



# Kenya National Commission on Human Rights

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## VACANCY

The Kenya National Commission on Human Rights (KNCHR) is an independent National Human Rights Institution created under Article 59 of the Constitution of Kenya 2010 and established by the Government of Kenya through an Act of Parliament (the Kenya National Commission on Human Rights Act, 2011) and in accordance with the United Nations Principles relating to the Status of National Institutions (Paris Principles).

KNCHR's mandate includes furthering the promotion and protection of human rights in Kenya, acting as a watchdog over the Government in human rights, and the provision of Leadership in moving the country towards a human right respecting state. KNCHR fulfils its human rights mandate through five Directorates including: Complaints and Investigations, Research, Advocacy and Outreach, Legal Services, Regional Services and Corporate Services. The Commission has offices in Nairobi, Wajir, Kitale, Mombasa, Kisumu and Nyahururu.

KNCHR hereby invites applications for the following position:

### 1. ACCOUNTS CLERK

**REF: KNCHR/ADM/AC/01/2024**

**Reports to : Assistant Director Regional Services**

**Duration : Permanent & Pensionable**

**Duty Station: Kitale**

**Grade : KNCHR 8**

**Gross Salary: Kshs. 49,193**

### **Job Purpose:**

This position is responsible for the Preparation of books of accounts, carrying out bank reconciliation, monitoring regional budgetary expenditure and making timely payment for services and goods provided to the regional office.

### **Key Duties and Responsibilities:**

1. Monitor store supplies to determine stationery and other material needs, take inventory of office consumption to be able to project future requisition needs and report on these in good time.
2. Draft quarterly budgets forecast for regional office and account for expenses using store inventory reports to keep accountable for office procurements and spending in operational tools.
3. Maintain and update cashbook daily to ensure the account does not run into overdraft.
4. Perform bank reconciliations of regional bank account and forward the same to the head office monthly.
5. Ensure proper tracking of the regional office bank account and report on balances and deficits on a regular basis to account for funds spent through the maintenance of the cash office book, reconciliation of cash at hand and bank records, managing petty cash and imprest.
6. Liaise with suppliers of goods and services. Receive invoices, prepare payment vouchers, seek authority before cheque writing to keep track of accountabilities and make timely payments for goods and services utilized for the operations of the regional office.
7. Records management for all the regional office documents to ease retrieval and ensure information security for the protection of client cases and confidentiality.

### **Key Qualifications and Competencies**

1. Diploma in Business Administration or Business Management or an equivalent from a recognized institution.
2. 1 year of service in a comparable position from a reputable organization.
3. Part I of Certified Public Accountant (C.P.A) (K) or Association of Chartered Certified Accountants (ACCA).
4. Knowledge of Generally Accepted Accounting Principles (GAAP).
5. Be computer literate.
6. Good Communication and Interpersonal skills.
7. Organizational skills and Problem-solving skills.
8. Ability to work under pressure.
9. Ability to work well with teams.

***KNCHR is an equal opportunity employer which offers a competitive remuneration commensurate to qualifications and experience. All qualified candidates including Persons with Disabilities are encouraged to apply.***

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

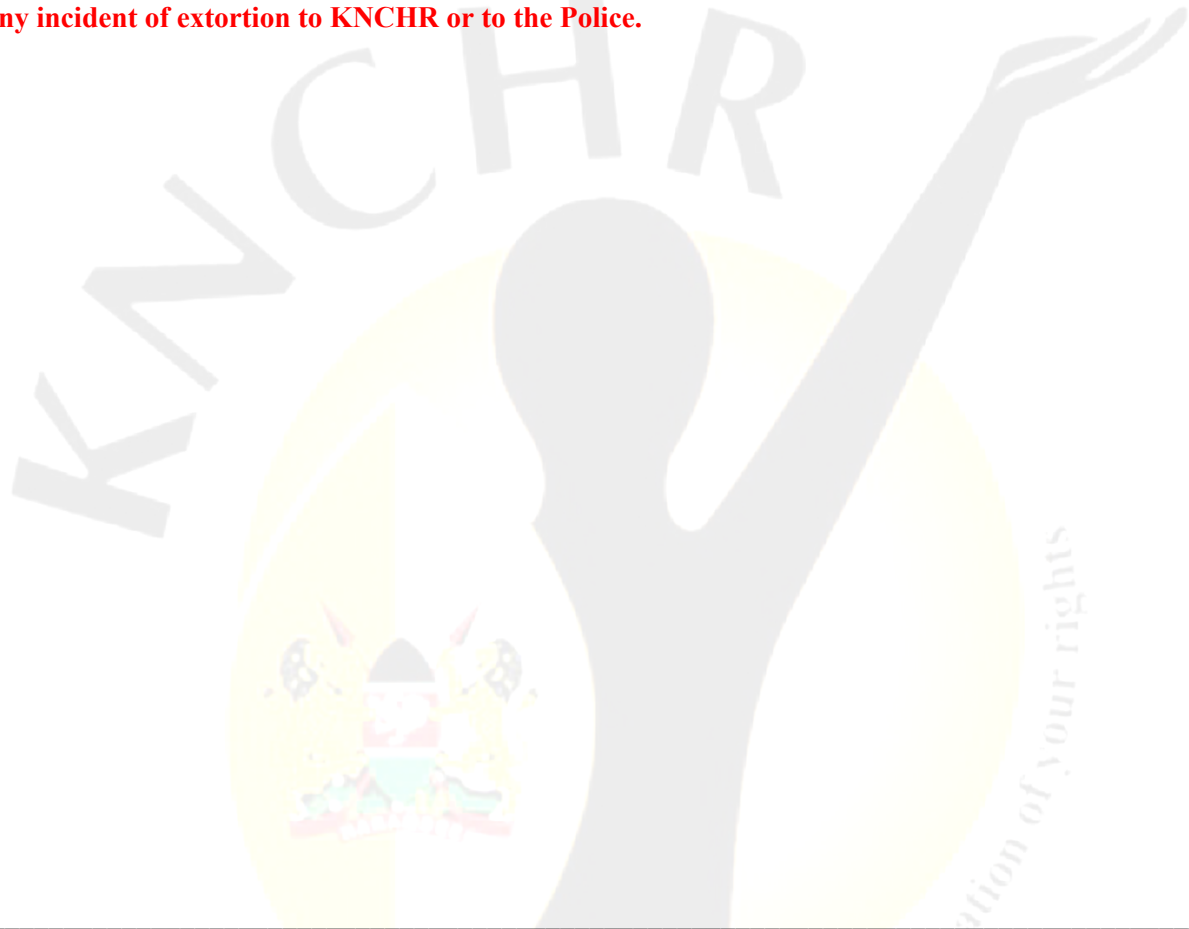
***Only shortlisted candidates will be contacted.***

If you possess the above qualifications, please apply online through the KNCHR recruitment portal <https://recruitment.knchr.org/> by **Friday 1<sup>st</sup> March 2024.**

KNCHR is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men, women of all ethnic groups and persons with disabilities. Therefore, qualified intersex persons, persons with disabilities, persons from marginalized communities and the minority groups are encouraged to apply.

Only shortlisted candidates will be advised to submit clearance certificates from the various institutions.

**KNCHR does NOT have recruitment agents and does NOT charge a fee at any stage of its recruitment process. Report any incident of extortion to KNCHR or to the Police.**



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*An accredited "A" Status National Human Rights Institution*

**Chairperson:** Roseline Odede HSC, **Vice Chair:** Dr. Nyeris Raymond, PhD

**Commissioners:** Hon. Sara Bonaya, Dr. Dennis N. Wamalwa, PhD, Prof. Marion Mutugi, EBS

**Commission Secretary / C.E.O:** Dr. Bernard Mogesa, PhD, CPM