



## **CORRIGENDUM**

### **CAREER OPPORTUNITY:**

### **SENIOR ASSISTANT OFFICE ADMINISTRATOR (NACC 6)**

Reference is made to the advertisement posted earlier today, Monday, July 9, 2018 for wide circulation with relation to recruitment to the above mentioned vacancy.

This is to inform you that the said advertisement has been varied on the following:

1. The requirement for full secretarial qualifications have been amended to be an added advantage to the position and not mandatory requirement.
2. Other requirements are amended to include courses hitherto not included in the earlier advert.
3. All applicants must have demonstrable full proficiency in Computer Office applications

Please find attached the revised advert.

**For the Chief Executive Officer, NACC**



## DECLARATION OF VACANCIES

The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for coordinating and mobilizing resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of our mandate can be found in the website [www.nacc.or.ke](http://www.nacc.or.ke). In its efforts to fulfill this mandate, the NACC seeks to recruit suitable candidates for the following positions.

### 1. REGIONAL HIV COORDINATOR II

<b>Job Title</b>	<b>REGIONAL HIV COORDINATOR II</b>
<b>Reports to</b>	<b>HEAD, COUNTY SUPPORT</b>
<b>Grade</b>	<b>NACC 5</b>
<b>Department</b>	<b>COORDINATION AND SUPPORT</b>
<b>Business Purpose/Objective</b>	To co-ordinate the implementation of NACC's stated agenda in the assigned region through the provision of the required materials, tools and technical support to the county HIV and AIDS coordinators

#### **Broad Duties**

- Manage the delivery of KASF at the regions
- Monitor KASF delivery structures
- Regional Stewardship and technical assistance to county HIV and AIDS coordinators
- Accountability for resources and results
- Oversee asset management in the regions
- Reporting on the implementation of KASF and other programmes in the regions
- Coordination of the different implementing HIV and AIDS partners
- Resource Mobilization for the HIV and AIDS response (AIA)
- Responsible for the multi - sectoral response of HIV and AIDS in the region
- Records management

#### **Accountabilities / Responsibilities**

- Secretariat to the County HIV committee and implement HIV Committee resolutions
- Ensure delivery of County HIV plans and strategies
- Ensure Performance Contract reporting in Counties has HIV as a key indicator
- Deliver quarterly reports on KASF progress as per M & E instructions
- Advocate for the inclusion of resources for HIV in County budgets (health and other sectors)
- Ensure Quarterly County ICC HIV meetings are held and follow through on County ICC HIV actions
- Be a member of the County Health Management Team (CHMT) and ensure HIV agenda is active

- Facilitate regular engagement of all state and non-state actors within the county in planning, prioritization, implementation, monitoring, and evaluation of HIV and AIDS programmes.
- Strengthening linkages and networking among stake-holders support for KASF delivery
- Monitor County Legislation to ensure all Bills are HIV compliant
- Facilitate Beyond Zero Mobile Clinic reporting
- Coordinate activities planned by NACC in the Counties and deliver on the NACC work plan
- Supervise all the HIV and AIDS prevention and control activities in the region
- Develop and submit quarterly work plans to PO - County Operations
- Review SCACC work plans and provide technical guidance and support to the SCACC's in their regions and ensure they report in a timely manner.
- Ensure county HIV work plans are developed and track their implementation
- Determine and operationalize appropriate methods for implementing the region specific components of HIV and AIDS Control
- Ensure that the region's HIV and AIDS Control activities are implemented as per approved plans
- Oversee the day to day running of the regional office including accounting, administration, logistics, monitoring and evaluation
- Ensure prudent use and accountability of resources and assets and report accordingly
- Ensure timely reporting by HIV implementing partners in the Counties
- Report to the Program Officer County Operations

**Educational**

- Have a Bachelor's degree in Biological Sciences, Social Sciences, Public Health, Health Sciences, Project Management, Administration from a recognized institution;

**Experience**

- Have a minimum of four (4) years relevant work experience

**Key competencies**

- Have excellent writing, analytical and negotiation skills;
- Have proven leadership, interpersonal and managerial qualities;
- Have proven capacity for intellectual and operational leadership in HIV and AIDS control work and ability to enhance interaction at all levels of AIDS control actors;
- Demonstrate a high degree of initiative, flexibility, judgment and reliability
- A team player and result oriented
- Be computer literate

2. **SENIOR ASSISTANT OFFICE ADMINISTRATOR (3 Vacancies – AMMENDED)**

<b>Reports to</b>	HEAD OF DIVISION/ DEPARTMENT
<b>Grade</b>	NACC 6
<b>Department</b>	FINANCE AND ADMINISTRATION
<b>Business Purpose/Objective</b>	The Officer will be attached to offices of the Deputy Directors. The position will perform varied office management duties with an emphasis on record management, handling reports and assist with the planning and production of programs and events.
<b>Duties, Responsibilities &amp; Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Taking minutes and drafting reports;</li> <li>• Typing drafts or recording from detailed reports;</li> <li>• Performing general office tasks;</li> <li>• Preparing confidential and complex correspondence, forms, reports;</li> <li>• Facilitate travel;</li> <li>• Diary Management, maintain and update calendars, establish priorities and schedule appointments;</li> <li>• Receiving and attending to visitors and ensuring security of the office documents and equipments;</li> <li>• Disseminate information by using the telephone, mail service, web sites and e-mail</li> <li>• Rapporteur among other roles</li> </ul>	
<b>Educational</b>	<p>i. <b>Possess a minimum of any of the following Courses:</b></p> <ul style="list-style-type: none"> <li>• Diploma in HR Management</li> <li>• A Bachelor's degree course in English or Kiswahili languages</li> <li>• Diploma in sign language communication</li> <li>• Diploma in Archives administration/ management</li> <li>• Diploma in Knowledge management</li> <li>• Diploma in Records Management</li> <li>• Diploma in Information &amp; Library Management</li> <li>• Diploma in Office Administration</li> <li>• Diploma in Public Relations Management</li> <li>• Full Diploma in Front Office Management</li> <li>• Full Diploma in Customer Relations Management or Customer Service</li> </ul>

	<p>ii. Be in possession of Kenya Certificate of Secondary Education mean grade C- (minus) with at least a C (Plain) in English and Kiswahili or its equivalent (<i>save for applicants who have Bachelor's qualifications in the respective languages</i>)</p> <p>iii. All applicants must have demonstrable full proficiency in Computer Office applications.</p> <p>Applicants who have completed and passed the following subjects offered by the Kenya National Examination Council or another accredited/ recognized institution shall be accorded an added advantage:</p> <ul style="list-style-type: none"> <li>• Shorthand III (minimum 120 w.p.m.)</li> <li>• Typewriting III (50 w.p.m.)</li> <li>• Business English III</li> <li>• Commerce II</li> <li>• Office Management III</li> <li>• Secretarial Duties II</li> <li>• Have shown outstanding professional competence and administrative ability supported by certificates &amp; testimonials;</li> <li>• Computer literate with relevant certificates in computer packages.</li> </ul>
<b>Experience</b>	Have relevant experience of at least four (4) years in administration or secretarial role
<b>Key competencies</b>	<ul style="list-style-type: none"> <li>• Alert.</li> <li>• Honesty and integrity.</li> <li>• Good interpersonal and communication skills.</li> <li>• Available to work beyond regular office hours and to travel for extended periods outside designated work station.</li> <li>• Attention to details.</li> </ul>

### 3. REGIONAL ACCOUNTANT

<b>Reports to</b>	Administratively to the <b>Regional HIV Coordinator</b> in close technical consultation with the <b>Head, Finance</b>
<b>Grade</b>	NACC 6
<b>Department</b>	FINANCE AND ADMINISTRATION
<b>Business Purpose/Objective</b>	To carry out accounting functions and support the role of the Head Finance on day-to-day accounting operations. He/ She will be required to work within Government Policies and general directives given by the Head, Finance.
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Provide functional support for regional finance and accounting function</li> <li>• Tracking expenses and other financial transactions, mainly involving expense entry, tracking, and record keeping,</li> <li>• preparing and submitting monthly expense reports,</li> <li>• review expenses and financial transactions to ensure compliance with procedures and terms</li> <li>• Manage grants financial management, in consultation with the Finance division,</li> <li>• Manage petty cash accounts,</li> <li>• Review and submit monthly bank reconciliations among other roles</li> </ul>	
<b>Educational</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Commerce, Accounting or its equivalent from a recognized institution</li> <li>• Must possess at least a minimum of a CPA II (Section IV) or ACCA Fundamental (F9)</li> </ul>
<b>Experience</b>	Have experience in accounting work of at least three (3) years in a reputable organization;
<b>Key competencies</b>	<ul style="list-style-type: none"> <li>• Have shown merit and ability in job performance</li> <li>• Have shown outstanding administrative ability and professional competence supported by certificates and testimonials;</li> <li>• Computer literate with knowledge of accounting packages supported by certificates and testimonials.</li> </ul>

The above positions are on three (3) year renewable contract basis subject to satisfactory performance through a formal appraisal. The individuals recruited are expected to be of high integrity and able to work within a team.

If you fulfill the above requirements, you are invited to apply by submitting an application together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by **5:00 p.m. on Friday, July, 27, 2018** to the address provided below.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**The Chief Executive Officer  
National AIDS Control Council  
Landmark Plaza, 9<sup>th</sup> Floor,  
P.O. Box 61307 – 00200,  
Nairobi,  
KENYA.**