



National Government Constituencies Development Fund
Westlands Constituency
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REF: WNG-CDF/HR/VAC/001/2026

31st July, 2026

VACANCY ANNOUNCEMENT

Westlands NG-CDF invites applications from qualified, competent, and self-motivated individuals to fill the following positions:

1. Records Officer (1 Position)

Minimum Qualifications:

- Diploma or Bachelor's Degree in Records Management, Information Management, Information Science, Library Science, Archives and Records Management, or a related field.
- Proficiency in computer applications.
- Knowledge of records management procedures and filing systems.
- Strong organizational and communication skills.
- Relevant work experience will be an added advantage.

2. Clerk of Works (1 Position)

Minimum Qualifications:

- Diploma or Bachelor's Degree in Building Technology, Civil Engineering, Construction Management, Quantity Surveying, Architecture, or a related field.
- At least three (3) years relevant experience in construction supervision.
- Ability to interpret construction drawings and specifications.
- Knowledge of occupational safety and health standards.
- Strong report-writing and communication skills.

Application Procedure

Interested candidates should submit an application letter, detailed CV, copies of academic and professional certificates, copy of National ID, and relevant testimonials.

Applications should be addressed to:

The Fund Account Manager
Westlands NG-CDF
Nairobi

Applications must be received on or before **14th August 2026** at 5.00 p.m at the NG-CDF Office. Only shortlisted candidates will be contacted.
Westlands NG-CDF is an Equal Opportunity Employer.

Fund Account Manager

FUND ACCOUNT MANAGER

NG-CDF

Westlands NG-CDF

WESTLANDS CONSTITUENCY