



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

ACCOUNTANT, HISTAC PROJECT – PRINCIPAL’S OFFICE, COLLEGE OF HEALTH SCIENCES – AD/2/69/21 (1 POST) (CHS)

The Position

The Health Information Systems Technical Assistance Consortium (HISTAC) Project is a sub-award to the University of Nairobi from the University of California San Francisco (UCSF) following a successful collaborative application for funding to US Centers for Disease Control and Prevention (CDC) under the project entitled “Health Information Systems Technical Assistance Consortium (HISTAC) Project”. This project aims to develop OpenMRS system for the program entitled “HQ Supported Development, Implementation, Use and Evaluation of Interoperable Health Information Systems to Achieve HIV/AIDS and TB Epidemic Control through Improved Health Informatics Policy, Governance, Workforce Capacity, and Systems under PEPFAR” in at least five countries in Africa. PEPFAR 3.0 focuses on achieving sustainable control of the global HIV epidemic through a focus on transparency, accountability, and impact aligned with the UNAIDS 95-95-95 targets. The strategy emphasizes accelerating testing and treatment strategies, expanding prevention, using quality data, supporting and strengthening country ownership, and leveraging partnerships with the public and private sectors. eHealth is foundational to achieving PEPFAR targets. This project is providing technical support in health informatics which is essential to efficient management of the high volume of patient data.

Reporting to the Cost Effectiveness Lead and Project Coordinator, the Accountant will be responsible for keeping financial records updated, preparing reports and reconciling bank statements. S/he will also run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts for the HISTAC project. S/he will also ensure that daily accounting functions run accurately and effectively.

Responsibilities

- Provide accounting and clerical support to HISTAC
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Any other duties that may be assigned by the Study Coordinator and the Principal Investigator.

Required Academic Qualifications

- Masters degree in finance related programs (MBA, Masters of Science in Economics among others) from a recognized university.
- Certified Public Accountant, Kenya (CPA-K)

Experience

Minimum two (2) years working experience in a donor funded organisation (Government, Private and Research Institutions among others).

Required Skills, Knowledge and Abilities

- Management of donor funded programs
- Computer skills particularly in accounting software packages
- Team player and ability to multi-task
- Ability to proactively identify and solve problems.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be addressed to **The Principal, College of Health Sciences** and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to **recruit-ahistac@uonbi.ac.ke**

CLOSING DATE: FRIDAY, MARCH 12, 2021.

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