



## **UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

### **ACCOUNTANT, HISTAC PROJECT - AD/12/229/21 (1 POST)**

#### **The Position**

The Health Information Systems Technical Assistance Consortium (HISTAC) Project is a sub-award to the University of Nairobi from the University of California San Francisco (UCSF) following a successful collaborative application for funding to US Centers for Disease Control and Prevention (CDC) under the project entitled "Health Information Systems Technical Assistance Consortium (HISTAC) Project". This project aims to develop OpenMRS system for the program entitled "HQ Supported Development, Implementation, Use and Evaluation of Interoperable Health Information Systems to Achieve HIV/AIDS and TB Epidemic Control through Improved Health Informatics Policy, Governance, Workforce Capacity, and Systems under PEPFAR" in at least five countries in Africa. PEPFAR 3.0 focuses on achieving sustainable control of the global HIV epidemic through a focus on transparency, accountability, and impact aligned with the UNAIDS 95-95-95 targets. The strategy emphasizes accelerating testing and treatment strategies, expanding prevention, using quality data, supporting and strengthening country ownership, and leveraging partnerships with the public and private sectors. E-health is foundational to achieving PEPFAR targets. This project is providing technical support in health informatics which is essential to efficient management of the high volume of patient data.

Reporting to the Cost Effectiveness Lead and Project Coordinator in consultation with the Principal Investigator, the Accountant will be responsible for keeping financial records updated, preparing reports and reconciling bank statements. S/he will also run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts for the HISTAC project. He or she will also ensure that daily accounting functions run accurately and effectively.

#### **Responsibilities**

- Provide accounting and clerical support to HISTAC
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Any other duties that may be assigned by the Study Coordinator and the Principal Investigator.

## **Required Academic Qualifications**

- Bachelor's degree from a recognized university preferably Bachelor of Commerce (Accounting/Finance option) or equivalent.
- Master's degree in finance related programs (MBA, Master of Science in Economics among others ) from a recognized university will be an added advantage
- Certified Public Accountant - Kenya (CPA-K) and registered with a recognized accounting body.

## **Experience**

- At least 2 years working experience in the management of donor grants preferably in a government institution or a reputable private institution.

## **Required Skills, Knowledge and Abilities**

- High level computer skills particularly in accounting software packages.
- High level interpersonal skills, high emotional intelligence.
- Team player, top notch organizational skills, ability to multi-task, ability to proactively identify and solve problems.

## **Terms of appointment**

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

## **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 through applicants' Heads of Departments, where applicable, and be 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. Late applications will not be considered.
6. Applications should be emailed to [recruit-ahp@uonbi.ac.ke](mailto:recruit-ahp@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY DECEMBER 17, 2021**

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