



JOB DESCRIPTIONS

1. FINANCE MANAGER (JOB REF: KYEB HR/01/2017-18)

An officer at this level will head the Finance department and will report to the Chief Executive Officer. Duties and responsibilities will include:

- Developing financial management policies and procedures for the Board and ensuring their implementation
- Developing the finance strategy for the Board and ensuring its implementation
- Setting targets for the finance department and may occasionally be required to undertake ad hoc assignments relating to accounting services;
- Ensure Tax compliance and timely submission of statutory returns;
- Preparing periodical financial reports and ensuring management information is accurate, adequate and reliable for decision making.
- Preparing quarterly expenditure forecast as a basis for discussions with the Treasury for release of funds;
- Coordinating and analyzing Medium Term Expenditure Framework (MTEF) Budget;
- Preparing annual statutory accounts and manage statutory audits as well as implement the agreed upon internal and external audit recommendations;
- Coordinating budget preparation and developing;
- Team leader in financial resource allocation;
- Managing staff in the department including performance appraisal, assigning of tasks and guidance to achieve desired results;
- Responding to Audit Queries in consultation with CEO and head of the department.

Minimum Requirements

- a. Be in possession of a Bachelor of Commerce/Business Administration or a related degree;
- b. Be a holder of CPA (K) or equivalent professional qualification;
- c. A Masters degree in any of the following areas: Business Administration (Finance/Accounting), MSc. in Finance or equivalent from a recognized institution will be an added advantage;

- d. At least 10 years of overall professional experience with 6 of them in broad financial and operations management experience
- e. Registered member of Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant professional body in good standing.
- f. Demonstrated outstanding professional competence as reflected in work performance and results.
- g. Demonstrate knowledge of IFRS, IAS, and IPAS;
- h. Must be proficient in Microsoft Office Suite of Packages.

2. PRODUCTION MANAGER (JOB REF: KYEB HR/02/2017-18)

An officer at this level will head the Production department and will report to the Chief Executive Officer. Duties and responsibilities will include:

- This position needs someone who understands publishing both in print and electronic (Online)
- An expert in publishing who has handled pre-press works and has a good understanding of the process.
- Guide, process, and output high-quality artworks.
- Preparing and presenting proposals and ideas to the Board and external clients

Minimum requirements

- a. University degree in design and further qualification in management
- b. Minimum of Seven relevant experiences in design and production management
- c. Ability to handle multiple publishing assignments at the same time
- d. Hands on knowledge of the printing/publishing industry including printing management, sourcing of quality printers and determining of appropriate costs
- e. Good Knowledge of emerging technologies in publishing
- f. Experience in working to agreed targets and deadlines
- g. An expert with leadership skills and one prepared to work extra hours to beat deadlines.
- h. Must have an eye for detail plus proficiency in Adobe Creative Suite and other publishing.

3. CORPORATION SECRETARY (JOB REF: KYEB HR/03/2017-18)

The Corporation Secretary will head the Legal Department and will be expected to provide advice to the Board and Management on governance, legal, regulatory and compliance matters and provide corporate secretarial services to the organization.

In this regard, we are looking to fill the above position at our offices in Nairobi as hereby advertised:

Duties and Responsibilities:

- Providing secretariat services to the Board, including organizing the board meetings, preparing agenda, taking minutes of the proceedings of board meetings, ensuring timely communication of decisions made for action and ensuring safe custody of the minutes and all legal and title documents
- Preparing a schedule of board and committee meetings and coordinating all the activities pertaining to travel, induction programmes, among others
- Advising the board and management on all legal matters, corporate governance issues and service regulations and policies
- Ensuring safe custody and appropriate use of the Corporate Seal and logo
- Ensuring timely compilation of board papers in consultation with the heads of divisions and departments and ensuring their compliance to good corporate governance principles.
- Coordinating and liaising with the external panel of lawyers representing the Corporation in litigation and other judicial processes.
- Interpreting the Constitution of Kenya 2010 and all laws that affect the operations of KYEB, and ensuring compliance with all relevant statutory and regulatory requirements
- Coordination and participation in the review of laws and regulations relating to the KYEB.
- Preparing and vetting of contracts and ensuring adherence to the stipulated terms
- Preparation of board's statements for institutional reports
- Perform any other duty as assigned by the CEO and Board of Directors.

Requirements for Appointment:

- Hold a Bachelors degree in Law from a recognized University
- Postgraduate diploma in a relevant field
- Be an advocate of the High Court of Kenya
- Be a holder of Certified Public Secretaries CPS (K) qualification and a registered member of the Institute of Certified Public Secretaries of Kenya
- High degree of integrity and honesty
- Demonstrate excellent interpersonal, communication and analytical skills as well as a good understanding of public service regulations and procedures in service delivery
- Be a team player of integrity, self-driven and with ability to work independently and meet deadlines
- A post graduate training in the relevant area will be an added advantage
- Have served in a similar position in a reputable organization for at least seven (7) years, four (4) of which must be at senior management level
- Current practicing certificate;
- Must be proficient in Microsoft Office Suite of Packages

4. PROCUREMENT ASSISTANT (JOB REF: KYEB HR/04/2017-18)

Duties and Responsibilities

The Procurement Assistant will report to the Procurement Officer. Duties and responsibilities include:-

- Making requisition, reporting shortages and losses;
- Preparing Local Purchase Orders (LPOs);
- Cash/LPO procuring and proper storage;
- Stock-taking and disposal of unserviceable and obsolete stores;
- Generating procurement reports in line with PPOA 2015;
- Scrutinizing all requisitions;
- Identification of shortages and losses and making appropriate recommendations;
- Maintaining database of approved sources of supply, and research into new and alternative sources;
- Receiving all the tender applications and compiling them for the procurement/Evaluation/Tender Committees;
- Assist in preparation of procurement plan and implementation of the same in line with the approved budget.

Minimum Requirements:

- i. A Diploma in Supplies Chain Management or Economics/ Commerce /Business Administration;
- OR
- ii. Any relevant and equivalent qualification from a recognized Institution with a Diploma in Supplies Chain Management from a recognized Institution;
- iii. Membership to Kenya Institute of Supplies Management (KISM) or its equivalent
- iv. 2 years relevant work experience.
- v. Computer Application skills. Must be proficient in Microsoft Office Suite of Packages

5. INTERNAL AUDIT ASSISTANT (JOB REF: KYEB HR/05/2017-18)

The Audit Assistant will report and work closely with work closely with Internal Auditor. Duties and responsibilities at this level will include:-

- Assist in the preparation of work plans including risk assessment and audit programs for assurance and/or consulting engagements.
- Assist in assessing the reliability and effective use of internal controls and assist in reviewing existing administrative systems, policies and procedures.
- Conduct discussions of preliminary nature with heads of operations audited.
- Conduct in accordance with Institute of Internal Auditing (IIA) standards and as guided by Head of internal Audit financial, operational and compliance audits.
- Obtain required information directly or indirectly through examination of records or interviews with staff.
- Check and verify accounting books and records to ensure they are in conformity with relevant accounting standards, regulations and Board's policies.
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Verify and assess existence and safeguarding of Board's assets.
- Inspect and assess, budgets, Cashbooks, payroll, imprests, balance sheets and other related financial statements and records.
- Check, inspect reconciliation of bank deposits and payments with cashbook.
- Inspect and assess Board's registers' and related records.
- Prepare working papers documenting adequately work performed and compile detailed audit files.

- Draft segments of the reports and communications on the results of work performed, for review by the Head of the internal auditor or the auditor.

Minimum Requirements

- i. Bachelor of Commerce accounting option/Finance or equivalent degree or CPAII.
- ii. 2 years relevant work experience
- iii. Exposure in public sector and GOK regulations is an added advantage.
- iv. Must be proficient in Microsoft Office Suite of Packages

How to Apply

Interested and qualified persons are requested to submit their applications indicating their current salary together with detailed Curriculum vitae, copies of academic and professional certificates and testimonials.

Applicants MUST also attach clearance certificates from the following bodies:

- Kenya Revenue Authority.
- Directorate of Criminal Investigation.
- Higher Education Loans Board.
- Ethics and Anti-Corruption Commission and Credit Reference Bureau.

Applications in sealed envelope clearly marked at the top “Application for the position of.....” and mailed OR delivered to:

**The Chief Executive Officer
Kenya Yearbook Editorial Board,
NHIF, Building 4th Floor
P.O Box 34035 00100
Nairobi**

And be received on or before 13th March, 2018. Kenya Yearbook Editorial Board is an equal opportunity employer.

Canvassing of any form will lead to automatic disqualification. Qualified candidates irrespective of their gender, race, culture, religion or disability are encouraged to apply. Only shortlisted candidates will be contacted.