



# VACANCY ANNOUNCEMENT AT AFRALTI

African Advanced Level Telecommunications Institute (AFRALTI) based in Nairobi, Kenya, is an intergovernmental organization established in 1991. AFRALTI serves as a human capacity building institution dedicated to the development of ICT skills, fostering and spearheading digital innovation and socio-economic development through cutting-edge research and consultancy initiatives mainly in the sub-Saharan Africa.

AFRALTI invites applications to fill the following post:

## **HEAD OF FINANCE AND ADMINISTRATION**

### **Purpose of the Job:**

The Head of Finance and Administration reports to the Director (CEO) and acts as Chief Advisor to the Director on all financial and administrative matters of the Institute and oversees finance and administration operations.

The position leads management and monitoring of the Institute's financial, procurement and administrative services, procedures, guiding, safeguarding and overseeing their proper implementation and will be responsible for leading, preparing and delivering financial reports, overseeing reconciliation of financial records on a routine basis. She/he will be responsible for leading, preparing and following up on the necessary procurement and contracts procedures with providers.

The incumbent collaborates closely with Heads of Departments and staff members to meet their financial and administrative objectives. She/he manages staff of the Finance and Administration Department.

### **Main Functions:**

- Accounting and financial reporting.
- Formulation of appropriate financial management and accounting procedures in compliance with international accounting standards and AFRALTI Financial Regulations.
- Developing and implementing effective administrative and financial internal controls.
- Initiating budget proposals and financial plans of the Institute.
- Strategic Financial Planning.
- Coordinating the provision of administrative services / support.
- Supporting the Director on governance issues.

### **Job Responsibilities:**

- Lead, developing, updating, and implementing pertinent and efficient financial, procurement and administrative procedures.
- Lead, guide, monitor the preparation and implementation of AFRALTI annual budgets based on work plans with close collaboration with heads of departments.
- Prepare and submit monthly, quarterly and annual financial statements and financial reports for operations.
- Coordinate and manage the annual budgeting process and its periodic review.
- Coordinate the preparation and administration of contracts and other legal instruments for use by the Institute.
- Coordinate the procurement of goods and services, ensure all procurements are made according to approved policies, rules, regulations and procedures and service contracts administration.
- Develop, review and administer cost models for pricing of services offered by the Institute.
- Undertake cash management including periodic forecasting and reporting on revenue generation and expenditure.
- Ensure that general ledger and monthly bank reconciliations are timely performed.
- Coordinate External Audits, ensure timely resolution of audit queries and actioning on Auditors' observations.
- Preparing relevant Governing Council reports and supporting the Director in their submission.
- Develop and maintain the Institute's risk profile and submitting risk management reports.
- Develop, periodically reviewing and implementing financial and administrative policies.
- Credit control management which involves monitoring debt levels with customers.
- Oversee management of the Institute's physical assets, Infrastructure and all facilities including overseeing security for the premises.
- Manage the Conferencing, Canteen and Guest House (CCG) business Unit to ensure steady business growth, revenue generation, profitability of the Unit and good quality service delivery.
- Supervise and provide on-job coaching and mentoring to staff members in Finance and Administration Department.
- Other duties as may be assigned from time to time.

### **Main Deliverables:**

- Annual Budgets.
- Audited Financial Statements.
- Monthly Management Accounts and other reports.
- Bi-annual Governing Council reports.
- Contracts and other legal Instruments.
- Risk Profile.
- Effective and Efficient administrative services.

### **Qualifications and Experience:**

- Master's degree in a relevant field (MSc/MBA).
- Bachelors of Commerce (Accounting/Finance/Economics) from a recognized university.
- Professional Accounting Qualification ACCA/CIMA/CA/CPA or any other Internationally recognized professional accounting qualification
- At least 10 years of experience in Accounting, Finance and Administration, including in international, inter-governmental or regional organizations.
- At least 5 years should be at managerial level.
- Experience in both private and public sector, as well as intergovernmental or similar regional organization is a plus.
- IT proficiency, competent in Microsoft and specialized accounting packages.

### **Competencies:**

- Excellent organizational capacity and resourcefulness.
- Demonstrates strong planning and analytical skills.
- Possess high ethical standards.
- Reliable, valuing the importance of timeliness and accuracy.
- Effective communicator both orally and in written.
- Demonstrate good numerical and problem-solving skills.
- Demonstrates strong interpersonal skills and the ability to build relationships.
- Proven and demonstrated supervisory and managerial skills.
- Demonstrates self-motivation and the ability to fulfill tight reporting deadlines.
- Detail oriented review and clear follow ups.
- Ability to design, analyze and process multiple and multi-level processes.

A competitive remuneration package including a basic salary, housing allowance, education allowance, medical subsidy, commensurate with the responsibilities of the post will be offered to the successful candidate.

If you believe you have the relevant qualifications, experience and abilities to fill this post, please submit your application letter with a comprehensive CV, email and telephone contacts, one passport size photograph, three reputable referees and their contacts, two of whom must hold or have held senior management positions, to the address below, not later than **Friday, 17th January 2025**.

**The Director,  
African Advanced Level Telecommunications Institute,  
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