



ISO 9001:2015 Certified

KENYA MEDICAL TRAINING COLLEGE (KMTc)
KMTc is an ISO 9001:2015 Certified Institution
Certification Body: Kenya Bureau of Standards (KEBS)

VACANCY ANNOUNCEMENT

The Kenya Medical Training College (KMTc) is a State Corporation established by an Act of Parliament, under the Ministry of Health, entrusted with the role of training various disciplines in the health sector, conducting research and consultancy.

The Board of Directors seek to recruit a competent, result oriented, knowledgeable, dynamic, visionary and experienced Finance, Grants & Compliance Officer, for USAID Misingi Imara Program vacant position, tenable at the Kenya Medical Training College, Headquarters.

- 1. FINANCE, GRANTS & COMPLIANCE OFFICER, JOB GRADE KMTc 6 (1 POST)**
TERMS OF SERVICE: TWO (2) YEAR CONTRACT
REF. NO. KMTc/QP-12/EAF/42/2024
TENABLE: KMTc HEADQUARTERS, NAIROBI

(a) Job Summary

Reporting to the Finance and Administration Manager, the officer's duties and responsibilities will entail:

- (i) Managing day-to-day operations of the accounting unit.
- (ii) Responsible for ensuring compliance with donor rules and regulation as well as adherence to policies and procedures.
- (iii) Responsible for managing the sub-awards financial transactions on day-to-day basis.
- (iv) Project financial reporting.

(b) Professional qualifications and experience

- (i) A Bachelor's degree in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA, or a Master's degree in accounting.
- (ii) Membership to the relevant professional body.
- (iii) Minimum three years managerial experience in the financial area of a non-profit organization or five years of managerial experience in finance in an international commercial organization.
- (iv) Extensive experience in working with computerized accounting systems, standard spreadsheet and database programs.
- (v) Knowledge of USAID or other similar organizations' finance, grants and compliance.

Approved for Advertisement

Dr. Kelly Oluoch
CHIEF EXECUTIVE OFFICER

Date: 23/07/24

The successful candidates shall be required to provide the following documents before issuance of the offer letter in compliance with Chapter Six of the Constitution of Kenya 2010: Certificates of clearance from the Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Credit Reference Bureau (CRB), and valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

Applicants whose background and competencies match the above specifications are invited to make their applications **ONLINE** through the College website <http://recruit.kmtc.ac.ke/jobs>.

For any inquiries, please email recruitment@kmtc.ac.ke.

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificate/s, as well as transcripts during interviews.
- (iii) It is a criminal offence to present fake certificates/documents.
- (iv) The applications will be closed on **Friday, 2nd August 2024**.

The Kenya Medical Training College is an Equal Opportunity Employer committed to implementing Affirmative Action. In this regard, Youth, Women, Persons with Disability, and Minorities with the requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.



Quality Health Training towards realization of Vision 2030



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