



VACANT POSITIONS IN THE NATIONAL CONSTRUCTION AUTHORITY

Our Vision

'A well-Coordinated and Developed Construction Industry'

Our Mission

'To Regulate, Streamline and Build Capacity in the Construction Industry for Sustainable Socio-economic Development'

Applications are invited from qualified candidates for the positions shown below:

SN	POSITION	JOB REF. NO	JOB GRADE	NO. OF POSTS	TERMS OF SERVICE
1.	General Manager - Corporate Services	NCA 02/2017/1	C2	1	3 year renewable contract
2.	Assistant Manager, Registration	NCA 02/2017/2	C4	2	Permanent
3.	Assistant Manager, Compliance	NCA 02/2017/3	C4	2	Permanent
4.	Assistant Manager, Research & Capacity Building	NCA 02/2017/4	C4	2	Permanent
5.	Senior Compliance Officer	NCA 02/2017/5	C5	14	Permanent
6.	Senior HR Officer	NCA 02/2017/6	C5	1	Permanent
7.	Senior Corporate Strategy & Planning Officer	NCA 02/2017/7	C5	1	Permanent
8.	Senior Quality Assurance Officer	NCA 02/2017/8	C5	1	Permanent
9.	Senior Research & Capacity Building Officer	NCA 02/2017/9	C5	4	Permanent
10	Senior ICT Officer	NCA 02/2017/10	C5	1	Permanent
11.	Compliance Officer I	NCA 02/2017/11	C6	12	Permanent
12.	Compliance Officer II	NCA 02/2017/12	C7	5	Permanent

1. GENERAL MANAGER CORPORATE SERVICES, GRADE C2 - ONE (1) POSTS - NCA 02/2017/1

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A minimum of ten (10) years relevant experience in a comparable organization in either public or private sector, three (3) of which should have been at the grade of Manager grade C3 or its equivalent in either: Human Resource, Administration, Finance, Accounts, Supply Chain Management, Legal, Corporate Strategy or ICT Services for a period of at least three (3) years;
- ii. Bachelors degree in Finance, Accounting, Human Resource, Computer Science/Information Communication Technology, Supply Chain Management, Law, Economics or any other relevant social science degree from a recognized institution;
- iii. Masters degree in the respective disciplines or Business Administration or any other equivalent and relevant qualification from a recognized Institution;
- iv. Membership with a relevant and recognized professional body;
- v. Demonstrated a high degree of professional competence, administrative capacity required for effective planning, directing, controlling and coordinating corporate services programmes.
- vi. A thorough understanding of National goals, policies and programmes and the ability successfully play part in their implementation.

NOTE: Possession of a strategic leadership course from a recognized institution will be considered an added advantage

Duties and Responsibilities

An officer at this level will be deployed at the headquarters.

Specific duties and responsibilities include:

- i. Oversee formulation, implementation and review of policies and strategies on Finance Human Resource Management, Administration, Accounts, ICT, Supply Chain Management, Legal, strategy and Corporate Communications;
- ii. Oversee the implementation of the departments' strategic objectives;
- iii. Overall co-ordination of activities in Finance, Human Resource Management, Administration, Accounts, ICT, Supply Chain Management, Legal, Strategy and Corporate Communications including asset management;

- iv. Ensure the department achieves targets as set out in the performance contract and other instruments;
- v. Ensure operational accountability and transparency within the department;
- vi. Oversee the annual budgeting process for the Authority;
- vii. Oversee development of resource mobilization strategies for the Authority to fund its operations and ensure the financial sustainability;
- viii. Ensure staff are facilitated with the necessary ICT working tools and infrastructure;
- ix. Oversee provision and maintenance of a conducive working environment;

**2. ASSISTANT MANAGER, REGISTRATION , GRADE C4 - TWO (2) POSTS - NCA
02/2017/2**

For appointment to this grade, a candidate must have:

- i. A minimum of six (6) years relevant experience, three (3) of which should have been at the grade of Senior Registration Officer grade C5 or in a comparable and relevant position;
- ii. Bachelors degree in any of the following disciplines; Engineering, Architecture, Building Economics, Quantity Surveying, Construction Management or its equivalent and relevant qualification from a recognized Institution;
- iii. Masters degree in Engineering, Architecture, Building Economics, Construction Management, Business Administration or its equivalent and relevant qualification from recognized Institution;
- iv. Current membership with a relevant professional body and holder of the current valid annual practicing license;
- v. Registered with local and relevant statutory professional body and holder of a valid annual practicing license;

NOTE: A certificate in senior management course lasting not less than four (4) weeks from recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters or regional offices.

Specific duties and responsibilities at the headquarters include:

- i. Initiate development, review and monitor implementation of policies, strategies and procedures relating to registration of projects, contractors, skilled construction work and site supervisors
- ii. Initiate formulation and implementation of relevant policies, strategies and procedures
- iii. Initiate development of work plans, procurement plans and budget for the department
- iv. Development of departmental work plans, procurement plan and budget;
- v. Prepare certificates for registration of contractors and construction projects;

- vi. Participate in the design and review of evaluation criteria or tools for registration contractors;
- vii. Planning, scheduling and distribution of work to other officers under him/her;
- viii. Supervision, training and capacity building of staff under him/her;

Specific duties and responsibilities at the regional office include:

- i. Liaise with the County Governments and other relevant agencies in the respective regional office on all Authority's activities;
- ii. Oversee registration of contractors including timely issuance of registration document and renewal of registration;
- iii. Oversee and coordinate accreditation of construction workers and construction site supervisors in the region;
- iv. Prepare, coordinate and execute quality assurance in construction activities in the region and ensure compliance with the code of conduct;
- v. Oversee and coordinate research, business development, training and capacity building of contractors, construction workers and construction site supervisors in the region;
- vi. Oversee collection of relevant levies and fees;
- vii. Ensure proper utilization and management of the Authority's resources such as financial human capital and assets in the respective region;

**3. ASSISTANT MANAGER, COMPLIANCE, GRADE C4 - TWO (2) POSTS - NCA
02/2017/3**

For appointment to this grade, a candidate must have:

- i. A minimum of six (6) years relevant experience, three (3) of which should have been at the grade of Senior Compliance Officer grade C5 or in a comparable and relevant position;
- ii. Bachelors degree in any of the following disciplines; Engineering, Architecture, Building Economics, Quantity Surveying, Construction Management or its equivalent and relevant qualification from a recognized Institution;
- iii. Masters degree in Engineering, Architecture, Building Economics, Construction Management, Business Administration or its equivalent and relevant qualification from recognized Institution;
- iv. Current membership with a relevant professional body and holder of the current valid annual practicing license;
- v. Registered with local and relevant statutory professional body and holder of a valid annual practicing license;

NOTE: A certificate in senior management course lasting not less than four (4) weeks from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters or regional offices.

Specific duties and responsibilities at the headquarters include:

- i. Initiate development, review and monitor implementation of policies, strategies and procedures relating to registration of projects, contractors, skilled construction workers and site supervisors
- ii. Initiate development of work plans, procurement plans and budget for the department
- iii. Development of departmental work plans, procurement plan and budget;
- iv. Conduct compliance checks on all kinds of construction works and recommend appropriate action;
- v. Review all correspondence between the project consultants and contractors for cases under investigation or are suspicious;
- vi. Investigate allegations of contravention of the Code of Conduct for the Construction Industry;
- vii. Establish if there is sufficient grounds and the Authority's jurisdiction to investigate complaints or suspicion;
- viii. Undertake investigation on complaints and suspicion on non-compliance and prepare reports on findings and recommendations;
- ix. Ensure compliance with the Code of Conduct for the Construction Industry and other relevant regulations; and
- x. Provide information and respond to inquiries from stakeholders;

Specific duties and responsibilities at the regional office include:

- i. Liaise with the County Governments and other relevant agencies in the respective regional office on all Authority's activities;
- ii. Oversee registration of contractors including timely issuance of registration document and renewal of registration;
- iii. Oversee and coordinate accreditation of construction workers and construction site supervisors in the region;
- iv. Prepare, coordinate and execute quality assurance in construction activities in the region and ensure compliance with the code of conduct;
- v. Oversee and coordinate research, business development, training and capacity building of contractors, construction workers and construction site supervisors in the region;
- vi. Oversee collection of relevant levies and fees;
- vii. Ensure proper utilization and management of the Authority's resources such as financial human capital and assets in the respective region;

4. ASSISTANT MANAGER, RESEARCH & CAPACITY BUILDING OFFICER, GRADE C4 TWO (2) POSTS) - NCA 02/2017/4

For appointment to this grade, a candidate must have:

- i. A minimum of six (6) years relevant experience, three (3) of which should have been at the grade of Senior Research and Capacity Building Officer grade C5 or in a comparable and relevant position;
- ii. Bachelors degree in either Engineering, Architecture, Building Economics, Quantity Surveying, Construction Management or its equivalent and relevant qualification from recognized Institution ;
- iii. Masters degree in either Engineering, Architecture, Building Economics, Construction Management, Business Administration or its equivalent and relevant qualification from recognized Institution;
- iv. Membership with local and relevant professional body and holder of the current valid annual practicing license;
- v. Registered with local and relevant statutory professional body and holder of a valid annual practicing license;

NOTE: A certificate in senior management course lasting not less than four (4) weeks from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters.

Specific duties and responsibilities include:

- i. Initiate development of work plans, procurement plans and budget for the department;
- ii. Initiate formulation and implementation of policies, strategies and procedures;
- iii. Formulate and refine data collection methodologies and test research instruments;
- iv. Identify research projects and business development opportunities and develop concept papers to justify research and business development;
- v. Conduct capacity building needs analysis and formulate training programs;
- vi. Initiate training and capacity building reports, evaluate training and capacity building programs and make recommendations;

- vii. Maintain a database of CPD programs for contractors and continuous education programs for skilled construction workers and site supervisors;
- viii. Initiate training and capacity building and research and business development budgets;
- ix. Facilitate evaluation of research projects and papers through external peer reviewers and facilitate evaluation of applications by potential peer reviewers;
- x. Facilitate publication and dissemination of research findings;

**5. SENIOR COMPLIANCE OFFICER, GRADE C5 - FOURTEEN (14) POSTS - NCA
02/2017/5**

For appointment to this grade, a candidate must have:

- i. A minimum of three (3) years experience at the grade of Compliance Officer I grade C6 in a comparable and relevant position;
- ii. Bachelor's degree in any of the following disciplines: Engineering, Architecture, Building Economics, Quantity Surveying, Construction Management or its equivalent and relevant qualification from a recognized Institution;
- iii. Membership with relevant professional body such as Architectural Association of Kenya (AAK), Institute of Quantity Surveyors of Kenya (IQSK), Institution of Engineers of Kenya (IEK), Institute of Construction Project Managers (ICPM);

NOTE: A certificate in supervisory skills development course lasting not less than two (2) weeks from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters or regional offices.

Specific duties and responsibilities include:

- i. Conducting quality assurance checks on all kinds of construction works;
- ii. Summarizing the outcome of the quality assurance operations and making recommendations for appropriate action;
- iii. Prepare closure notices for non-compliance sites;
- iv. Follow up on non-compliant construction sites to ensure corrective actions;
- v. Recommend lifting of closure notices on compliance;
- vi. Initiate reports as appropriate.

**6. SENIOR HUMAN RESOURCE OFFICER, GRADE C5 - ONE (1) POST - NCA
02/2017/6**

For appointment to this grade, a candidate must have:

- i. A minimum of three (3) years experience at the grade of Human Resource Officer: grade C6 or in a comparable and relevant position;
- ii. Bachelors degree in Human Resource management from a recognized institution OR a degree in Social Science and a higher diploma in Human Resource Management;
- iii. Membership with the Institute of Human Resource Management or any other relevant and recognized HR professional body;
- iv. A certificate in computer applications.

NOTE: A certificate in supervisory skills development course lasting not less than two (2) week from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will work under the supervision of a more senior officer. Specific duties and responsibilities for an officer at this level will entail the following:

- i. Compile agenda and minutes for the Human Resource Management Advisory Committee;
- ii. Process decisions of the Human Resource Management Advisory Committee as approved by the Authorized Officer;
- iii. Initiate development and review of Human Resource Management policies;
- iv. Initiate training plans and projections and processing staff training requests;
- v. Process Human Resource management correspondence;
- vi. Initiate departmental monthly, quarterly and annual reports;
- vii. Initiate development of departmental budgets and work plans;
- viii. Participate in coordinating the staff performance appraisal process;
- ix. Carry out operational functions of Human Resource management of limited scope.

**7. SENIOR STRATEGY AND PLANNING OFFICER, GRADE C5 - ONE (1) POST - NCA
02/2017/7**

For appointment to this grade, a candidate must have:

- i. A minimum of three (3) years experience at the grade of Corporate Strategy and Planning Officer I grade C6 or its equivalent;

- ii. Bachelors degree in either Economics, Economics and Mathematics, Economics and Statistics, Finance and Business Administration or its equivalent from a recognized institution;
- iii. Certificate in Project Management from a recognized Institution;
- iv. A certificate in computer applications.

NOTE: A certificate in supervisory skills development course lasting not less than two (2) wee from a recognized institution will be considered an added advantage.

Duties and responsibilities

Specific duties and responsibilities at this grade will entail:

- i. Evaluate and consolidate performance contract reports from the departments;
- ii. Analyze and prioritize issues presented in the Authority's strategic plan;
- iii. Compile and prepare reports on implementation of the Authority's strategic plan;
- iv. Initiate pre-feasibility and feasibility studies;
- v. Participate in monitoring and evaluation of Authority's projects and programmes;
- vi. Analyze departmental performance contract reports and maintain records on performance contract;
- vii. Participate in monitoring and evaluation of the Authority's activities and programs

8. SENIOR QUALITY ASSURANCE OFFICER, GRADE C5 - ONE (1) POST - NCA 02/2017/8

Requirements for Appointment

For appointment to this grade a candidate must have:

- i. A minimum of three (3) years experience at the grade of Research & Capacity Building Officer I grade C6 or in a comparable and relevant position;
- ii. Three (3) years relevant working experience in a construction related environment;
- iii. Bachelor's degree in Engineering, Architecture, Quantity Surveying, Construction Management, Business Management, Project Management or its equivalent qualification from a recognized institution OR a bachelor's degree in any other related field and a diploma in Project Management;
- iv. Certificate in Quality Management Systems (QMS);
- v. Membership with relevant and recognized professional body;
- vi. Registration with relevant professional regulatory body where applicable;

NOTE: A certificate in supervisory skills development course lasting not less than two (2) wee from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters.

Specific duties and responsibilities include:

- i. Develop and document quality assurance standards;
- ii. Conduct and evaluate various quality checks on systems within the Authority;
- iii. Identify areas where policies and procedures need to be developed or improved;
- iv. Execute quality audit procedures as per assigned work schedules;
- v. Develop and review quality audit manuals;
- vi. Evaluate and recommend corrective action when necessary with regard to Authority processes and procedures; and
- vii. Preparation of evaluation reports.

9. SENIOR RESEARCH & CAPACITY BUILDING OFFICER, GRADE C5 - FOUR (4) POSTS - NCA 02/2017/9

For appointment to this grade, a candidate must have:

- i. A minimum of three (3) years experience at the grade of Research & Capacity Building Officer I grade C6 or in a comparable and relevant position;
- ii. Bachelor's degree in any of the following disciplines: Engineering, Architecture, Building Economics, Quantity Surveying, Construction Management or its equivalent and relevant qualification from a recognized Institution;
- iii. Membership with relevant professional body such as Architectural Association of Kenya (AAK), Institute of Quantity Surveyors of Kenya (IQSK), Institution of Engineers of Kenya (IEK), Institute of Construction Project Managers (ICPM);

NOTE: A certificate in supervisory skills development course lasting not less than two (2) weeks from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the headquarters or regional offices.

Specific duties and responsibilities include:

- i. Analyze research and business development data relevant to the construction industry;
- ii. Evaluate training and capacity building project proposals and applications from potential trainers;
- iii. Design training need analysis methodologies and instruments and capacity building programs for the construction industry;
- iv. Review training programs in the construction industry and prepare training and capacity building reports;
- v. Organize training and capacity building seminars and workshops;
- vi. Design data collection methodology and instruments and initiate research studies in the construction industry;

- vii. Collect and collate data on research projects;
- viii. Draft research reports;
- ix. Initiate business case models.

10. SENIOR ICT OFFICER, GRADE C5 - ONE (1) POST - NCA 02/2017/10

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. A minimum of three (3) years experience at the grade of ICT Officer I grade C6 or in a comparable and relevant position
- ii. Bachelor's degree in Computer Science or Information Technology or its equivalent from a recognized university;
- iii. Database certification, systems certification, MCSE, CCNA, database administrator diploma or its equivalent qualification from a recognized institution.

NOTE: A certificate in supervisory skills development course lasting not less than two (2) weeks from a recognized institution will be considered an added advantage.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Carrying out systems analysis, design and programme specifications in liaison with users;
- ii. Participate in developing, implementing and maintenance of systems;
- iii. Ensuring adherence to established ICT standards;
- iv. Compiling overall systems documentation;
- v. Participate in installation, certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vi. Participate in development and maintenance of ICT standards;
- vii. Recommending Hardware/Software specifications for Information Communication Technology equipment;
- viii. Drawing and scheduling preventive maintenance; and
- ix. Assisting in feasibility studies as assigned.

11. COMPLIANCE OFFICER I, GRADE C6 – TWELVE (12) POSTS – NCA 02/2017/11

Requirements for Appointment

Direct appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in either Engineering, Architecture, Building Economics, Construction Management or its equivalent and relevant qualification from a recognized institution;
- OR**
- (ii) A Diploma in either Engineering, Architecture, Building Economics, Quantity Surveying, Construction Management or its equivalent and relevant qualification from a recognized Institution; and a minimum of three (3) years experience at the grade of Compliance Officer II grade C7 or in a comparable and relevant position;
- (iii) Certificate in computer applications.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- (i) Maintain a filing system for non-compliance cases under investigation;
- (ii) Collate data captured during quality assurance site visits;
- (iii) Verify documented detected non-compliance issues in construction projects;
- (iv) Continuous updating of records in the department registry;
- (v) Retrieval of records from the departments registry;
- (vi) Initiate correspondence between the Authority and stakeholders;
- (vii) Mark non-compliant construction projects.

12. COMPLIANCE OFFICER II, GRADE C7 – FIVE (5) POSTS – NCA 02/2017/12

Requirements for Appointment

Direct appointment

For appointment to this grade, a candidate must have:

- i. Diploma in either Engineering, Architecture, Quantity Surveying, Building Economics, Construction Management or its equivalent and relevant qualification from a recognized Institution; and
- ii. Proficiency in computer applications.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Maintaining records of non-compliance cases under investigation;
- ii. Collecting and compiling data during quality assurance site visits; and
- iii. Documenting detected non-compliance issues in construction projects.

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