



MINISTRY OF HEALTH

ADVERTISEMENT FOR THE POSITION OF PROJECT FINANCE OFFICER VACANCY NO. – 001/2022

The Ministry of Health, with support from The Global Fund To Fight AIDS, Tuberculosis and Malaria, seeks to recruit a qualified and competent person to fill the vacancy of a Finance Officer for a Global Fund unit in the Department of National Health Systems Strengthening on Contract Terms for a period of three (3) years.

Reporting to the Head, Department of National Health Systems Strengthening, the Finance Officer will coordinate and execute financial transactions and activities for Global Fund grant activities.

Interested and qualified persons are requested to submit their applications by completing **ONE application form PSC2 (Revised 2016)**. The form may be downloaded from Public Service Commission website www.publicservice.go.ke and the Completed application forms should reach the **Principal Secretary, Ministry of Health, P.O. Box 30016-00100, NAIROBI** or hand delivered to Ministry of Health, Afya House, 3rd Floor, Room 312 (Registry) by 22nd February, 2022 at 5.00pm (East African Time).

Requirements for appointment

Candidates who may wish to apply for the above position must possess the following:

- (i) Bachelors degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance; **OR**
- (ii) Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification;
- (iii) Member of ICPAK and in good standing;
- (iv) At least 3 years working experience in a donor funded project;
- (v) Knowledge of Government of Kenya planning, budgeting and financial management procedures;
- (vi) Knowledge of organization of the health service delivery system in Kenya, including the devolved health system;
- (vii) Demonstrate ability and commitment to teamwork and coordination with multiple partners;
- (viii) Ability to work within set timelines;
- (ix) Self-motivated and creative;
- (x) Modern computerized accounting skills such as Quick books, Pastel, SAGE and Navision, among others,
- (xi) Fulfilment of Chapter six (6) of the Constitution of Kenya 2010.

Duties and responsibilities

The duties and responsibilities of the holder of the post will entail:

- (i) Participate in the development of Global Fund budgets during funding request application, grant making and re-allocations;
- (ii) Prepare Global fund annual budgets;
- (iii) Ensure that Global Fund budgets are captured in the GoK/MoH printed estimates;
- (iv) Prepare the funds allocation against the activities, for all disbursements received from Principal Recipient;
- (v) Supervise and train accountants in the unit for effective implementation of Financial Monitoring tool developed by Principal Recipient;
- (vi) Use the Financial monitoring tool to monitor expenses against the activities for which the disbursement was made;
- (vii) Ensure all grant expenditures are incurred in conformity with the laid down GoK and Global Fund financial requirements and procedures;
- (viii) Keep record of all disbursements to Sub-recipient and related expenses;
- (ix) Verify all invoices submitted by procurement agent to ensure that they are in conformity with the Public Procurement and Disposal Act and the agreement between the Principal Recipient and the Procurement agent;
- (x) Prepare periodic financial reports on Global Fund grant activities as required by Principal Recipient;
- (xi) Ensure queries on Sub-recipient financial management and financial reports as may be raised by Local Fund Agent or Global Fund secretariat are Promptly addressed;
- (xii) Prepare cash projections for Sub-recipient grant; and
- (xiii) Perform any other duties as may be assigned by the Head, Department of National Health Systems Strengthening from time to time.

Remuneration

A competitive package will be offered to the successful candidate.

Important Things to Note

- (i) Applicant should provide all the details requested for in the advertisement;
- (ii) It is an offence to include incorrect information in the application;
- (iii) Details of academic and Professional certificates not obtained by closure of the advert shall not be included;
- (iv) Only shortlisted and successful candidates will be contacted;
- (v) Canvassing in any form will lead to automatic disqualification;
- (vi) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and Professional certificates and transcripts during interviews;
- (vii) It is a criminal offence to present fake certificates/documents;
- (viii) Serving officers shall be required to Produce the original letter of appointment to their current substantive post during the interview.

The Ministry of Health is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. therefore, people with disabilities, the marginalized and the minorities are encouraged to apply.

PRINCIPAL SECRETARY