



REPUBLIC OF KENYA

THE NATIONAL TREASURY

INFRASTRUCTURE FINANCE & PUBLIC PRIVATE PARTNERSHIPS PROJECT

ASSISTANT PROJECT ACCOUNTANT JOB OPPORTUNITY

The Government of Kenya (GoK) in conjunction with the World Bank is implementing a four-year Infrastructure Finance and Public Private Partnerships Project (IFPPP) whose overall development objective is to increase private investment in the Kenyan infrastructure market by improving the enabling environment to generate a pipeline of bankable PPP projects. The Project Implementation Unit (PIU) is established to implement the IFPPP Project and ensure that the operational, safeguards, procurement, disbursement, monitoring, and reporting aspects of the Project are implemented. The PIU is looking for a highly motivated Kenyan to fill the position of **Assistant Project Accountant** for a period of six (6) months renewable based on performance.

The Assistant Project Accountant is expected to perform the following tasks:

- Maintain all accounting records in line with approved accounting standards and in line with the Bank's and GOK's regulations;
- Support in the preparation of periodic reports (i.e. monthly/quarterly/annually) in the formats approved by the Bank;
- Support in drawing up annual budgets and work plans together with the PIU staff;
- Maintain relevant books and records for the Project;
- Ensure that all accounting records are updated promptly;
- Prepare monthly bank reconciliations of all Bank accounts;
- Issue receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
- Ensure petty cash disbursements are appropriately and adequately documented;
- Ensure invoices submitted for payment at the PIU are promptly attended to and processed

(a) Qualification

- A minimum of a first degree in Accounting or Finance or have CPA (K) qualifications
- Possess high level of integrity and responsibility.

(b) Skills and Experience

- A minimum of 3 years' experience in a busy accounting office and demonstrated knowledge of public sector finance or
- CPA 1\Part 2 with demonstrated knowledge of public sector finance and a minimum five (5) years' experience in a busy accounting office may also be considered;
- Good analytical, organizational skills and communication skills
- Be computer literate and have knowledge of basic software packages (Ms Word, Excel etc.) and accounting packages (QuickBooks etc.)

- Two (2) years' experience working on a World Bank – funded Project or other donor funded project would be an added advantage

Complete Application documents (curriculum vitae with details of your qualifications, experience, day and evening telephone numbers, email address and names of three referees) in plain sealed envelopes with Position **reference and name clearly marked on top** should be sent to the address below or placed in the tender box at our offices on the 7th floor, Anniversary Towers, North Tower

Postal Address:

Project Implementation Unit
Attention: Procurement Specialist
P.O Box 21190 - 00100
Nairobi, Kenya.

Telephone No.: 254 - 20 - 2210271/2210341

Physical Address:

Project Implementation Unit
Attention: Procurement Specialist
7th Floor, Anniversary Towers, North Tower.
Building No.19 Monrovia Street/University Way
Nairobi, Kenya.

Deadline for submission of Applications is Thursday 27th April 2017 at 1600 hours Kenyan local time.

DIRECTOR, PUBLIC PRIVATE PARTNERSHIPS UNIT
FOR: PRINCIPAL SECRETARY