



## **UNIVERSITY OF NAIROBI**

### **EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

#### **ASSISTANT ACCOUNTANT - MAP AMR KENYA PROJECT, ADVERT REF. (AD/7/36/25), ONE (1) POST**

##### **The Position:**

The position is domiciled in the Department of Clinical Medicine and Therapeutics in the Faculty of Health Sciences, under the Monitor and Prevent Antimicrobial Resistance in Kenya (MAP AMR Kenya Project).

##### **Location:**

This is a full time position based at the University of Nairobi, Department of Clinical Medicine and Therapeutics, with the holder position reporting to the Project Accountant.

##### **Job Description:**

1. Assist the Project Accountant and Management team in preparation of annual and activity project budgets
2. Assist to ensure that the project team adhere to approved activity implementation budgets
3. Liase with the University of Nairobi (UoN) grant Office in processing of cash advances for project activities.
4. Assist to ensure that the rights accounting documents are presented soon after project activities to clear cash advances.
5. Assist to confirm that all expenses incurred and paid for are project specific and within the approved budget amount and period
6. Work closely with the project accountant and administrator to ensure relevant documents are attached to all payment request letters
7. Receive and analyze project staff monthly time sheets to confirm the accuracy of the filled details
8. Ensure consultant invoices correctly reflect timesheet details

**Job Specification:**

- i. Applicants must have a Bachelor's degree in Commerce or an equivalent qualification.
- ii. Applicants must have CPA Advanced Level certification.
- iii. Applicants should have knowledge of MS Office and accounting software packages.
- iv. Applicants must have at least three (3) years of experience working in a similar position or related field on donor-funded projects.
- v. Applicants should demonstrate a high level of integrity and the ability to maintain confidentiality. They should possess excellent communication, report writing, and analytical skills, and be effective team players.

**Tenure and Terms of Appointment:**

The tenure of this job is one (1) year, appointment on contract which includes a 3 month probation period. Renewal is based on performance, mutual agreement and availability of funds.

**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 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. Applications should be emailed as one file in PDF to: [recruit-aamapamrp@uonbi.ac.ke](mailto:recruit-aamapamrp@uonbi.ac.ke)
6. Late applications will not be considered

**CLOSING DATE: JULY 21, 2025**

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