



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

SENIOR PROJECT ACCOUNTANT, ENGAGE PROJECT, UNIVERSITY OF NAIROBI INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID), ADVERT REF, AD/1/7/25 – ONE (1) POST

BACKGROUND

The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) received an Award of project funding following a successful application for funding to the TAKEDA Pharmaceuticals Global Cooperate Social Responsibility (CSR). The project under the title ENabling Girls in Artificial Intelligence (AI) and Growing Expertise (ENGAGE) in Data Science will create a health-focused machine learning training programme for young women in Kenya. This foundational work will allow female data scientists to improve health in their communities. In this ENGAGE project, the University of Nairobi is collaborating with the University of California San Francisco (UCSF) and other Kenyan Universities based in several counties.

Job Description Summary

Reporting to the Principal Investigator or his delegated appointee, the Senior Project Accountant will oversee project budgets, monitor expenditures, costing, prepare financial reports, support audits and ensure accountability and transparency. The individual must ensure that the project financial operations are met by ensuring effective financial management, reporting, and compliance while upholding the University of Nairobi's standards.

Duties and responsibilities

- i) Manage project finances, including budgeting, forecasting, and cash flow.
- ii) Ensure compliance with donor and organizational financial policies and regulations.
- iii) Prepare accurate and timely financial reports for donors and stakeholders.
- iv) Monitor project budgets, track expenditures, and analyze variances.
- v) Oversee disbursement of funds and review payment documentation.
- vi) Support and coordinate internal and external audits.
- vii) Implement and monitor internal controls to safeguard project resources.
- viii) Train and mentor project staff on financial management and donor compliance.
- ix) Collaborate with program and procurement teams to align financial operations with project goals.
- x) Liaise with donors and stakeholders on financial matters.

Job Specification

- i) A Bachelor's degree in a business related area (Commerce or Finance)
- ii) At least five (5) years' experience in a Non-Governmental Organization (NGO) or Research based Institution, managing large donor-funded programs with at least 3 years in a senior role.
- iii) Full accountancy qualifications (CPA K) and professional membership in good standing.
- iv) Advanced knowledge and skills finance/accounting information systems.
- v) Good understanding of Public Sector Procurement/Finance processes

Required skills

- i) **Strong leadership and communication skills:** Self-driven, confident, and capable of influencing and collaborating with diverse stakeholders.
- ii) **Organizational and problem-solving expertise:** Efficient, well-organized, and skilled in analyzing financial risks and resolving conflicts.
- iii) **Team and stakeholder management:** Proven ability to lead teams, build relationships, and ensure compliance with donor and project requirements.

Desirable skills

Expertise and experience in fund accounting and cost allocation methodologies.

Terms of appointment

This is a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

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 to: recruit-spaunitidtep@uonbi.ac.ke

CLOSING DATE: JANUARY 29, 2025

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