



AFRICAN INSTITUTE FOR CAPACITY DEVELOPMENT (AICAD)

Website: www.aicad-taku.org

VACANCY

African Institute for Capacity Development (AICAD) is a Regional International Institution whose main mandate is poverty reduction through human resource capacity development. The Institute is jointly funded by the Governments of Kenya, Tanzania and Uganda. The AICAD Head Office is located in Juja, Kenya.

AICAD has country offices in Kenya, Tanzania and Uganda located at Egerton University in Nakuru, Sokoine University of Agriculture in Morogoro, and Makerere University in Kampala respectively. AICAD hereby invites applications from **qualified**, competent, proactive and self-driven professionals to work at AICAD Headquarters in Juja, Kenya to immediately fill the vacant position below:

1. ACCOUNTANT (1 POST): DUTY STATION: AICAD HEADQUARTERS LOCATED IN JUJA, KENYA(CONSOLIDATED SALARY: USD 31,200.00 PER ANNUM)

Key Duties and Responsibilities:

Responsible to the Administration and Finance (A&F) Director, the duties of Accountant will include but not be limited to the following; Ensure proper keeping of all books of accounts and the timely presentation of final accounts, submission of monthly revenue and expenditure reports to **the Administration and Finance Director**, Preparation of Annual Budgets, Head and Manage Accounts and Finance Section, Perform any other duties as assigned by the Administration & Finance Director.

Qualifications: Applicants should be holders of at least Bachelors of Commerce Degree or its equivalent (**Accounting Option**) and be a member of the **Association of Chartered Certified Accountants (ACCA)** or its equivalent with at least ten years of relevant experience in government and donor funds accounting gained preferably through working for busy institutions. Applicants should have leadership and management ability and excellent interpersonal communication skills and be **IT competent and compliant**. An MBA or its equivalent will be an added advantage.

Note:

The position is on a three-year contract renewable and subject to satisfactory performance. Candidates who are interested and meet the above mentioned requirements should send their applications along with copies of certificates and testimonials, a day time telephone contact, email, names and addresses of three referees to reach the address below not later than two weeks from the **publication of this advert**. Please note electronic applications will NOT be accepted. Please visit our website: www.aicad-taku.org for the same

**The Ag. Executive Director
African Institute for Capacity Development (AICAD)
P. O. Box 46179 – 00100, NAIROBI**

AICAD is an equal opportunity employer

NB: Only shortlisted candidates will be contacted