



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position

ASSISTANT ACCOUNTANT, MAP-AMR KENYA PROJECT, ADVERT REF AD/7/95/23, I POST

The Position

The position is domiciled in the Department of Clinical Medicine and Therapeutics in the Faculty of Health Sciences, under the Monitor and Prevent Antimicrobial Resistance in Kenya (MAP-AMR Kenya) Project. This is a five (5) year CDC project that will be conducted in three (3) hospitals: namely Kenyatta National Hospital, The Nairobi Hospital and The National Spinal Injury Referral Hospital.

Location

This is a full time position based at the University of Nairobi, Department of Clinical Medicine and Therapeutics, with the holder of the position reporting to the Principal Investigator.

Duties and Responsibilities

- i) Assist the project management team in preparation of annual and activity project budgets
- ii) Assist to ensure that the project team adhere to approved activity implementation budgets
- iii) Liaise with the UON Grant Office in processing of cash advances for project activities
- iv) Assist to ensure that the right accounting documents are presented soon after project activities to clear cash advances
- v) Assist to confirm that all expenses incurred and paid for are project specific and within the approved budget amount and period
- vi) Work closely with the project administrator to ensure that the relevant documents are attached to all payment request letters
- vii) Receive and analyze project staff monthly time sheets to confirm the accuracy of the filled details
- viii) Ensures consultant invoices correctly reflect timesheet details

Job Specifications

1. Bachelor of Commerce degree in Accounting, Finance or equivalent
2. At least CPA II, Section 4 or equivalent
3. Knowledge of MS Office and accounting packages
4. At least one (1) year of experience working with donor-funded projects in a similar position or related field
5. Demonstrate high level of integrity with the ability to maintain confidentiality, and possession of excellent communication; a team player with report writing and analytical skills

Tenure and Terms of Appointment

The tenure of this job is one (1) year, appointment is on contract which can be renewed based on performance, mutual agreement and project period.

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF: recruit-aamakp@uonbi.ac.ke

CLOSING DATE: FRIDAY, JULY 21, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY
SHORTLISTED APPLICANTS WILL BE CONTACTED**