



VACANCY IN THE POSITION OF GENERAL MANAGER - FINANCE
AND ADMINISTRATION

The Public Procurement Oversight Authority is established under the Public Procurement and Disposal Act, 2005 with the mission 'to enhance national socio-economic development by facilitating and ensuring the implementation of an effective and efficient public procurement and disposal system'.

Pursuant to the above, the Authority invites applicants from suitably qualified persons who wish to be considered for the vacant position of **General Manager, Finance and Administration**.

DUTIES AND RESPONSIBILITIES

The position is responsible to the Director-General for ensuring that all financial resources of the Authority are fully accounted for and reported efficiently, and assisting in ensuring smooth administrative operations of the Authority. The principal accountabilities include;

- Formulating and implementing sound financial management, strategies and systems that ensure effective control and accountability of the Authority resources.
- Providing oversight to the finance, human resource, planning, procurement and logistics and general administrative functions.
- Assisting the Director General in providing leadership in implementation of the corporate strategic plan and achievement of performance targets.
- Ensuring timely reconciliation of accounts and preparing timely and accurate financial statements and management reports on the Authority's performance.
- Developing and implementing annual budgets and cost control measures.
- Ensuring budgetary controls and monitoring expenditure in relations to the budget
- Reviewing financial management and reporting systems
- Ensuring proper management of assets, inventory and records
- Overseeing planning and programming including development and implementation of monitoring and reporting frameworks for the Authority.
- Ensuring the Authority's compliance with statutory and contractual reporting requirement.

REQUIREMENTS FOR APPOINTMENT

Applicants must have a bachelor's degree in Finance, Business Administration or any other related field from a recognized university and a recognized professional finance or accounting qualification. A relevant master's degree will be an added advantage. In addition, they should have at least 6 years relevant experience in managing finance functions preferably in a large organization. In depth knowledge of budgets, financial systems, reporting and implementing financial controls systems is essential. In addition, proficiency in computers and the ability to work with financial related software and integrity, good team playing and relationship building skills are requisite.

HOW TO APPLY

(i) Each application should be accompanied by a copy of the National Identity Card/Passport, detailed curriculum vitae, copies of relevant academic and professional certificates, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application.

(ii) All applications should be clearly marked "**Application for position of General Manager, Finance & Administration**" on the envelope and submitted in any **ONE** of the following ways:

- (a) Manual applications should be hand delivered to the reception desk on 11th floor, National Bank Building, Harambee Avenue, Nairobi.
- (b) Online applications should be e-mailed to the Director General: info@ppoa.go.ke
- (c) Posted applications should be addressed to:

Director General
Public Procurement Oversight Authority
11th Floor, National Bank Building
P. O. Box 58535-00200
NAIROBI

(iii) Interested applicants must meet the requirements of Chapter Six of the Kenya Constitution and in addition must, get **clearance** from the following bodies and submit **copies** of these clearance certificates with the application.

- (a) Kenya Revenue Authority;
- (b) Higher Education Loans Board;
- (c) Ethics and Anti-Corruption Commission; and
- (d) Criminal Investigation Department (certificate of good conduct).