



The Nursing Council of Kenya Vacancy announcement

The Nursing Council of Kenya (NCK) is a body corporate established under the Nurses and Midwives Act cap257 of the laws of Kenya, whose mandate is to regulate nursing education and practice.

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

1. MANAGER, FINANCE -NCK JOB GRADE NCK-3 (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 utilized optimally putting the necessary financial plans in place, including budgeting implementing appropriate budgetary controls and supporting the Councils strategic planning and business review processes. He/she will also be responsible of preparing and analyzing 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

1. At least five (5) years' work experience at a senior level in the public or private sector;
2. A Bachelor's degree in Commerce, Finance/Accounting, Economics or any other related field of study;
3. Master's degree in Business Administration, Finance, or any other related field of study;
4. A Certified Public Accountant of Kenya (CPA K or ACCA);
5. An active member of professional body of good standing;
6. Experience in Public Sector Finance Management;
7. Conversant with IFRS/IPSAS and ERP;
8. Certificate in a leadership Course from a recognized Institution;
9. Proficiency in Computer applications; and
10. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010;
11. Financial planning and management skills;
12. Demonstrable skills in development of policies and procedures, systems and controls;
13. Budgeting and budgetary control;
14. Sound accounting knowledge.

2. MANAGER, HUMAN RESOURCE AND ADMINISTRATION- NCK JOB GRADE 3 (1 position)

Reporting to the Registrar/CEO, the Manager, Human Resource will be responsible for conducting consistent analysis for Council's staffing needs ; overseeing staff performance; planning, directing and controlling of HR Budgets;; developing and implementing of the Human Resource Management policies, procedures in the with labour regulations; - managing staff recruitment, selection, induction and placement; deploying staff in conjunction with the other departments; managing staff payroll and leave; coordinating Training and Development of staff; managing staff disciplinary process and grievance handling; - job evaluation; maintaining staff establishment; administering staff medical scheme and welfare programmes; pensions and gratuities; employee records and human resource information systems; and managing industrial relations matters.

Applicants must have

- i. At least five (5) years at a senior management level in the field of Human Resource Management;
- ii. Bachelors and Master's degrees in Human Resource Management, Public/Business Administration, Industrial Relations or any other related field of study from a recognized university;
- iii. Certificate in leadership Course from a recognized institution;
- iv. IHRM Membership with a valid practicing license;
- v. Proficiency in Computer Applications;
- vi. Excellent Report Writing Skills and Writing of Minutes;
- vii. Ability to generate new ideas for performance improvement and results;
- viii. Demonstrated high degree of professional competence, administrative capabilities and initiative in the management of Human Resource Management functions;
- ix. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- x. Communicating, planning, organizing and supervising skills.

3. MANAGER, REGISTRATION AND LICENSING - NCK JOB GRADE 3 (1 position)

Reporting to the Registrar/CEO, the Manager, Registration and Licensing will be responsible for development and review the registration and licensing policies; Coordination of registration and licensure of nurses and midwives; Maintenance of the registration and licensing database; Planning and coordination of internship and retention compliance; Coordination and the implementation of internship and retention programmes; Management of the verification processes for emigration ;Coordination of safe custody and issuance of registration and enrolment certificates and Compilation and submission of quarterly reports.

Applicants must have

- i. At least five (5) years in a senior management level;
- ii. Master's Degree in any of the following disciplines: -Nursing, Midwifery or any other health related qualification from a recognized institution;
- iii. Bachelor's Degree in any of the following disciplines: -Nursing, Midwifery or its equivalent from a recognized Institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. An active member of professional association;
- vi. Certificate in Management Course from a recognized institution;
- vii. Proficiency in computer application skills;
- viii. Demonstrated results in work performance; and
- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya, 2010;
- x. Analytical skills;
- xi. Communication skills;
- xii. Strategic and innovative thinking;
- xiii. Interpersonal skills;
- xiv. Ability to mobilize resources;

Candidates interested in the above positions are expected to obtain and submit with their application valid copies of clearance certificates from the following: Kenya Revenue Authority (KRA), Higher Education Loans Board (HELB), Ethics and Anti-Corruption Commission (EACC), Directorate of Criminal Investigations (DCI) (certificate of good conduct) and Credit Reference Bureau (CRB).

If you meet the criteria outline above please send your applications and attached a detailed cv, copies of National Identity card and current pay slip (certified copy), relevant copies of testimonials and certificates, your day time contact, and contact of three (3) referees by close of business on Tuesday, 16th March, 2021 to

Registrar/CEO
NURSING COUNCIL OF KENYA
P O Box 20056-00200
NAIROBI.

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