



ADVERTISEMENT FOR VACANT POSITIONS

The Public Procurement Oversight Authority is established under the Public Procurement and Disposal Act, 2005. The Authority's mission is 'To facilitate access to procurement opportunities through enabling regulation that fosters value for money for national socio-economic development'. Towards this end, the Authority seeks to recruit results oriented professionals to fill the following vacant positions.

I. FINANCE MANAGER, REF/3/2013

Reporting to the General Manager/Finance and Administration, the selected candidate will be responsible for providing professional leadership and guidance in the development and delivery of high quality management support services in finance and accounting, including preparation of financial reports and routine accounting functions. The principal accountabilities include:

- Developing, implementing and reviewing financial policies, regulations and procedures
- Preparing and implementing budgets and cost control measures in line with statutory and administrative requirements
- Coordinating and maintaining cash forecast system
- Preparing timely and accurate quarterly, annual financial statements and reports in line with statutory, administrative and other requirements
- Liaising with Treasury and donors on relevant financial issues
- Collecting all monies, fees, levies and other funds due to the Authority
- Facilitating auditing of accounts and implementing audit reports
- Coordinating and implementing appropriate financial and accounting management information system
- Verifying correctness and completeness of accounting data

REQUIREMENTS FOR APPOINTMENT

The ideal candidate must have a bachelor's degree in accounting, finance or economics from a recognized institution, a recognized professional qualification such as Certified Public Accountant (CPA (K) or its equivalent, and membership of a relevant professional body. A master's degree will be an added advantage. In addition, one must have at least nine (9) years relevant experience and computer proficiency with the ability to work with finance software.

II. INTERNAL AUDITOR I, IA/6/2013 (1 POSITION)

Reporting to the Manager, Internal Audit, the selected candidate will be responsible for carrying out various internal audit assignments. The principal accountabilities include:

- preparing audit plans, programs and budgets
- reviewing internal control systems
- ensuring efficiency and effectiveness in financial and operating systems;
- periodic physical count and verifying PPOA's assets
- preparing audit reports to management and following up on actions taken.

REQUIREMENTS FOR APPOINTMENT

The ideal candidate must have a bachelor's degree in accounting, finance or economics from a recognized institution, a recognized professional qualification such as Certified Public Accountant (CPA (K) or its equivalent, and membership of a relevant professional body. In addition, one must have at least three (3) years relevant experience, computer proficiency and ability to work with relevant software.

III. PROCUREMENT OFFICER II, REF: PRC/7/2013 (1 POSITION)

Reporting to the Principal Procurement Officer, the selected candidate will be responsible for carrying out various procurement duties in line with the public procurement and disposal regulations. The principal accountabilities include:

- initiating preparation and implementation of procurement and disposal plans
- maintaining databases of market price information
- maintenance of procurement records
- inventory management
- management of procurement contracts
- providing secretariat services to procurement and disposal committees
- preparation of data for procurement reports

REQUIREMENTS FOR APPOINTMENT

The ideal candidate must have a bachelor's degree in purchasing and supply management, commerce, economics, law, engineering, education, or a related field and diploma in purchasing and supply or its equivalent from a recognized institution, and membership of a relevant professional body. In addition, one must have at least three (3) years relevant experience and be computer proficient.

IV. COMPLIANCE OFFICER II, REF: CO/7/2013 (1 POSITION)

Reporting to the Manager, Compliance, the selected candidate will be responsible for carrying out various audit/assessment duties in the compliance department. The Principal accountabilities include:

- Capturing and analyzing data
- maintaining mandatory reporting requirements such as direct procurement, disposal to employees and termination of procurement process, publication of contract awards and annual procurement plans

REQUIREMENTS FOR APPOINTMENT

The ideal candidate must have a bachelor's degree in purchasing and supply management, commerce, economics, law, engineering, education, or a related field and diploma in purchasing and supply or its equivalent from a recognized institution, and membership of a relevant professional body. In addition, one must have at least three (3) years relevant experience and be computer proficient.

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 Finance Manager/Internal Auditor I/ Procurement Officer II/ Compliance Officer II**" on the envelope and submitted **on or before 6th November, 2013** 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).