

# EMPLOYMENT OPPORTUNITIES

A state Corporation is seeking to offer opportunities to qualified professionals who are focused, organised and result oriented in the following positions:

## 1. Accounts Assistant: Job Grade - 8

Reports to: Senior Accountant

### Duties and responsibilities at this level will entail:

- (i) Preparing payment vouchers in accordance with the laid down rules and regulations;
- (ii) Entering primary data and balancing of cashbooks, imprest and advances ledgers;
- (iii) Issuing receipts for inward payments;
- (iv) Preparing and updating creditor ledgers;
- (v) Preparing and updating debtors' ledgers;
- (vi) Processing Imprest /travel advances and following up on surrenders;
- (vii) Making petty cash payments and reimbursements after receipt of approvals;
- (viii) Undertaking bank deposits and cash withdrawals;
- (ix) Providing safe custody of records and assets under him/her;
- (x) Writing cheques and posting payments and receipting vouchers in the cash books;
- (xi) Paying staff claims as per the approval;
- (xii) Preparing and filling records on payments/ cash receipts

### Minimum requirements

For appointment to this grade, a candidate must:

- (i) Have passed Part II of the Certified Public Accountants (CPA) Examination or Level I of the Association of Certified Chartered Accountant (ACCA) or KATC (Finalist) with four years relevant work experience or its recognized equivalent qualifications;
- (ii) Be proficient in computer applications; and
- (iii) Fulfil the requirement of Chapter Six of the Constitution.

## 2. Supply Chain Management Officer: Job Grade - 6

Reports to: Principal Supply Chain Management Officer

### Duties and responsibilities at this level will entail:

- (i) Assisting in preparing tender documents, requests for proposals, and expression of interests;
- (ii) Assisting in preparing of addendums and amendments to Tender Documents;
- (iii) Receiving and opening of tenders/ quotation documents;
- (iv) Participating in the evaluation of tenders/ quotations;
- (v) Assisting in the preparation of reports;
- (vi) Participating in the preparation of annual procurement and disposal plans;
- (vii) Maintaining records on stores inventory movements;
- (viii) Implementing Tender, Procurement and Disposal Committee decisions;
- (ix) Undertaking inspection and acceptance of goods, services and works;
- (x) Carrying out periodic market price surveys;
- (xi) Providing secretarial services to procurement committees;
- (xii) Preparing and dispatching of Local Purchase Order (LPO) and Local Service Order (LSO);
- (xiii) Participating and conducting periodic and annual stock taking.

### Minimum requirements

For appointment to this grade, an officer must:-

- (i) Have a Bachelor's Degree in Procurement and Supplies Management or any other relevant and equivalent qualification from a recognized Institution.
- (ii) Be a member of professional body either KISM or CIPS.
- (iii) Be proficient in computer applications.
- (iv) Fulfil the requirements of Chapter Six of the Constitution;

## 3. Job Title: Driver: Job Grade - 10

Reports to: Administration Officer

### Duties and responsibilities at this level will entail:

- (i) Driving a vehicle as authorized;
- (ii) Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;
- (iii) Keeping safe custody and proper utilization of fuel cards;
- (iv) Detecting and reporting malfunctioning of vehicle systems;
- (v) Ensuring security and safety of the vehicle, passengers and goods;
- (vi) Maintaining work tickets for vehicles assigned;
- (vii) Maintaining cleanliness of the vehicle; and
- (viii) Reporting of accidents and incidences related to the vehicle.

### Minimum requirements

For appointment to this grade, an officer must:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent;
- (ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle;
- (iii) Occupational Trade Test I/II/III for Drivers;
- (iv) Certificate in Defensive Driving from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution.
- (v) Certificate in First-Aid Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) Certificate Refresher Course for drivers lasting not less than one (1) week at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vii) Valid Certificate of Good Conduct;
- (viii) Be proficient in computer applications;
- (ix) Fulfil the requirements of Chapter six (6) of the Constitution; and
- (x) Shown merit and ability as reflected in work performance and results.

## 4. Job Title: Office Assistant: Job Grade - 11

Reports to: Administration Officer

### Duties and responsibilities at this level will entail:

- (i) Maintaining general cleanliness of offices and equipment;
- (ii) Preparing and serving tea;
- (iii) Greet, receive and direct visitors to the correct staff member;
- (iv) Delivering mail and postage;
- (v) Filing documents as directed;
- (vi) Making requisition of stationery and issuance;
- (vii) Moving or carrying office equipment, furniture and ensuring orderly arrangement.
- (viii) Perform work related errands as requested and
- (ix) Scan and copy documents as directed.

### Minimum requirements

For appointment to this grade, a candidate must have at least:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent qualification;
- (ii) Be proficient in computer applications.
- (iii) Fulfil the requirements of Chapter six (6) of the Constitution.

## How to Apply

Application accompanied by a detailed CV containing academic qualifications, email address, day telephone contacts as well as copies of relevant certificates, testimonials, national identification card are invited from persons qualified for the above positions.

The applicants should also provide names, telephone numbers and contact addresses of a least two referees who are knowledgeable about their competence and area of specialization.

Application and referees confidential report on the applicant's suitability for the job should be sent by **4<sup>th</sup> November, 2021** to:

DNA: 1004  
P.O. BOX 49010 - 00100,  
NAIROBI