



NG-CDF BOARD

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT
FUND BOARD

TINDERET CONSTITUENCY

NEXT TO THE DEPUTY COUNTY COMMISSIONER OFFICE
ALONG KUPERE - METEITEI ROAD AFTER MARABA CENTRE
P.O BOX 200-30301
NANDI HILLS, KENYA

Email: cdftindiret@cdf.go.ke | Website: www.ngcdf.go.ke

RE-RECRUITMENT OF TINDERET NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND COMMITTEE (NG-CDFC) STAFF

DATE: 17/08/2026

The National Government Constituencies Development Fund (NG-CDF) is established through an Act of parliament, the NG-CDF Act 2015 and NG-CDF Regulations 2016.

The main purpose of the Fund is to enhance infrastructural and socio-economic development at the constituency level in order to reduce poverty through implementation of community projects

The Fund is managed by the National Government CDF Board at the National level and the NG-CDF committees at the constituency level.

ADVERT NO. TINDERET NG-CDFC 01/2026/2027

Tinderet NG-CDFC seeks applications from qualified experienced, dynamic and highly motivated candidates to fill the following position in its offices based at Maraba Sub-county offices.

POSITION: Records Management Officer-Scale CSG 12.

QUALIFICATIONS AND COMPETENCES

- i. Be a Kenyan citizen
- ii. A minimum of Kenya certificate of secondary Education c-(Minus) or equivalent.
- iii. A minimum of Diploma in records management from a recognized institution.
- iv. At least two years of progressive work experience.
- v. Computer knowledge will be added advantage.
- vi. Satisfy the Requirements of Chapter Six of the constitution of Kenya 2010.
- vii. Able to work independently with minimal supervision.
- viii. Priority may be given to the candidate originating from Tinderet Constituency.

TERMS AND CONDITIONS OF SERVICE

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

NG CDFC is an equal opportunity employer and encourages all gender and persons with disability to apply.

Vision: Equitable social-economic development countrywide



ISO 9001:2008 Certified

Interested candidates are encourage 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 address of 3 referees so as to reach the undersigned on or before **1st September 2026**.

NOTE: Only shortlisted candidates will be contacted.

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

The Fund Account Manager
National Government Constituencies Development Fund
Tinderet Constituency
P.O Box 200-30301
NANDI HILLS

The application can be sent through postage or hand delivered at NG-CDF Tinderet Offices Located at Maraba between 8am and 5pm, so as to reach the above by **1st September 2026**.



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