funds and assets of the Board in such manner and for such purpose as shall promote the best interest of the Board;
- (x) appoint such officers and other staff as are necessary for the proper management of the Fund and discharge of the Board's functions under the Act;
- (xi) perform duties as a member of Committee(s) of the Board;
- (xii) make official or impromptu visits to projects at such times, as the Board may deem appropriate; and
- (xiii) perform such other duties as the Board may deem necessary from time to time for the proper management of the Fund.

Applications should reach the Commission **on or before 1<sup>st</sup> July, 2025 latest 5.00 p.m. (East African Time)**

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**