

ADVERTISEMENT FOR VACANT POSTS

The Kenya National Commission for UNESCO is a State Corporation established under the KNATCOM Act 2013 which aims to advance UNESCO's agenda in Kenya by contributing to peace and sustainable development, through promotion of international standards and best practices in the five fields of UNESCO's competence namely: Education, Natural Sciences, Social & Human Sciences, Culture and Communication & Information.

To enable it to fulfil its mandate, the Commission wishes to recruit a dynamic, result-oriented, and self-driven person to fill the advertised positions under the terms and conditions advertised:

1. **SUPPLY CHAIN MANAGEMENT OFFICER -KNC 7/C3 – ONE (1) POST ADVERTISEMENT NO. KNCU/01/2025**

Job Title	Supply Chain Management Officer
Grade	KNC 7/C3
Place of Work	Nairobi
Reports To	Senior Supply Chain Management Officer
Classification	Operation Level
Purpose of the Job	The Supply Chain Management Officers assist the Commission to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.
Remuneration	Monthly Gross pay Ksh. 93,085.00
Terms of Service	Short Term Contract for six (6) Months

Functions of Supply Chain Management Officers

Supply Chain Management Officers are responsible for the following functions:

1. Provide advisory, professional opinion on procurement matters to the accounting officer to ensure compliance with the Public Procurement and Asset Disposal Act 2015;
2. Coordinate the preparation and implementation of the Annual Procurement Plan;
3. Maintain and continually update the list of registered suppliers;
4. Prepare, publish, and distribute procurement and disposal opportunities;
5. Coordinate the receiving, opening of quotations, bids, tenders, proposals, and expressions of interest;

6. Carry out procurement and disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015 and the Commission's Procurement Manual and Policies;
7. Review and maintain all records of purchased goods, works and services, including costs, deliveries and inventories;
8. Undertake market surveys;
9. Monitor contract management;
10. Maintain optimal stock levels and carry out quarterly and annual stock take; and;
11. Provide secretariat services to the procurement committees which may be constituted by the Secretary General/CEO

Duties and Responsibilities

The Officers will be responsible to the Senior Supply Chain Management Officer, for the implementation of the Supply Chain Management Division's objectives in a result oriented and timely manner to achieve the Corporation's goals, objectives and agreed performance targets. Duties and responsibilities will entail:

1. Sourcing for goods, works and services as per the procurement law;
2. Raising purchase orders for goods and services for approval;
3. Liaising with suppliers to ensure timely delivery of goods and services; Maintaining and update a list of prequalified suppliers;
4. Assisting in undertaking market surveys to ensure the Commission obtains value for money;
5. Ensuring safe custody of all procurements records;
6. Coordinating the opening of quotations, tenders & proposals; and
7. Any other duties as may be assigned

Job Specification

Academic & Professional Qualifications	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Procurement and Supplies Management, Business Administration or equivalent qualification from a recognized institution; ▪ Diploma in Procurement & Supplies Management; ▪ Proficiency in computer applications.
Job Experience & Requirements	<ul style="list-style-type: none"> ▪ Entry level. Basic knowledge and skills required. ▪ Membership of a professional body, either KISM or CIPS ▪ Fulfil the requirements of Chapter Six of the Constitution.
Personal qualities	<ul style="list-style-type: none"> ▪ Analytical skills ▪ Communication skills ▪ Strategic and innovative thinking ▪ Ability to mobilize resources ▪ Interpersonal skills ▪ Negotiation skills

2. ACCOUNTANT -KNC 7/C3 – ONE (1) POST ADVERTISEMENT NO. KNCU/02/2025

Job Title	Accountant
Grade	KNC 7/C3
Place of Work	Nairobi
Reports To	Senior Accountant
Classification	Support Staff
Purpose of the Job	Officers in this Division are responsible for the prudent management of the Commission's financial resources and providing accurate and timely financial information for decision support by both management and the Board.
Remuneration	Monthly Gross pay Ksh. 93,085.00
Terms of Service	Short Term Contract for six (6) Months

Functions of Accountants

The Officers in this Division are responsible for the following functions:

1. Develop financial system and implement sound financial policies, systems, procedures and internal controls in compliance with Statutory Regulations and International Accounting Standards and communication of the financial policies, strategies, and plans and ensure their evaluation thereof;
2. Revenue collections & Managements;
3. Budgeting and Budget Control;
4. Records & Accounting ;
5. Management of working capital;
6. Preparation of the financial statements; and
7. Investment.

Duties and Responsibilities

The Officer will be responsible to the Manager, Finance & Accounts through the Senior Accountant for the implementation of the Division's objectives in a result-oriented and timely manner to achieve the Corporation's goals, objectives and agreed performance targets.

Duties and responsibilities will entail:

1. Availing information to customers when necessary, upon request and escalate where unable to avail;
2. Receiving and verifying invoices/claims/imprest request from suppliers/staff and posting in appropriate registers and forwarding to Finance Manager for authorization;
3. Receiving authorized requests (claims, invoices, imprest) and processing (prepare voucher/warrant) and capturing of the payment;
4. Receipting of cash/revenue received immediately upon recognition;
5. Posting payments and receipts in the cashbook daily;
6. Performing monthly bank reconciliation;

7. Processing of statutory deductions payments, VAT, Withholding tax, etc.;
8. Preparing, updating and reconciling creditor, debtors and general ledgers and providing debtors report;
9. Preparing remittance advices for suppliers;
10. Preparing weekly payment status report itemising pending payments; and
11. Any other duties as may be assigned.

Job Specification

Academic & Professional Qualifications	<ol style="list-style-type: none"> i. Bachelor's degree in commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution; ii. Certified Public Accountants (CPAK) Examination OR Diploma in Finance/Accounts or its recognized equivalent qualifications; and iii. Proficiency in computer applications.
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Job Experience & Requirements	<ul style="list-style-type: none"> ▪ Fulfil the requirements of Chapter Six of the Constitution.
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Key Competencies & Skills	<ul style="list-style-type: none"> ▪ Computer literate; ▪ Analytical skills; ▪ Conversance with finance ERP; and ▪ Good communication Skills.
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How to apply

1. Log on to the Commission's website www.unesco.go.ke and complete the online job application form.
2. Upload copies of Application Letter, Curriculum Vitae, Academic Papers, National Identity Card, NSSF, NHIF, membership to the professional body, and clearance certificates from HELB, EACC, CRB, KRA & DCI.
3. The deadline for submission of all applications is **20th May 2025 at 5.00 pm.**

Note:

- i). Only shortlisted and successful candidates will be contacted.
- ii). Canvassing in any form will lead to automatic disqualification.

SECRETARY GENERAL/CEO

***KNATCOM is an equal opportunity employer.
Women, Youth, and PWDs are encouraged to apply***