



# VACANCY ANNOUNCEMENT

(Ref. No. NRS/609/032024)

## BUSINESS SUPPORT OFFICER I (PROJECT ACCOUNTANT) 4 POSITIONS

The International Centre of Insect Physiology and Ecology (icipe) is a pan-African Centre of excellence in research for development and capacity building in insect science and its applications. The Centre's mission is to help alleviate poverty, ensure food and nutritional security, and improve the overall health status of people of the tropics. icipe achieves this goal by developing and extending management tools and strategies for harmful and useful arthropods while preserving the natural resource base. Since its establishment in 1970, icipe has become a significant contributor to science and innovation required to meet the health and food security challenges of sub-Saharan Africa. The Centre has achieved this status by developing alternative and environmentally friendly pest and vector management technologies and products that are effective, selective, non-polluting, non-resistance inducing, and affordable to resource-limited rural and urban communities. icipe is headquartered in Nairobi, Kenya, and has operations in more than 40 African countries as well as thriving partnerships with universities and research organizations across the world. Employing over 500 international and national staff, icipe also has approximately 150 graduate students who contribute to the Centre's research portfolio annually. For additional information, visit: [www.icipe.org](http://www.icipe.org))

Please also download *icipe's* Vision and Strategy 2021–2025  
<http://www.icipe.org/publications/corporate-publications/vision-and-strategy>

*icipe* seeks to recruit **Business Support Officer I (Project Accountant) for 4 positions** in the **Finance & Budgeting Unit**. The position is tenable in Nairobi at the *icipe* Duduville campus. This is a two-year contract, renewable subject to continued position needs, funding for the position, and performance of the staff member. This is a nationally recruited position. A competitive compensation package will be offered to the right candidates. Only shortlisted candidates will be contacted.

### Overall Purpose of the Job

The position holder will be responsible for management staff working advances for a portfolio of restricted projects and provide financial management and accounting support to project portfolio teams.

### Specific Duties

- Provide financial management and accounting support to project portfolio teams.
- Review of staff surrenders and claims for validity, completeness, and accuracy in line with *icipe's* financial policies and donor regulations.
- Preparation of long outstanding staff working advance balances for management's action.
- Facilitations during projects' periodic audits.
- Collate/document user experience feedback for process improvement.
- Collate/document new/emerging donor requirements for process improvement.

- Recommend other generally accepted good practices for process improvement.
- Other related tasks as assigned.

### Requirements/Qualifications

- Bachelor's degree in accounting, business, finance, economics, or a related subject.
- Professional qualification or satisfactory progress towards attainment of professional qualification in accountancy (CPA II or equivalent)
- Relevant exposure to auditing or financial management will be desirable (at least 2 years of practical work experience).

### Other Desirable Attributes

- Ability to study and familiarize with the Centre's documents (Financial Rules & Regulations, Procurement Manual, Whistleblower policy, Anti-fraud, and ant-corruption policy...etc.) and donor-specific requirements.
- Ability to study and familiarize with the Centre's systems.
- Ability to interpret, resolve, and adapt decisions within established guidelines and directions in the execution of tasks.
- Capacity to function effectively as a member of a multi-disciplinary team.
- Ability to search for common ground in problem-solving.
- Support in the development of solutions in a consultative manner for process improvement.
- Train and create users' awareness in the management of staff working advances and related processes.
- Provide support to the research themes and units to ensure effective staff working advance management processes in line with the *icipe's* financial policies and donor regulations.
- Provide support in the resource mobilization activities as assigned from time to time.
- Provide support in partner management processes as assigned from time to time.

### Reporting

This position reports to the **Senior Projects Accountant**.

### HOW TO APPLY

**Applications will be accepted up to 9<sup>th</sup> April 2024.** Interested applicants should submit: (a) a confidential cover letter; (b) a detailed CV with names and addresses of 3 referees, including e-mail addresses; and (c) a statement illustrating suitability against the listed qualifications/competencies/abilities, and skills.

Candidates are required to apply online through: <http://recruit.icipe.org> or by Email: [recruitment@icipe.org](mailto:recruitment@icipe.org)

*icipe is an equal-opportunity employer. It fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity.*