



VACANCY ANNOUNCEMENT

The Nursing Council of Kenya (NCK) is a body corporate established under The Nurses Act (Cap 257) of the Laws of Kenya in 1983, whose mandate is to regulate Nursing Education and Practice in Kenya.

The Council wishes to recruit highly competent, passionate, dedicated and self-driven individuals to fill the following positions:

FINANCE MANAGER (1 Position)

Reporting to the Registrar/CEO, the Finance Manager will be responsible for ensuring that the financial resources of the Council are managed professionally, safeguarded from possible loss and utilised optimally, putting the necessary financial plans in place, including budgeting, implementing appropriate budgetary controls, and supporting the Council's strategic planning and business review process. He/She will also be responsible for preparing and analysing management accounts, monitoring expenditures and enforcing financial controls. The candidate will have highly developed analytical skills, stakeholder management skills and an understanding of Public Sector Accounting processes and procedures.

Applicants must have:

Master's degree in Business Administration, Finance, or any other related field of study; A Bachelor's degree in Commerce, Finance/Accounting, Economics or any other related field of study; CPA-K or ACCA qualification and be a member of ICPAK of good standing; Minimum five (5) years' experience in a financial management and accounting environment at a senior level; Experience in Public Sector Finance Management and IPSAS; Knowledge of prevailing tax laws and regulations; Conversant with IFRS/IPSAS and ERP; Certificate in a leadership Course from a recognized Institution; Financial planning and management experience; Budgeting and budgetary control experience; Demonstrable treasury/cash management experience; Demonstrable skills in development of policies and procedures, systems and controls; Past experience of effectively coordinating internal and external audits; Excellent interpersonal, communication and reporting skills; and Staff management, development and discipline skills

INTERNAL AUDITOR (1 Position)

The position holder will be accountable to the Audit, Risk and Compliance (ARC) Committee of the Nursing Council of Kenya and administratively to the Registrar/Chief Executive Officer. He/She will be responsible for planning, executing and reporting on operational, financial, regulatory, risk based routine and Adhoc/ investigative audits/reviews of the Council and ensure compliance with all applicable laws and regulations.

Interested applicants for this position must have:

A Bachelor's degree in Commerce, Finance/Accounting, Economics or any other related field of study; Master's degree in Commerce, Business Administration, Finance, Accounting or any other relevant field of study will be an added advantage; CPA-K or ACCA qualification and be a member of ICPAK of good standing; Certified Internal Auditors (CIA) certification or Certified Information System Auditor (CISA) will be an added advantage; Member of the Institute of Internal Auditors; Minimum of Three (3) years' work experience as an Internal Auditor; Highly analytical with demonstrable ability to prepare and present concise oral and written reports; Ability to develop & implement Internal Audit system; Knowledge of principles of good corporate



governance; Ability to establish and retain effective working relationships with internal and external stakeholders and communicate effectively; Demonstrable managerial and leadership skills and demonstrable competences in Governance, Risk Management and Control (GRC); and Demonstrate experience in the Implementation of the Institutional Risk Management.

Candidates interested in these positions are expected to obtain and submit with their application copies of clearance certificates from the following institutions: Kenya Revenue Authority, Higher Education Loans Board, Ethics and Anti-Corruption Commission, Directorate of Criminal Investigations (Certificate of Good Conduct) and Credit Reference Bureau

If you meet the criteria outlined above, please send your application and attach a detailed CV, copies of National Identity Card and current pay slip, relevant copies of testimonials and certificates, your day time contact, and contacts of three referees, not later than Close of Business **24th February, 2017** to:

Registrar/CEO
Nursing Council of Kenya
P.O. Box 20056-00200
NAIROBI

Email Address: careers@nckkenya.org

Only shortlisted applicants will be contacted. Persons with disability are encouraged to apply. Canvassing will lead to disqualification.