

ADVERTISEMENT FOR VACANT POSITIONS

A State Agency in the security and administration of justice sector seeks to recruit competent officers to fill vacant positions in its establishment. Applicants must be Kenyan Citizens committed to delivering results and ready to work in a challenging environment and for long hours under minimum supervision. The Agency will offer competitive packages to successful candidates.

1. Senior Accountant Grade 5 (Ref. 1/2019)

1 Post

Duties and Responsibilities:

The officer will report to the Principal Accounts Controller and will ensure efficient, effective and prudent financial management in compliance to Public Finance Management Act, Public Audit Act, Public Procurement and Asset Disposal Act, other relevant legal provisions and internal financial requirements; assist in setting targets for the Section; preparation of final accounts; ensuring safe custody of the Agency's assets; and guiding officers in Accounts Section to achieve the desired results.

Qualifications and Experience:

For appointment to this grade, a candidate must have:

- i. Served in the grade of Accountant I at the Agency or in a comparable position in the Public Service or reputable Private Sector organization for a minimum period of three (3) years.
- ii. A Bachelor's degree in Commerce (Accounting or Finance option) or its equivalent qualification from a university recognized in Kenya; and Passed Part III of the Certified Public Accountant (CPA) Examination or recognized equivalent qualifications.
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- iv. Have attended a senior management course lasting not less than four (4) weeks or its equivalent in a recognized institution.

2. Senior Supply Chain Management Officer Grade 5 (Ref. 2/2019)

1 Post

Duties and Responsibilities:

The officer will report to the Principal Supply Chain Management Officer and will assist in providing oversight in the running of an efficient and effective supply chain management function for the organization and its stakeholders in accordance with Public Procurement and Asset Disposal Act, Public Finance Management Act, and other relevant regulations. He/she will dispense all the supply chain management functions including monitoring the implementation of the Supply Chain Management policies, guidelines and procedures.

Qualifications and Experience:

For appointment to this grade, an officer must have:

- i. Served for a minimum period of three (3) years as a Supply Chain Management Officer I at the Agency or in a comparable position in the Public Service or a reputable organization in Private Sector.
- ii. A Bachelor's degree in Procurement and Supplies Management or its equivalent qualification from a university recognized in Kenya.

OR

A Bachelor's degree in Commerce, Business Administration, Economics, Marketing or equivalent qualification from a university recognized in Kenya; and a Diploma in Supplies Management or equivalent qualification from a recognized institution.

- iii. Attended a senior management course lasting not less than four (4) weeks or equivalent qualification from a recognized institution.
- iv. Be a member of a relevant professional body.

3. Senior Administration Officer Grade 5 (Ref.3/2019)

1 Post

Duties and Responsibilities:

The officer will report to the Principal Administration Officer and will assist in ensuring efficient and effective co-ordination, planning, organizing, interpretation, dissemination, and implementation of administrative duties. The officer will assist to ensure compliance to administrative policies and regulations; ensure efficient and effective management of the organization's assets; oversee library management services; and ensure good organizational safe and healthy environment.

Qualifications and Experience:

For appointment to this Grade, an applicant must have:

- i. Served as an Administration Officer I or in a comparable position in the Public Service or a reputable organization in the Private Sector for at least three (3) years.
- ii. A Bachelor's degree in social sciences from a university recognized in Kenya.
- iii. Attended a senior management course of not less than four (4) weeks or equivalent qualification from a recognized institution.

Note: For all the positions, candidates must, in addition, possess the following attributes: high integrity; ability to make appropriate decisions; self-driven and motivated; professionalism; strong communication and good interpersonal skills; be a team player and have respect for diversity; have ability to maintain confidentiality; and be computer literate.

Interested Candidates who meet the required qualifications should send their applications with detailed curriculum vitae, copies of academic and professional certificates, copies of appointment and promotional letters and other relevant testimonials, copy of National Identity Card, telephone contact, e-mail address, and names of three referees with their contacts. In addition, candidates should obtain clearance certificates from the following bodies: -

1. Higher Education Loans Board
2. Kenya Revenue Authority
3. Directorate of Criminal Investigation
4. Ethics and Anti-Corruption Commission
5. Credit Reference Bureau
6. Any professional body to which the candidate is a member

Clearance certificates from the above mentioned bodies are to be availed during interview by those short listed.

Applications clearly indicating the **Job Title** and **Reference Number** on both the **letter** and envelope should be dropped at any **The Standard Group offices** or send to the address below so as to be received on or before **27th May, 2019**.

DN. A /1046
P.O. Box 49010 - 00100
NAIROBI

- Only shortlisted candidates will be contacted.