UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

SENIOR COMPLIANCE OFFICER, USAID, FAHARI YA JAMII PROGRAM - AD/9/181/23 - (1 POST)

The Project

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. To successfully implement the Project seeks to competitively fill the above position:

The Position

This is a fulltime position based in Nairobi

Job description

The Senior Compliance Officer will support the Grants and Compliance Manager in managing and advising on compliance matters within the organization and ensuring that the project activities are carried out in accordance with the applicable compliance requirements.

Specifically, the Senior Compliance Officer will perform the following job duties:

- Support the Grants and Compliance Manager in developing a targeted, risk-based, and coherent annual compliance plan, disseminate the plan to the management and core operations teams and ensure strict adherence/implementation of the plan within the stipulated timelines;
- Conduct periodic internal reviews and investigation of the program operations including grants, procurement, vehicle usage, stock management, finance, IT, human resources and inventory control to identify potential risks and prepare detailed findings memoranda for management with advice on the corrective action plan;
- Ensure that all FYJ activities are in line with contractual obligations and in agreement with USAID rules and regulations and maintain a compliance dashboard for the Project
- Analyse the findings of the internal audits, the external audits and any external consultants review findings and present them with the corrective action plan recommendations to the management.
- Keep abreast of regulatory developments within and outside of the organization as well as evolving best practices in risks management and control.
- Provide staff training on compliance-related topics, policies or procedures;
- Review documentation of the subawardees to ensure that they comply with USAID rules and regulations and Fahari Ya Jamii policies and procedures;

- Participate in the development and implementation of systems that result in improved operational efficiency and reduced organizational risk;
- Analyse trends and collect statistics and submit quarterly reports on operational risks;
- Support internal/external audits, and coordinate action plans to close out audit findings;
- Perform other duties as assigned by the Grants and Compliance Manager.

Job specifications

- A Bachelor's degree (Master's degree preferred) in Accountancy or Business-related field
- A minimum of Certified Public Accountant (CPA) 3 Part 5 or Certified Internal Auditor (CIA) or compliance certification is an added advantage.
- A minimum of 3 years experience in compliance / risk management positions.
- A minimum of 5 years of practical work experience in a USAID funded Project or other US Government funded Project.
- Strong functional and people management skills

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-scofyjp@uonbi.ac.ke

CLOSING DATE: FRIDAY SEPTEMBER 22, 2023

THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.