



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

**DEPUTY DIRECTOR FINANCE (REVENUE), GRADE 14, DIRECTORATE OF FINANCE, ADVERT REF AC/12/285/23 – 1 POST**

#### **Salary and benefits**

Basic Salary: Kshs 162,303-228,848  
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

#### **Academic and professional**

- a) Have a relevant Bachelor's Degree in Finance/Accounting or related discipline from a university recognized in Kenya;
- b) Masters degree in Finance/ Accounting , Business Administration or its equivalent
- c) Registered by ICPA (K)
- d) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- e) Computer literacy.

#### **Experience and skills**

- a) 9 years' experience, 3 of which must be at the level of Senior Assistant Director Finance or as Senior Assistant Director, Internal Audit.
- b) Membership in good standing to a relevant Professional body (ies) (where applicable) will be an added advantage.
- c) Have outstanding professional competence in financial management
- d) Demonstrated high administrative capabilities.
- e) Computer Literacy

#### **Duties and responsibilities**

The duties and responsibilities shall include but are not limited to:

- a) Ensure timely receipting of all received revenue and that timely bank reconciliations are carried out.
- b) Ensure that donor funds are managed in accordance with the respective memorandum of understanding (MOU), approved budget and University Financial Regulations
- c) Ensure students are correctly billed, fees is collected and promptly receipted
- d) Responsible for supervision and assignment of duties to staff in Income, Grants and Student Finance sections
- e) Ensure compliance with statutory requirements/obligations
- f) Overseeing the day-to-day operations in the office of Deputy Director, Finance, Revenue

g) Any other duties as assigned by the Vice Chancellor from time to time.

#### **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, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke).

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

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