



## **CALL FOR ISK COUNTY COORDINATORS**

The Institution of Surveyors of Kenya (ISK) is pleased to announce the opportunity for interested Members to apply for the position of ISK County Coordinators in all counties, excluding **Nairobi, Nakuru, Mombasa, and Kisumu**. The ISK County Coordinators will serve for a period of 2 years with the possibility of renewal

The ISK County Coordinators will serve as a key representative for ISK in their respective Counties, facilitating communication, membership engagement, and coordination of activities in conjunction with the Branch Chairs and the ISK CEO. This role is critical in enhancing the visibility and influence of ISK at the county level, fostering partnerships with local stakeholders, and supporting the institution's strategic goals.

### **1. Qualification**

For one to be appointed as the ISK County coordinator, the member:

- a) Must be a Full Member or a Graduate Member in cases where there is no Full Member or a Technician Member where there is no Graduate Member;
- b) Should have a Certificate of Good Standing
- c) Must be a resident in the County one is applying to be a coordinator;
- d) Should have an average of 50 CPD points for the last three years;
- e) Should sign a declaration that s/he does not have or is not undergoing any disciplinary action by ISK, any regulatory boards, or any other Professional Body;

### **2. Functions**

The ISK County Coordinators shall:

- a) Coordinate activities of ISK at the county in liaison with the relevant Branch Chair and/or ISK CEO;
- b) Gather relevant information and advice the Branch Chair or ISK CEO;
- c) Represent ISK at functions within the county in conjunction with the Branch Chair or ISK CEO;



- d) Provide monthly reports of activities undertaken;
- e) Attend meetings when called upon by the Branch Chair and/or ISK CEO.

### **3. Benefits**

The following shall be the benefits of being an ISK County coordinator

- a) Earn a Maximum of 50 CPD points per year as per guidelines issued by the ISK Council;
- b) Issued with a Certificate of Service; and
- c) Pay 50% of the cost of activities hosted by the relevant ISK Branch.

### **4. Application**

Anyone interested in being an ISK Coordinator should apply by sending a letter to the CEO/Secretary to the ISK Council attaching the relevant documents through [recruitments@isk.or.ke](mailto:recruitments@isk.or.ke) by 5:00 pm on **12<sup>th</sup> September 2025**. The applicants should submit the following documents:

1. Letter of application;
2. Curriculum Vitae (CV);
3. Copy of ISK Membership Certificate;
4. Copies of Relevant Academic Certificates;
5. Current Certificate of good standing;
6. A signed declaration form on no disciplinary action; and
7. A copy of identification documents.