



ENSDA

ADMINISTRATION MANAGER JOB GRADE 12

Job Purpose

Manage the Administration section under the guidance and authority of the Chief Manager – Human Resource & Administration.

Duties and responsibilities will entail:

- Design and review the basic administrative structure of the Organization, direction and control with a view to designing and developing Human Resource planning and development programmes.
- Oversee the Authority's motor vehicle operations - allocation of vehicles to supervisors and recommend service and repair of vehicles and issue fuel registration orders.
- Coordinate security services in all Authority establishment
- Keeping proper and updated inventory of all Authority assets
- Overseeing office administration services which include office accommodation
- Supervision of secretarial services
- Supervise and appraise assigned staff periodically and annually.
- Perform any other related duties that may be assigned from time to time by management

Requirements for Appointment

For appointment to this grade, an officer must have:

- Bachelor's degree in Social Sciences, Business administration or equivalent discipline
- Postgraduate qualifications in Administration, HRM (HND – HRM), IHRM or Master's in Business administration, HRM or equivalent discipline will be an added advantage.
- A member of a relevant professional body
- Served in a position of Senior/middle Management for a minimum period of 5 years.
- Have demonstrated administrative capabilities and high degree of honesty, integrity and confidentiality, Sociable and affable
- Possess Good managerial skills, decision making, and supervisory skills.
- Meet the requirement of Chapter Six of the Constitution

SENIOR ACCOUNTANT, JOB GRADE 12

We are seeking to recruit a Senior Accountant with ability to maintain adequate and efficient financial accounting system to facilitate effective carrying out of Authority activities; facilitating departments with required necessary financial accounting support and advice to enable smooth functioning of the Authority.

Duties and responsibilities will entail:

- Process and coordinate the Authority's accounts payables as outlined in the ENSDA's Financial Procedures Manual
- Provide operational support to staff on expenditure management to include short term action plans and expenditure scheduling.
- Assist in the maintenance of up-to-date and accurate cash book summaries and cheque registers
- Check and recommend payments - verify payment vouchers in accordance with laid down rules and principles and determine aggregate expenditure
- Control of expenditure and below- the- line (BTL) Authority accounts.
- Process, approve and code expenditure (claims, imprests, surrenders and purchase requisitions) and internal recoveries in accordance with budgets.
- Prepare monthly accountancy reports on expenditure and cash management and review monthly expenditure statements.
- Participate in internal audits as scheduled and provide auditors with accounting documents as requested and provide explanations on audit queries.
- Ensure timely and accurate preparation of the ENSDA payroll in liaison with the Chief Manager, Finance.
- Generate all payroll related expenditure i.e. staff salaries, statutory deductions, voluntary deductions and other employer deductions
- Process and maintain consultancy payment and remittance of any related statutory deductions to the relevant authorities
- Prepare staff debtors and creditors schedules for approval and deduction
- Process and file annual returns for staff and other statutory bodies
- Process all monthly related reports and maintain monthly reconciliation of all the payroll reports and control accounts
- Supervise and appraise assigned accountants and assistants periodically and annually.
- Perform any other related duties that may be assigned from time to time by management.

Requirements for Appointment

For appointment to this grade, an officer must have:

- Bachelor degree in Accounting or Finance or its equivalent qualification from a recognized institution.
- Certified Public Accountants (CPA) (K) or its equivalent

- Master's degree in Accounting or Finance option or its equivalent qualification from a recognized institution will be an added advantage
- A member of a relevant professional body
- Served in a comparable and relevant position for a minimum period of 5 years
- Have demonstrated administrative capabilities and high degree of competence in planning, conducting and supervision both financial and management audit as well as running a unit efficiently
- Meet the requirement of Chapter Six of the Constitution

Interested candidates who meet the specified requirements should send their application to the address below to be received not later than 23rd May 2017, 1430 hours.

**The Managing Director
Ewaso Ng'iro South River Basin Development Authority
P.O BOX 213-20500
Narok
Or**

Email:md.ensda@gmail.com

Only candidates who meet the minimum qualification will be contacted for interviews.

Canvassing will lead to automatic disqualification

The Authority is an Equal Opportunity Employer (persons with Disability, Women and Youth are highly encouraged to apply)