



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

RESEARCH GRANTS FINANCE OFFICER, INSTITUTE FOR DEVELOPMENT STUDIES - AD/4/18/23 - (1 POST)

Background

The Institute for Development Studies (IDS), founded on October 8, 1965, is a research institute domiciled at the University of Nairobi. IDS has the mandate to influence and shape development policy thinking in Kenya and the African region by providing research support to the government, the private sector, non-governmental sector as well as development partners. Research findings by scholars at the IDS provide evidence to support practical policy solutions to development challenges.

In its quest to continue discharging its mandate, the Institute invites applications from suitably qualified persons to fill the position of Research Grants Finance Officer.

Job Specifications

The duties and responsibilities at this level will entail:

- Providing support to project staff by ensuring cost effective utilization of resources;
- Monitoring expenditure of each research grant to ensure expenditure is in line with donors' objectives, and requirements; and prepare donor financial reports;
- Monitoring projects expenditure against the budgets and provide frequent feedback to the project managers and project staff on budget matters;
- Review field imprest / travel per diems to ensure adherence to set procedures and regulations;
- Process payments and funds transfer to researchers and partners;
- Review partner institutions' expenditure accounting and prepare funds disbursements;
- Participate in proposal development preparing budgets and other administrative sections;
- Prepare for project audits by continuously reviewing accounts for accuracy and provide support to auditors during project financial audits;
- Ensure proper financial records management and compliance with internal and external requirements;
- Maintain grant reporting requirements and schedules in the Project Management System (PMS) and follow-up on project reports to ensure submission by due dates;
- Help in monitoring project implementation including review of burn rates both for the Institute and project partners;
- Support the Office of the Director and the Institute in general under the guidance of the office administrator and respond to queries in their absence;
- Support researchers in developing/writing grant application budgets

Person Specification

For appointment to this grade, a candidate must have the following requirements:

- Bachelor's degree in Commerce, or Business Administration or Finance, Accounting, or related undergraduate degree.
- At least three (3) years' post qualification experience preferably in a research organization.
- Demonstrate knowledge on grant management and proposal writing.
- Research grants management experience.
- Excellent financial management skills.
- Must be computer literate; and have excellent skills in MS Excel and familiarity with any accounting software,
- Experience of working on donor funded projects.
- Proven experience in planning, budgeting and programme control. Strategic thinking, problem solving and decision-making skills.
- Excellent compliance and local regulatory knowledge and management skills.
- Must be a member of a relevant professional body and in good standing;
- Progress towards obtaining Certified Public Accountant (CPA K) or Chartered Certified Accountant (ACCA) equivalent is an added advantage.

Key Skills and Competencies

- Planning and organizational skills;
- Ability to work with flexibility on several tasks simultaneously;
- Communication skills;
- Team player.

Terms of Employment

Employment will be on one-year renewable terms (with 3 months' probation period) depending on availability of funds. Gross monthly salary attached to this post is Ksh. 63,640 - 71,500 depending on experience, and demonstrated competency.

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, as well as indicating their telephone 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. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-rgfo@uonbi.ac.ke

CLOSING DATE: THURSDAY APRIL 25, 2023

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