



KENYA MEDICAL RESEARCH INSTITUTE

A KEMRI –CCR Clinical Trials Research Project is currently conducting clinical trials and is looking for motivated individuals to fill in the following position:

Position: Project Accountant/Administrator_M/R 9 (1 position)

Location: Nairobi

Reports to: Fiscal and Administration Manager.

Job purpose:

The selected candidate will be in charge of project accounting and administrative duties at clinical trials site in Nairobi.

Responsibilities:

- Prepare and submit timely and accurate financial monthly reports on usage of project funds to multiple donors and sponsors for various studies.
- Provide support for procurement process in a manner that's transparent, fair and in accordance with policy.
- Provide logistic and operations support to the study activities.
- Effectively manage all service providers and suppliers
- Ensure all project equipment are well maintained and operating optimally and maintain fixed assets register.
- Ensure that project cash flows (income and expenditures) are managed in a timely and accurate manner.
- Monitor budgets utilization and communicate variances on a regular basis to the management and sponsors.
- Engage with different host institutions on timely submission of accounting reports.
- Provide administrative, operations and logistics duties for the project as directed by the supervisor.

Education and Experience:

- Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or its equivalent qualification from a recognized institution
- Part II Certified Public Accountants (CPA) Examination or its recognized equivalent
- Work experience in a research or related projects for at least 2 years.
- Advanced excel knowledge and experience are required
- Exposure to QuickBooks accounting package will be an added advantage

Competencies and skills:

- Excellent computer skills
- Excellent administrative skills

- Excellent report writing skills
- strong personal communication
- Mature and self-motivated
- High Integrity and confidentiality
- Experience of accounting and/or bookkeeping
- Excellent communications skills
- Good planning and organizing skills
- Ability to work independently

Terms of employment

Employment is a one year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

HOW TO APPLY

- a) All applicants must meet each selection criteria detailed in the minimum requirements.
- b) Must include a current CV with names of at least 2 referees.
- c) Must include copies of academic and professional certificates.
- d) Must include a copy of certificate of good conduct.
- e) Must have KRA certificate of Tax compliance.
- f) Must have clearance certificate from HELB.
- g) Must have credit reference Bureau certificate.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: phrdrecruit@pipsthika.org not later than **19th October, 2018**.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.

Only those shortlisted will be contacted.