
The following vacancies exist at the Commission:

1. ACCOUNTS ASSISTANT- HEAD OFFICE- REF: KNCHR/ADM/HRO/11/2018 – (1)
2. FINANCE INTERNS- HEAD OFFICE- REF: KNCHR/ADM/HRO/12/2018- (2)

**1. ACCOUNTS ASSISTANT- HEAD OFFICE-REF: KNCHR/ADM/HRO/11/2018 – (1)**

Reports to:       Head of Finance.
Location:         Nairobi with occasional travel.
Duration:         3 Year Contract.
Gross Salary:     Kshs. 64,614

**Purpose of the job.**

This position is responsible for provision of accounting support to the Finance Department in the preparation of the various finance reports, accounts and reconciliation in compliance with Public Finance Accounts Standards and the achievements of objectives of the Finance and Accounts unit through
Duties and Responsibilities

a. Prepare suppliers payment vouchers and forward them for approval to prompt timely pay outs on good and services consumed by the commission
b. Maintain an updated creditors’ schedule and supplier database to stay ahead of outstanding debts payable to the commission vendors
c. Key in expenses against the specific budget lines to keep track of fund balances to avoid over expenditure on approved budgets
d. Carry out bank agent duties inclusive of cash withdrawals, negotiation for better exchange rates, request for bank statements and other such assignments to support the commission’s transactions
e. Liaise with regional officers to provide technical support on accounts and finance to mitigate audit queries and mishaps that can interrupt the field office functions
f. Verify the suppliers’ payment documentation for completeness, accuracy and authorization to ascertain payouts are made to authentic parties and not to fraudulent schemers
g. Process field imprest requests, ensuring that they are paid on time to keep regional office operations fully functional in their execution of the commission’s mandate
h. Invoice approved vouchers in the IFMIS system as a necessary step in accounting using the newly established government finance tracking platform
i. File Accounting documents to keep accurate records as necessitated by the Public Accounting practices
j. Post tax returns in iTax system to meet the current Kenya Revenue Authority tax guideline

Requirements.

a. Diploma in Finance/ Accounts or a related discipline from a recognized institution.
b. Part I of Certified Public Accountant (C.P.A) (K) or Association Of Chartered Certified Accountants (ACCA)
c. 1 years of service in a comparable position from a reputable organization.
d. Knowledge of professional accounting standards including Generally Accepted Accounting Principles (GAAP)
e. Knowledge of accounting packages.
f. Meet the requirement of Chapter Six of the Constitution of Kenya.

2. FINANCE INTERNS- HEAD OFFICE- KNCHR/ADM/HRO/12/2018- (2)

Position: Interns (2) - Finance Interns.

Reports to: Head of Finance.

Location: Nairobi with occasional travel.

Duration: 1 Year.
The KNCHR Internship Programme is designed to achieve the following objectives:

a. To provide a framework by which students from diverse academic backgrounds are assigned to the Commission where their educational experience can be enhanced through practical assignments thus giving them practical work and educational experience in the unique environment of the Commission.
b. To expose interns to the work of the National Commission thereby giving them an in-depth understanding of the Commission’s mandate, objectives, opportunities and the challenges and; further to enable them gain practical knowledge of the Commission’s inner workings.
c. To provide the Commission with the assistance of qualified students who have specialized in various research and academic disciplines related to different aspects of human rights hence affording it the services of highly qualified people to assist in programmes work thereby contributing substantively to the work of the Commission.
d. To create active supporters and advocates of human rights and through their network, to raise awareness of the work and influence of the Kenya National Commission on Human Rights in the promotion and protection of human rights nationally and internationally.
e. The KNCHR therefore invites applications from young, versatile, industrious, honest, self-driven, analytical, open-minded, readily available candidates to urgently fill the following internship positions.

Key Duties:

a. To work closely with Departmental head and staff in order to learn from the work of the Commission in various departments.
b. Assist in Departmental Work plan implementation and assist in running and maintaining various Programmes in KNCHR.
c. Any other task that may be assigned by the Departmental Officers.

Key Qualifications, Skills and Competencies:

a. Holder of an undergraduate degree in Accounts, Finance or any other relevant field from a recognized institution. CPA will be an advantage.
b. Excellent IT skills, with working knowledge of the Microsoft Office Tools.
c. Must be able to work effectively and independently with minimum supervision.
d. Excellent inter-personal and communication skills.
e. Proven research, writing and communication capability
f. Demonstrable commitment to social justice.
g. Fluency in spoken and written English and Swahili.

For more information about the programmes/departments, visit the KNCHR website www.knchr.org.

If you possess the above qualities, please submit your application manually through the post office or by hand delivery, clearly indicating the position, and the Ref No. on both the cover letter and envelope, together with a detailed C.V, names and telephone contacts of three referees one of whom should be your immediate supervisor, to reach us by 17th September, 2018 to:
The Commission Secretary
Kenya National Commission on Human Rights
Lenana Road, CVS Plaza, 1st Floor
P. O. Box 74359 – 00200
Nairobi.

Please note that it is a criminal offence to provide false information and documents in the application.

KNCHR is an equal opportunity employer and qualified female candidates and Persons with disabilities are encouraged to apply. Only short listed candidates will be contacted.