

EXTERNAL JOB VACANCIES

The National Construction Authority (NCA) is a regulatory State Corporation mandated to oversee the construction industry and coordinate its development.

The Authority is seeking to recruit - a General Manager Compliance, Enforcement and Quality Assurance; a General Manager, Human Resources & Administration; a Manager Accreditation and Certification; a Manager Field Services; and a Manager, National Construction Fund.

Successful candidates must be dynamic, self-driven and results-oriented professionals with a high degree of integrity in order to achieve our corporate objectives.

GENERAL MANAGER, COMPLIANCE, ENFORCEMENT AND QUALITY ASSURANCE, JOB GRADE NCA 2, ONE (1) POST. REF. NCA01/2025/1.

1. Duties and Responsibilities.

These will entail: -

- i. Coordinating the development, implementation and review of policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans and programmes on compliance, enforcement, occupational safety and health and quality assurance;
- ii. Spearheading provision consultancy and advisory services with respect to compliance and quality assurance;
- iii. Ensuring quality assurance in the construction industry;
- iv. Overseeing standardization and improvement of construction techniques and materials;
- v. Overseeing regulation of contractors' professional undertakings;
- vi. Ensuring other regulatory requirements by other agencies in the construction industry are adhered to;
- vii. Overseeing development, review and publication of the code of conduct for the construction industry;
- viii. Ensuring implementation of standards for the design, construction, operation, inspection and maintenance of construction works;
- ix. Ensure implementation of standards for infrastructure services, works and disaster management at a construction site;
- x. Ensuring implementation of standards for the safety and security of the users and occupants of a building;
- xi. Ensuring products, elements and systems conform to statutory requirements and standards;

- xii. Spearheading preparation and implementation of business continuity plan for the directorate;
- xiii. Ensuring maintenance of a Risk Management Register for the directorate;
- xiv. Promoting Business Process Re-engineering (BPR) at the directorate; and
- xv. Facilitating stakeholder engagement and foster corporate culture that promotes ethical practices and good corporate citizenship.
- xvi. Providing technical advice on matters relating to chemical and physical behavior of materials;
- xvii. Overseeing testing services using non-destructive test methods for structural and mechanical integrity of structures;
- xviii. Providing laboratory test results to support investigations and prosecution cases;
- xix. Coordinating identification, evaluation and control hazardous factors in the construction sites which may affect the safety and health of persons employed in the construction industry;
- xx. Overseeing investigation of occupational accidents, dangerous occurrences and cases of occupational diseases with a view to preventing recurrence in the construction industry;
- xxi. Overseeing inspection of construction works;
- xxii. Overseeing provision of one stop shop for all services offered in the construction industry to all clients and stakeholders; and
- xxiii. Overseeing registration of all projects and payments of construction levies.

2. Requirements for Appointment

- i. Cumulative service period of fifteen (15) years' work experience, five (5) of which should have been in a management position or a in a comparable position;
- ii. Bachelor's Degree in any of the following: - Engineering, Architecture, Quantity Surveying, Construction Management or its equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following fields: - Engineering, Architecture, Quantity Surveying, Construction Management or equivalent qualification from a recognized institution;
- iv. Membership to any of the following; Architectural Association of Kenya (AAK), Institute of Quantity Surveyors of Kenya (IQSK), Institution of Engineers of Kenya (IEK), Institute of Construction Project Managers (ICPM), Association of Construction Managers of Kenya (ACMK), or relevant professional body and in good standing;
- v. Registration as a professional to any of the following regulatory bodies: Board of Registration of Architects & Quantity Surveyors (BORAQS), Engineers Board of Kenya (EBK) or relevant professional regulatory body under the relevant law;
- vi. Valid professional practicing license;
- vii. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Demonstrated managerial, administrative and professional competence in work performance and results; and
- x. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to NCA's mandate.

3. Tenure of office

Appointment to this position will be on contracts of five (5) years renewable once subject to performance and retirement age.

**GENERAL MANAGER, HUMAN RESOURCE AND ADMINISTRATION, JOB
GRADE NCA 2, ONE (1) POST.
REF. NCA02/2025/2.**

1.Duties and Responsibilities

These will entail: -

- i. Overseeing development, implementation and review of policies, strategies, frameworks, work plans, legislations, guidelines, procedures, regulations, norms, standards and programmes for the directorate;
- ii. Overseeing recruitment and selection process in the Authority;
- iii. Ensuring establishment, institutionalization and updating of knowledge management repository for the Authority;
- iv. Overseeing human resource training and development programmes;
- v. Overseeing the development, implementation and review of performance management system;
- vi. Ensuring effective and prudent implementation of compensation and benefits schemes;
- vii. Overseeing implementation of human resource management rules and regulations in compliance with labour laws;
- viii. Facilitating development, maintenance and updating of human resource management information system;
- ix. Ensuring effective and efficient management and administration of payroll;
- x. Promoting cordial employee relations, values and work ethics in the Authority;
- xi. Spearheading development and management of staff welfare schemes including medical cover, Group Life insurance and Group Personal Accident schemes;
- xii. Overseeing maintenance of office buildings and facilities;
- xiii. Facilitating maintenance, repair and safeguard of the organization's assets;
- xiv. Overseeing planning of appropriate office accommodation and layout to ensure optimal usage of space;
- xv. Spearheading emergency operations and contingency plans;
- xvi. Facilitating provisions of security services;
- xvii. Initiating and overseeing management of contracts involving cleaning, security, maintenance and utility services;
- xviii. Ensuring effective and efficient management of fleet;
- xix. Overseeing management of central services including, transport, security and records management, office administrative services;
- xx. Ensuring compliance with human resource statutory and regulatory requirements;
- xxi. Overseeing occupational safety and health at workplace;
- xxii. Spearheading employee satisfaction survey for the Authority;
- xxiii. Facilitating customer satisfaction survey for the services offered in the directorate;
- xxiv. Advising the CEO on mitigating measures for addressing risks;
- xxv. Ensuring business continuity plans are developed and operational for the directorate;
- xxvi. Initiating and implementing Business Process Re-engineering (BPR) in the directorate;
- xxvii. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xxviii. Spearheading the development and implementation of the directorate's strategic plans, budgets and performance contract; and
- xxix. Managing, mentoring, coaching and developing staff in the directorate.

2.Requirements for Appointment

- i. Cumulative service period of fifteen (15) years' work experience, five (5) of which should have been in a management level or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Management, Public Administration, Political Science, Transport and Logistics or equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Human Resource Management, Public Administration, Business Management, Transport and Logistics or its equivalent qualification from a recognized institution;
- iv. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to IHRM or relevant professional body and in good standing;
- vi. Valid practicing license;
- vii. Proficiency in computer applications;
- viii. Fulfilled the requirements of Chapter Six of the Constitution;
- ix. Demonstrated a high degree of professional competence, managerial and administrative capability as reflected in work performance and results; and
- x. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to human resource and administration function.

3. Tenure of office

Appointment to this position will be on contracts of five (5) years renewable once subject to performance and retirement age.

MANAGER, ACCREDITATION AND CERTIFICATION, JOB GRADE NCA 3, ONE (1) POST.

REF. NCA03/2025/3.

1. Duties and Responsibilities

These will entail: -

- i. Coordinating development, implementation and review of policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards and programs on accreditation and certification;
- ii. Providing consultancy and advisory services in regards to accreditation and certification;
- iii. Spearheading development, implementation and review of evaluation criteria for accreditation of skilled construction workers and site supervisors;
- iv. Evaluating applications for accreditation of skilled construction workers and site supervisors;
- v. Coordinating development, implementation and review of the criteria for determination of fees or any other applicable charges relating to accreditation;
- vi. Coordinating accreditation and certification of skilled construction workers and construction site supervisors;
- vii. Advising on mitigating measures for addressing risks;
- viii. Ensuring business continuity plans are developed and operational;
- ix. Initiating and implementing Business Process Re-engineering (BPR) in the department;
- x. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship; and
- xi. Managing, mentoring, coaching and developing staff.

2. Requirements for appointment.

- i. Cumulative service period of fifteen (15) years' work experience, three (3) of which should have been in a management position or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: - Engineering, Architecture, Quantity Surveying, Construction Management or its equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Engineering, Architecture, Quantity Surveying, Construction Management or its equivalent qualification from a recognized institution;
- iv. Membership to any of the following: Architectural Association of Kenya (AAK), Institute of Quantity Surveyors of Kenya (IQSK), Institution of Engineers of Kenya (IEK), Institute of Construction Project Managers (ICPM), Association of Construction Managers of Kenya (ACMK), or relevant professional body and in good standing;
- v. Registration as a professional to any of the following regulatory bodies: Board of Registration of Architects & Quantity Surveyors (BORAQS), Engineers Board of Kenya (EBK) or relevant professional regulatory body under the relevant law;
- vi. Valid professional practicing license;
- vii. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications.
- ix. Demonstrated managerial, administrative and professional competence in work performance and results; and

- x. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to NCA's mandate.

3. Tenure of office

Appointment to this position will be on permanent terms.

MANAGER, FIELD SERVICES, JOB GRADE NCA 3, THIRTEEN (13) POSTS. REF. NCA04/2025/4.

1. Duties and responsibilities.

These will entail:

- i. Coordinating the development, implementation and review of policies, strategies, legislations, guidelines, frameworks, norms, regulations, plans, standards, systems procedures, manuals and programmes on field services;
- ii. Spearheading inspection of construction works;
- iii. Coordinating provision of one stop shop for all services offered in the construction industry to all clients and stakeholders;
- iv. Spearheading registration of all projects and payments of construction levies;
- v. Ensuring implementation of standards for the design, construction, operation, inspection and maintenance of construction works;
- vi. Coordinating enforcement of the Building Code;
- vii. Ensuring that all projects are duly registered and the necessary construction levies are paid;
- viii. Evaluating and recommending applications for registration and categorization of contractors;
- ix. Evaluating applications for accreditation of skilled construction workers and site supervisors;
- x. Promoting establishment or expansion of companies, corporations or other bodies to carry on any activities related to construction either under the control or partial control of the Authority or independently;
- xi. Facilitating Continuous Professional Development (CPD) of contractors and Continuous Technical Development (CTD) for skilled construction workers and site supervisors;
- xii. Spearheading implementation of standards for infrastructure services, works and disaster management at a construction site;
- xiii. Spearheading implementation of standards for the safety and security of the users and occupants of a building;
- xiv. Promoting preventative safety culture through the national Occupational Safety and Health awards system, training and awareness creation programs on occupational safety and health in the Authority;
- xv. Ensuring regulation of contractors' professional undertakings;
- xvi. Providing consultancy and advisory services with respect to field services;
- xvii. Coordinating the development of lists for skilled construction workers and construction site supervisors;
- xviii. Promoting utilization of local content in the development of construction industry;
- xix. Coordinating the development of training programmes for public and private accredited training centres for skilled construction workers and construction site supervisors;
- xx. Ensuring quality assurance in the construction industry;
- xxi. Coordinating field services;
- xxii. Advising on mitigating measures for addressing risks;
- xxiii. Ensuring business continuity plans are developed and operational;
- xxiv. Initiating and implementing Business Process Re-engineering (BPR);
- xxv. Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xxvi. Ensuring prudent of resources; and
- xxvii. Managing, mentoring, coaching and developing staff in the department.

2. Requirements for appointment.

- i. Cumulative service period of fifteen (15) years' work experience, three (3) of which should have been in a management position or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: - Engineering, Architecture, Quantity Surveying, Construction Management or its equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Engineering, Architecture, Quantity Surveying, Construction Management or its equivalent qualification from a recognized institution;
- iv. Membership to any of the following: Architectural Association of Kenya (AAK), Institute of Quantity Surveyors of Kenya (IQSK), Institution of Engineers of Kenya (IEK), Institute of Construction Project Managers (ICPM), Association of Construction Managers of Kenya (ACMK), or relevant professional body and in good standing;
- v. Registration as a professional to any of the following regulatory bodies: Board of Registration of Architects & Quantity Surveyors (BORAQS), Engineers Board of Kenya (EBK) or relevant professional regulatory body under the relevant law;
- vi. Valid professional practicing license;
- vii. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- viii. Proficiency in computer applications.
- ix. Demonstrated managerial, administrative and professional competence in work performance and results; and
- x. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to NCA's mandate.

3. Tenure of office

Appointment to this position will be on permanent terms.

MANAGER, NATIONAL CONSTRUCTION FUND, JOB GRADE NCA 3, ONE (1) POST.

REF. NCA05/2025/5.

1. Duties and responsibilities.

These will entail:

- i. Overseeing management of the budgetary provision for the Fund by the Government;
- ii. Coordinating consolidation of revenue from charges levied on contractors on services given by the Authority;
- iii. Overseeing the management of the assets as may accrue in the course of exercising the powers or performance of the functions of the Fund under the National Construction Authority Act or under any other written law;
- iv. Coordinating management of all proceeds from the levy imposed under section 26 of the Act;
- v. Overseeing accounting for all moneys from any other source provided for or donated or lent to the Authority;
- vi. Reporting on all receipts, savings and accruals for the Fund and the balance of the Fund at the end of the financial year; and
- vii. Controlling expenditure from the Fund incurred by the Authority in the exercise of its powers or the performance of its functions; and
- viii. Recommending on mitigating measures for addressing risks.

2. Requirements for Appointment.

- i. Cumulative service period of fifteen (15) years' work experience, three (3) of which should have been in a management position or in a comparable position;
- ii. Bachelor's degree in any of the following disciplines: - Commerce, Accounting, Finance, Business Management, Business Administration or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Commerce, Accounting, Finance, Business Management, Business Administration or equivalent qualification from a recognized institution;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body;
- vi. Certified Public Accountant (CPA K) by Kenya Accountants and Secretaries Examination Board (KASNEB) or relevant qualification from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Demonstrated managerial, administrative and professional competence in work performance and results; and
- ix. Exhibited a thorough understanding of national goals, policies and ability to relate them to the mandate of NCA

REMUNERATION

Attractive remuneration will be paid for all the positions.

HOW TO APPLY

Interested applicants should submit their applications through the Authority's recruitment portal: <https://recruitment.nca.go.ke> AND send to the following email recruitment@nca.go.ke duly signed application letter and detailed curriculum vitae ONLY.

Applications to be addressed to:

**The Executive Director
National Construction Authority
P.O Box 21046-00100
Nairobi.**

Applications should be received not later than **25th July 2025** by **23:59 hours**. Only shortlisted candidates will be contacted.

Requirements in line with Chapter Six of the Constitution of Kenya

Successful candidates will be required to satisfy requirements of Chapter Six of the Constitution of Kenya including; -

- i. Certificate of Good Conduct from Director of Criminal Investigation;
- ii. Clearance Certificate from Higher Education Loans Board;
- iii. Tax Compliance Certificate from Kenya Revenue Authority;
- iv. Clearance from Ethics and Anti-Corruption Commission;
- v. Report from an approved Credit Reference Bureau; and
- vi. Clearance from Director of Public Prosecution.

“National Construction Authority is an Equal Opportunity Employer (EOE) committed to diversity and gender equality. Persons with disabilities and from disadvantaged groups are encouraged to apply”. Canvassing will lead to automatic disqualification.

