



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ASSISTANT DIRECTOR, FINANCE, FINANCE DEPARTMENT, CENTRAL ADMINISTRATION, GRADE 13, AC/7/109/23 - 3 POSTS

Job specifications

- i) Masters in Business Administration (MBA) or its equivalent.
- ii) 9 years experience, of which 3 years must be as a Senior Accountant II.
- iii) Have shown merit and ability in Accounting / Auditing.
- iv) Computer literate in word processing, data base management and spread sheets.
- v) Membership of a recognized professional body (e.g. ICPAK)

Duties and responsibilities

The duties of the Senior Assistant Director, Finance shall include but not limited to:

1. Preparing periodic financial and related reports in assigned sections
2. Maintain proper books of accounts and records in the assigned section.
3. Responsible for supervision and assignment of duties to staff assigned the section.
4. Ensure that the established internal controls are adhered to.
5. Coordinating assigned performance Contract indicators for the Section.
6. Overseeing the day-to-day operations and duties of the assigned section.
7. Any other related duty assigned from time to time

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, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded 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.
6. Applications should be emailed as one file in PDF to: recruit-sadf@uonbi.ac.ke

CLOSING DATE: FRIDAY JULY 21, 2023

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