

## CAREER OPPORTUNITIES

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:

S/ No	Vacant position and job grade	Number of Posts	Terms
1.	General Manager Compliance, Enforcement and Quality Assurance - Grade NCA 2	1	Contract
2.	General Manager, Human Resources & Administration - Grade NCA 2	1	Contract
2.	Manager, Accreditation and Certification – Grade NCA 3	1	Permanent
3.	Manager, Field Services - Grade NCA 3	13	Permanent
4.	Manager, National Construction Fund - Grade NCA 3	1	Permanent

Detailed job descriptions can be accessed from the Authority's website, [www.nca.go.ke](http://www.nca.go.ke).

### **HOW TO APPLY**

Interested applicants should submit their applications through the Authority's recruitment portal: <https://recruitment.nca.go.ke> AND send electronically a duly signed application letter and detailed curriculum vitae **ONLY** to [recruitment@nca.go.ke](mailto:recruitment@nca.go.ke).

Applications to be addressed to:

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

Applications should be received no later than **25<sup>th</sup> 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.***