



NATIONAL TRANSPORT AND SAFETY AUTHORITY

JOB ADVERTISEMENT

The National Transport and Safety Authority (NTSA) is a State Corporation established through an Act of Parliament; Act Number 33 of 26th October 2012. The Authority is mandated with effectively managing the road transport sub-sector, minimizing road traffic accidents and loss of lives resulting therefrom.

Pursuant to this mandate, the Authority seeks to recruit highly motivated, visionary, dynamic and results oriented candidates to fill the under mentioned positions:

S/No.	Position	Grade	Number of vacancies	Position Ref. No.
1.	Manager, Financial Accounting & Reporting	NTSA 4	1	NTSA/01/2023/01
2.	Principal Finance Officer	NTSA 6	1	NTSA/01/2023/02
3.	Principal Internal Auditor	NTSA 6	1	NTSA/01/2023/03
4.	Principal Officer- Project Management & Resource Mobilization	NTSA 6	1	NTSA/01/2023/04
5.	Audit Officer II -Systems	NTSA 8	1	NTSA/01/2023/05

Detailed job descriptions for the positions are as provided below.

1. MANAGER, FINANCIAL ACCOUNTING & REPORTING (GRADE NTSA 4) – REF NTSA/01/2023/01

Reporting to the Deputy Director, Finance the job holder is responsible for financial accounting and reporting function of the finance department.

Key Duties and Responsibilities

- Co-coordinating and analyzing Medium Term Expenditure Framework (MTEF) Budget;
- Assisting the Authority in costing programs;
- Incorporating the inputs into the budget process;
- Communicating approved annual estimates to various departments and ensuring that there is a timely adjustment of work plans commensurate with the resource voted in the budget;

- Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
- Ensuring expenditures are within the voted allocations;
- Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; Preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, and revenue/AIA returns, cash flow statements, analysis of deposit etc.
- Determining performance indicators for programs; and initial preparation of responses to all budgetary matters including all issues raised by the Board of Directors;
- Assisting Desk Officers to coordinate the preparation of budget estimates for various departments;
- Analyzing project proposals, budget Estimates and fiscal returns;
- Preparing fiscal reports and technical briefs on Financial Management.

Requirements for Appointment

- At least ten (10) years relevant work experience, three (3) of which must have been at a middle management position in a large organization;
- Bachelor's degree in Commerce (Accounting or Finance option), Economics or a related field from a recognized institution;
- Master's Degree in Business Administration (MBA), Economics, Finance or in a related discipline from a recognized institution;
- Passed Part III of the Certified Public Accountants (CPA) Examination **OR**
- Association of Certified Chartered Accountant (ACCA)/Chartered Financial Analyst (CFA) or its equivalent professional accounting certification;
- Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- Computer proficiency; and
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of Finance function and a thorough understanding of the Public Financial management policies and regulations.

2. PRINCIPAL FINANCE OFFICER (GRADE NTSA 6) – REF NTSA 01/2023/02

Reporting to the Manager, Financial Accounting and Reporting the job holder will be responsible for projects and asset management.

Key Duties and Responsibilities

- Preparing Budgets for the recurrent and development votes;
- Preparing quarterly expenditure forecasts; coordinating reallocation of voted funds during the year;
- Monitoring expenditure and projects including programme implementation on a periodic basis, ensuring timely disbursement of funds;
- Compiling of budget estimates, Fiscal returns;
- Preparing of Fiscal reports;
- Compiling of expenditure proposals and Budget outputs and outcomes;

- Certify and verify returns, documents, vouchers, and monitor collection of revenue including inspection.
- The employee will also be responsible for timely and accurate preparation of management reports and providing guidance to employees under him/her to achieve the desired results.

Requirements for Appointment

- At least eight (8) years relevant work experience, three (3) of which must have been in a supervisory position in the Public Service/Private Sector;
- Bachelor's degree in Commerce (Accounting or Finance option), Economics or a related field from a recognized institution;
- Master's Degree in Business Administration (MBA), Economics, Finance or in a related discipline from a recognized institution is an added advantage;
- Passed Part III of the Certified Public Accountants (CPA) Examination or its equivalent professional accounting certification;
- Attended a Supervisory Course lasting not less than four (4) weeks from a recognized institution;
- Computer proficiency; and
- Shown merit and ability as reflected in work performance and results.

3. PRINCIPAL INTERNAL AUDITOR (GRADE NTSA 6) – REF NTSA 01/2023/03

Reporting to the Manager, Internal Audit the job holder will be responsible for review and evaluation of the system of internal controls, assess their adequacy, effectiveness and proposing recommendations for their improvement.

Key Duties and Responsibilities

- Contribute to preparation of risk based audit plan and programs for the audit engagement;
- Conduct in accordance to the auditing standards segments of financial, operations, systems and compliance audits to operations;
- Obtain information directly or indirectly through examination of records or interview the auditee;
- Safeguard the authority's assets by establishing appropriate means of verifying their existence, ownership and valuation;
- Prepare audit working papers properly documenting the work performed; draft on a monthly basis audit reports and communications on work performed for review;
- Assist in establishing a follow up mechanism on agreed recommendations on financial, operational and regulatory deficiencies reported during past audits; and carry out special audits as may be directed.

Qualifications, Skills and Experience

- At least eight (8) years relevant work experience 3 of which must have been in a supervisory position in the Public/Private Sector;
- Bachelor's degree in Commerce (Accounting or Finance option), Economics or a related field from a recognized institution;
- Passed Part III of the Certified Public Accountants (CPA) Examination; Association of Certified Chartered Accountant (ACCA) or Chartered Financial Analyst (CFA);
- Computer proficiency; and

- Shown merit and ability as reflected in work performance and results

4. PRINCIPAL OFFICER- PROJECT MANAGEMENT AND RESOURCE MOBILIZATION (GRADE NTSA 6) - REF: NTSA/01/2023/04

Reporting to the Deputy Director, Corporate Strategy and Planning, the job holder will assist in Project Coordination and Resource Mobilization. The Officer will also carry out Monitoring and Evaluation exercises of Authority's programs as well as develop and submit periodic reports

Key Duties and Responsibilities

- Assist in developing viable concepts, project proposals and related resource mobilization aspects.
- Assist in developing NTSA's project plans and schedules.
- Assist in coordinating implementation, monitoring and evaluation of NTSA projects, plans and strategies.
- Assist the department in advising on strategic investments opportunities.
- Support the department to establish linkages with strategic financial partners.
- Assist in coordinating regular meetings with strategic financial partners to discuss resource mobilization opportunities.
- Assist in ensuring that the resource mobilization opportunities are aligned with NTSA's Strategic Objectives.
- Assist in project cycle management of NTSA's programmes and projects.
- Support in cascading of sectional/unit performance contract targets;
- Prepare sectional performance plan and reports;
- Draft sectional budget, training and procurement plan

Qualifications, Skills and Experience

- At least 8 years relevant work experience, 3 of which must have been in a supervisory position in the Public/Private Sector
- Bachelor's degree in any of the following disciplines: - Business Administration, Economics, Commerce, Statistics, or any other relevant qualification from a recognized institution;
- Master's Degree in Business Administration (MBA), Economics, Economics, Commerce, Statistics, or any other relevant qualification from a recognized institution is an added advantage.
- Diploma or certification in Project Management, Accounting or equivalent/higher but Project related qualification from a recognized institution;
- Supervisory course lasting not less than two (2) weeks from a recognized institution;
- Computer proficiency in applications such as MS Project, Excel, SPSS is highly desirable;
- Evidence of effective analytical and problem-solving skills, with good attention to detail;
- Shown merit and ability as reflected in work performance and results.
- Excellent written and verbal communication skills; and
- Team player with excellent interpersonal skills.

- Excellent report writing and presentation skills;

5. AUDIT OFFICER II - SYSTEMS (GRADE NTSA 8) – REF NTSA 01/2023/05

Reporting to the Principal Audit Officer – Systems, the job holder will be responsible for development and implementation of the annual Information Systems audit plan.

Key Duties and Responsibilities

- Contribute to the development of the annual Information Systems audit plan;
- Execute Information systems audit reviews based on the annual Information Systems Audit plan;
- Conducting general ICT reviews, audits of computer systems and technical environments;
- Analyzing data for the adequacy and effectiveness of system integrity, accuracy, security and control;
- Carry out compliance audits for information systems management procedures and ensure departmental compliance to the established control framework;
- Prepare and develop detailed audit programs for performing individual audits including the identification of key risks and controls, determination of audit scope, objectives and audit methodology;
- Carry out routine information systems audit investigations on areas identified by Management; and
- Conduct data extractions, analysis, and security reviews utilizing various computer assisted audit tools (CAAT).

Key Qualifications and Experience

- Bachelor's degree in Information Systems/Computer Science/Computer Engineering;
- Certified Information Systems Auditor (CISA) qualifications or other designation; other qualifications e.g. CISM, CISSP, CRISC, CEH;
- Computer proficiency; and
- Fulfil the requirements of Chapter 6 of the Constitution.

Qualified candidates should apply in confidence indicating the Job Ref. No. on both the application and envelope to the address below, enclosing CV with full details of educational background and professional qualifications. The application should also have copies of certificates, relevant testimonials and the National ID. Applications may be deposited at the Authority's Head Office Reception, 316 Upper Hill Chambers, Ground floor, 2nd Ngong Avenue, or posted to;

**The Director General,
National Transport and Safety Authority,
316 Upper Hill Chambers, 2nd Ngong Avenue,
P.O. Box 3602-00506,
NAIROBI.**

All applications should be received not later than **5:00 p.m. on Tuesday 31st January, 2023.**

NTSA is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates shall be contacted. Any form of canvassing shall lead to automatic disqualification.