

## JOB VACANCIES

### MANAGER, INTERNAL AUDIT STANDARDS GRADE ASB 3

**Job Ref: EHC/1270/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Manager, Internal Audit Standards will be reporting to the Director, Internal Audit Standards.

#### Person Profile:

- Must have served for a minimum cumulative period of six (6) years in Auditing, Finance, Accounting or related field in a reputable organization two (2) years of which should be at a senior management position
- Must have a Bachelor's degree in any of the following disciplines: Finance, Accounting Auditing or related field from a recognized institution
- Must be a holder of CIA. Possession of CPA(K), ACCA, CIFA or any other relevant qualification will be an added advantage
- Must be a Full member of the Institute of Internal Auditors of Kenya (IIA) in good standing
- A Master's degree in Finance, Accounting, Auditing, Business Administration or related field from a recognized institution will be an added advantage
- Must have thorough knowledge and understanding of international auditing standards with hands on experience
- Working knowledge in Computer Assisted Audit Techniques (CAATs) is an added advantage
- Must demonstrate a high standard of professional competence and managerial capabilities
- Must have experience in organizing, designing, implementing training and capacity building programs in international auditing standards
- Must meet all the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

### MANAGER, ACCOUNTING STANDARDS GRADE ASB 3

**Job Ref: EHC/1271/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Manager, Accounting Standards will be reporting to the Director, Accounting Standards.

#### Person Profile:

- Must have served for a minimum cumulative period of six (6) years in Finance & Accounting or related field in a reputable organization two (2) years of which should be at a senior management position
- Must have a Bachelor's degree in any of the following disciplines: Finance, Accounting Auditing or related field from a recognized institution
- Must be a holder of CPA (K) / ACCA. Possession of CIFA, CIA or any other relevant qualification will be an added advantage
- Must be a Full member of ICPAK in good standing
- A Master's degree in Finance, Accounting, Business Administration or related field from a recognized institution will be an added advantage
- Must have thorough knowledge and understanding of International Accounting Standards and hands on experience
- Must demonstrate a high standard of professional competence and managerial capabilities
- Must have experience in organizing, designing, implementing training and capacity building programs in international accounting standards, i.e. IPSAS and IFRS
- Must meet all the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

### MANAGER, FINANCE AND ACCOUNTS GRADE ASB 3

**Job Ref: EHC/1272/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Manager, Finance and Accounts will be reporting to the Director, Training and Corporate Services.

#### Person Profile:

- Must have served for a minimum cumulative period of six (6) years in Finance, Accounting or Auditing or related field in a reputable organization two (2) years of which should be at a senior management position
- Must have a Bachelor's degree in any of the following disciplines: Finance & Accounting investments or related field from a recognized institution
- Must be a holder of CPA (K)/ACCA. Possession of CIFA, CIA or any other relevant qualification will be an added advantage
- Must be a Full member in good standing of ICPAK
- A Master's degree in Finance, Accounting, Investments, Business Administration or related field from a recognized institution will be an added advantage
- Must have thorough knowledge and understanding of International Accounting Standards and hands on experience
- Must demonstrate a high standard of professional competence and managerial capabilities.
- Must meet all the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

### PRINCIPAL OFFICER, INTERNAL AUDIT STANDARDS ASB 4

**Job Ref: EHC/1273/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Principal Officer, Internal Audit Standards will be reporting to the Manager, Internal Audit Standards.

#### Person Profile:

- Must have served for a minimum cumulative period of four (4) years in Finance, Accounting, Auditing or related field in a reputable organization two (2) years of which should be at a management position
- Must be a holder of Bachelor degree in Commerce (Finance/Accounting/Auditing option), Economics or its equivalent qualification from recognized institution
- Must be a holder of CIA, CPA (K) or equivalent recognized qualification

- Possession of a certificate in Computer Assisted Audit Techniques (CAATs) from a recognized institution is an added advantage
- Must be a registered member in good standing with Institute of Internal Auditors (Kenya)
- Must have a certificate in computer application skills from a recognized institution;
- Must demonstrate administrative and professional competence in auditing work, performance and results and application of International Internal Audit Standards
- Must meet all the requirements of Chapter six of the Constitution on Leadership and Integrity.

### PRINCIPAL OFFICER, ACCOUNTING STANDARDS GRADE ASB 4

**Job Ref: EHC/1274/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Principal Officer, Accounting Standards will be reporting to the Manager, Accounting Standards.

#### Person Profile:

- Must have served for a minimum cumulative period of four (4) years in Finance, Accounting, Auditing or related field in a reputable organization two (2) years of which should be at a management position.
- Must have a Bachelor's degree in any of the following disciplines: Finance, Accounting or related field from a recognized institution
- Must be a holder of CPA(K) / ACCA, CIFA or equivalent qualification
- Must be a Full member in good standing of ICPAK
- Must have thorough knowledge and understanding of International Accounting Standards and hands on experience in their application
- Must demonstrate a high standard of professional competence
- Must have experience in organizing, designing, implementing training and capacity building programs in international accounting standards, ie IPSAS and IFRS
- Must meet all the requirements of Chapter 6 of the Constitution on Leadership and Integrity.

### PRINCIPAL OFFICER, FINANCE AND ACCOUNTS GRADE ASB 4

**Job Ref: EHC/1275/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Principal Officer, Finance and Accounts will be reporting to the Manager, Finance and Accounts.

#### Person Profile:

- Must have served for a minimum cumulative period of four (4) years in Finance, Accounting or Auditing or related field in a reputable organization two (2) years of which should be at a management position
- Must have a Bachelor's degree in any of the following disciplines: Finance, Accounting Auditing or related field from a recognized institution
- Must be a holder of CPA (K) / ACCA. Possession of CIFA, CIA or other relevant qualification will be an added advantage.
- Must be a full member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body
- Certificate in Computer application skills from a recognized institution
- Demonstrated managerial, administrative and professional competence in work performance and results
- Must meet all the requirements of Chapter six of the Constitution on Leadership and Integrity

### PRINCIPAL OFFICER, INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT), GRADE ASB 4

**Job Ref: EHC/1276/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Principal Officer, Information Communication and Technology (ICT) will be reporting to the Director, Training and Corporate Services.

#### Person Profile:

- Must have served in the grade of Senior Information, Communication and Technology Officer or a comparable position for a minimum period of four (4) years
- Must be a holder of Bachelor's degree in any of the following disciplines: Computer science, Information Science, Information Technology, Business Information Technology or its equivalent qualification from a recognized institution
- Must have a certificate in User Support, Network Support, Web Design and Development, Database Administration or Telecommunication from a recognized institution
- Must be registered with Computer Society of Kenya (CSK), Information Communication Technology Association of Kenya (ICTAK) or any relevant professional body
- Must meet all the requirements of Chapter six of the Constitution on Leadership and Integrity.

### SENIOR HUMAN RESOURCE OFFICER, GRADE ASB 5

**Job Ref: EHC/1277/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Senior Human Resource Officer will be reporting to the Manager, Human Resource and Administration.

#### Person Profile:

- Must have served for a minimum cumulative period of three (3) years in Human Resource Management, Training or Sourcing in a reputable organization with two (2) years of which should be at Human Resource officer level
- Must have a Bachelor's degree in any of the following disciplines: Human Resources Management/Development, Business Administration/Management, Human Resource Planning or any other social science from a recognized institution
- Must have Higher National Diploma in Human Resource Management from Kenya National Examination Council (KNEC) or any other recognized Institution.
- Must be a Full member in good standing of the Institute of Human Resource Management (IHRM)

- Must be a Certified Human Resource Practitioner
- Must have a certificate in computer application skills from a recognized institution
- Must meet all the requirements of Chapter six of the Constitution on Leadership and Integrity
- Possession of negotiation skills and staff counselling will be an added advantage.

### SENIOR ACCOUNTANT, GRADE ASB 5

**Job Ref: EHC/1278/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Senior Accountant will be reporting to the Principal Officer, Finance and Accounts.

#### Person Profile:

- Must have served for a minimum cumulative period of three (3) years in Finance, Accounting or Auditing or related field in a reputable organization for two (2) years
- Must have a Bachelor's degree in any of the following disciplines: Accounting or related field from a recognized institution
- Must be a holder of CPA(K) / ACCA or equivalent qualification.
- Must be a Full member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK)
- Must meet all the requirements of Chapter six of the Constitution on Leadership and Integrity

### OFFICE ADMINISTRATOR, GRADE ASB 5

**Job Ref: EHC/1279/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Office Administrator will be reporting to the Manager, Human Resource and Administration

#### Person Profile:

- Bachelor's degree in secretarial Studies or Bachelor of Business and Office Management from a recognized institution; Or Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; Or Bachelor's degree in Social Sciences plus Business Education Single and Group Certificates (BES & GC) Stages I, II, III, Training in Secretarial Services, Business Communication from KNEC or any other recognized institution
- Must meet all the requirements of Chapter six of the Constitution on Leadership and Integrity.

### SENIOR RECORDS OFFICER, GRADE ASB 5

**Job Ref: EHC/1280/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Senior Records Officer will be reporting to the Manager, Human Resource and Administration

### SENIOR ASSISTANT OFFICE ADMINISTRATOR: GRADE ASB 6

**Job Ref: EHC/1281/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Senior Assistant Office Administrator will be reporting to the Office Administrator.

### SENIOR DRIVER, GRADE ASB 8 - TWO POSTS (2)

**Job Ref: EHC/1282/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Senior Driver will be reporting to the Manager, Human Resource and Administration

### OFFICE ASSISTANT GRADE ASB 10 - TWO POSTS (2)

**Job Ref: EHC/1283/19**

**Terms of Service: Permanent and pensionable**

#### Overall Responsibility:

The Office Assistant will be reporting to the Office Administrator.

### HOW TO APPLY

Candidates who meet the requirements of the positions above should submit their applications quoting reference number of the vacancy on the email subject/envelope together with a detailed Curriculum Vitae, academic and professional certificates stating their **current/last remuneration (where applicable)**, expected salary, email address, telephone contacts to the following email address: [recruitment@eaglehr.co.ke](mailto:recruitment@eaglehr.co.ke) or by hand delivery to the address below during official working hours from Monday to Friday.

For further information and full detailed Job Descriptions, visit: [www.eaglehr.co.ke](http://www.eaglehr.co.ke) and [www.pasb.go.ke](http://www.pasb.go.ke). Applications should be received on or before close of business on **Tuesday 20<sup>th</sup> August 2019**. Applicants are also expected to provide full contact details including email addresses of three references. Candidates are advised that **Eagle HR Consultants DOES NOT charge any interview fee(s)**.

All hard copy applications to be addressed to:

**CHIEF EXECUTIVE OFFICER  
EAGLE HR CONSULTANTS LTD  
P. O Box 33929-00600  
10TH FLOOR WESTERN HEIGHTS  
KARUNA RD, WESTLANDS, OFF: +254 (0) 700 769 770,**

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