



## NATIONAL DEFENCE UNIVERSITY-KENYA

### DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Accountant 1 Officer.

JOB DESCRIPTION	ACCOUNTANT 1 OFFICER
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	“N” (NDU-8)

#### Duties and Responsibilities

1. The Senior Accountant will be responsible for:
  - a. Directing, controlling and coordination of routine and non-routine accountancy matters;
  - b. Advising on financial policies as well as ensuring adherence to accounting principles and control of financial transactions;
  - c. Mentoring, training and developing assigned staff members in accounting services;
  - d. Undertake ad hoc assignments relating to accounting services;
  - e. Certify and verify returns, documents, vouchers and monitor revenue collections;
  - f. Keep custody of accountable documents; and
  - g. Any other relevant duty(ies) assigned by Management.

#### Qualification for Appointment

2. Appointment to this position, must have/be:
  - a. Registered member of the Institute of the Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
  - b. A bachelor's degree from a recognized university in a relevant field such as accounting administration;
  - c. Served in a comparable relevant position in the Public Service or private sector for minimum of three (3) years; and
  - d. ICT proficiency in the relevant area is mandatory.

#### Core Competencies and Skills

3. The core competencies and skills include:
  - a. Communication skills;
  - b. Computerised Accounting skills;
  - c. Interpersonal skills;
  - d. Ability to attend to details; and
  - e. Analytical skills;
4. Candidate will be required to present originals of the following documents during the interviews:
  - a. National identity card;

- b. Academic and professional certificates and transcripts;
- c. Any other supporting documents and testimonials;
- d. Recommendations from relevant professional bodies; and
- e. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

**Mode of Application**

- 5. Candidates may submit manual (hard copy) or electronic (online) applications.
- 6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
- 7. Scanned copies of the stated documents must accompany the online application.
- 8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.
- 9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Accountant 1 Officer - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**  
National Defence University-Kenya  
P.O. Box 3812-20100  
**LANET, NAKURU**

Online applications may be submitted via email to: [ndu-kenya@mod.go.ke](mailto:ndu-kenya@mod.go.ke)

All applications should reach National Defence University-Kenya on or before **29<sup>th</sup> April 2023** latest 5.00 p.m. (**East African Time**).

**WARNING.** Application for employment in National Defence University-Kenya is **FREE TO ALL** eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.