



EXPRESSION OF INTEREST FOR THE POSITIONS OF KLDA OFFICIALS

The Karen and Langata District Association (KLDA) is a members' association, registered under the Societies Act. The association covers the following areas in Nairobi: i) Magadi Road to the Mbagathi River; ii) along the Mbagathi River to Ololua Ridge; iii) around the western periphery of Ololua area to the City boundary marker on Ngong Road adjacent to the KBC transmitting station; iv) a straight line to the sharp corner in Dagoretti Road; v) a straight line in a north-easterly direction to the Motoine River; vi) along the Mutuini River to the point nearest the north-eastern end of Forest Edge Road and; vii) Forest Edge Road across Langata Road to Magadi Road.

The objectives of the association are: to promote and protect the general interests of the members of the association; work to enhance the quality of life of residents of the area and; to contribute to the development efforts of wider Kenyan society in accordance with the Association's Motto "The Future – Our Responsibility".

KLDA is looking for suitable candidates to fill the positions of Chairman, Vice Chairman, Hon. Secretary and Hon. Treasurer which have fallen vacant.

Position of Chairman

The Chairman is one of the 4 officers and one of the 12 Members of the KLDA Committee. The Chairman holds the following responsibilities:

- i) Provide leadership and direction for the association.
- ii) Be the face of the association.
- iii) Oversight of the day-to-day affairs of the association.
- iv) Chair the KLDA committee meetings.
- v) Attend KLDA sub committee meetings.
- vi) Provide oversight to the KLDA secretariat.
- vii) Liaison with the KLDA Trustees.
- viii) Liaise with respective government authorities on matters of the association in its mandate of serving the members.
- ix) Respond to issues raised members.

Requirements

A suitable candidate should have the following requirements:

- i) Be a resident of Karen-Langata area as described above.
- ii) Be a paid-up member of KLDA for at least the last three years continuously.
- iii) Be a property owner in the Karen Langata area.
- iv) Have a proven track record of institutional leadership and management.

Position of Vice Chairman

The Vice Chairman is one of the 4 officers and one of the 12 Members of the KLDA Committee. The Vice Chairman deputizes the Chairman in the following responsibilities:

- i) Providing leadership and direction for the association.
- ii) Oversight of the day-to-day affairs of the association.
- iii) Chairing the KLDA committee meetings in the absence of the chairman.
- iv) Attending KLDA sub committee meetings.
- v) Liaising with the KLDA trustees.
- vi) Liaising with respective government authorities on matters of the association in its mandate of serving the members.
- vii) Responding to issues raised members.

Requirements

A suitable candidate should have the following requirements:

- i) Be a resident of Karen-Langata as area described above.
- ii) Be a paid-up member of KLDA for at least the last three years continuously.
- iii) Be a property owner in the Karen Langata area.
- iv) Have a proven track record of institutional management.

Position of Hon. Secretary

The KLDA Hon. Secretary is one of the 4 officers and one of the 12 Members of the KLDA Committee. The Hon. Secretary has the following responsibilities:

- i) Be the Hon. Secretary to the KLDA committee.
- ii) Attend and participate in KLDA committee meetings.
- iii) Work with the other officers in running the day-to-day affairs of the association.
- iv) Liaise with respective government authorities on matters of the association in its mandate of serving the members as will be assigned by the KLDA Committee.
- v) Respond to legal matters of the association.
- vi) Keeping the record of all deliberations of the committee.

Requirements

A suitable candidate should have the following requirements:

- i) Be a resident of Karen-Langata as area described above
- ii) Be a paid-up member of KLDA for at least the last three years continuously.
- iii) Be a property owner in the Karen Langata area
- iv) Be a lawyer and experience in institutional legal matters and/or secretarial services

Position of Hon. Treasurer

The KLDA Hon. Treasurer is one of the 4 officers and one of the 12 Members of the KLDA Committee.

The Hon. Treasurer has the following responsibilities:

- i) Preparation of annual budget for the association.
- ii) Preparation of the monthly, quarterly financial reports.
- iii) Preparation of annual accounts.
- iv) Working with the auditors to carry out the annual audit of the association.
- v) Working with the other officers in running the day-to-day affairs of the association.
- vi) Attending and participate in KLDA committee and sub committee meetings.

Requirements

A suitable candidate should have the following requirements

- i) Be a resident of Karen-Langata area as described above
 - ii) Be a paid-up member of KLDA for at least the last three years continuously.
 - iii) Be a property owner in the Karen Langata area.
 - iv) Be a professional in accounting and have a track record as an institutional accountant.
- The association is looking for persons of high integrity, with the passion to serve the community.
 - KLDA is an association of equal opportunities for people of all gender.

The expression of interest should include:

- i) Full Names.
- ii) Post Office address.
- iii) Email address.
- iv) Cell phone number.
- v) One or two paragraphs of personal profile.

The Expression of Interest should be sent to the Chairman, KLDA, P.O. Box 15226-00509, Nairobi, Email address ViceChairman@klda.or.ke before 10th of March 2022.

THE SHORT-LISTED CANDIDATES WILL BE SUBJECTED TO AN ELECTION PROCESS DURING THE AGM TO BE HELD ON 23RD OF MARCH 2022.

ALL MEMBERS OF THE KLDA COMMITTEE INCLUDING THE OFFICIALS SERVE THE ASSOCIATION ON A PRO BONO BASIS WITH NO REMUNERATION.

21/02/2022.