



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**PROJECT ACCOUNTANT ASSISTANT, USAID FAHARI YA JAMII PROGRAM,
ADMINISTRATION DEPARTMENT - AD/7/177/21 - (1 POST)**

The Project

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. To successfully implement the Project seeks to competitively fill the above position:

The Position

This is a full time position based in Nairobi.

Job description

The Project Accountant Assistant will support the FAM to design, implement and maintain a reliable project finance management system to support core functions including budgeting, forecasting, expenditure analysis, audit, costing, and tracking financial performance.

Job specifications

At a minimum, the Project Accountant Assistant will have:

- A Bachelor's degree in a business related area
- At least three (3) years' relevant experience
- CPA II
- Knowledge of, and experience in public finance and procurement procedures and processes.

Terms of appointment

This 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 through applicants' Heads of Departments, where applicable, and be 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.
6. Applications should be emailed to recruit-paa@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, AUGUST 13, 2021

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