



**VACANT POSITION: ASSISTANT MANAGER/ACCOUNTS: VACANCY
NO: 1/2016**

The NEPAD Kenya Secretariat wishes to recruit a competent and qualified Assistant Manager to Head its Accounts unit.

Particulars of the Position are:-

(a) Duties and Responsibilities

The duties at this level will include:-

- (i) Providing advisory services to Departmental heads and other stakeholders on all financial matters in NEPAD;
- (ii) Participating and providing advice as expected of the Office in Tender Committee, Projects Committee, and Audit Committee;
- (iii) Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
- (iv) Ensuring that expenditures are within voted allocations;
- (v) Developing supplementary financial regulations and procedures to enhance internal controls procedures'
- (vi) Preparation of management financial reports which include monthly expenditure returns, monthly bank reconciliation statements and revenue/AIA returns, cash flow statements analysis of deposits;
- (vii) Maintenance of up to date and accurate books of accounts;
- (viii) Safeguard NEPAD'S Assets and Records;
- (ix) Supervision, training development and deployment of Accounts staff in NEPAD; and
- (x) Evaluating performance of staff under the accounting unit.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Accountant in the public service or in a comparable and relevant position in the Private Sector for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines : Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other relevant qualification from recognised institutions;
- (iii) A pass in Part III (final) of the Certified Public Accountants (CPA) Examination or its recognised equivalent qualification;
- (iv) Masters degree in any of the following disciplines: Commerce, Accounting, Finance, Business Administration, or any other relevant qualification from a recognised institution will be an added advantage;
- (v) Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- (vi) Strategic Leadership Development Programme from a recognised institution;
- (vii) Certificate in computer application skills from a recognised institution;
and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

(c) Application

Applicants should submit their applications accompanied by copies of certificates and other testimonials to the following address.

Ag. Chief Executive Officer
NEPAD KENYA SECRETARIAT
P.O. Box 46270 – 00100
NAIROBI

The closing date for receipt of applications is **18th February, 2016.**