



COUNCIL OF GOVERNORS

JOB OPPORTUNITY

DIRECTOR FINANCE AND ADMINISTRATION

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

To enable the Council achieve its mandate and vision, the Council wishes to recruit results oriented individual with drive, vision and creativity to fill the following position:

DIRECTOR FINANCE AND ADMINISTRATION

Overall Purpose of the Job

Reporting to the Chief Executive Officer, the Director Finance and Administration will be responsible for implementing the existing policies and procedures on Financial Management and efficient, effective and sustainable engagement and utilization of the Council's financial resources by putting in place sound financial management, procurement management, human resource management and administrative management systems. Further the Director will be responsible for mobilizing resources for the Council from the National Budgeting process and reviewing and developing new financial and administrative policies.

Key Areas of Responsibility

- Implementation of sound financial management policies within the Council of Governors in line with the Government of Kenya's public finance management policies and laws.
- Oversight of the Council of Governors procurement processes in line with the Government of Kenya's public procurement policies and laws.
- Oversight of the Council of Governors human resources management and development processes in line with the Government of Kenya's human resource management policies and laws.

- Oversight of the Council of Governors Administration processes in line with the Government of Kenya's relevant policies and laws.
- Oversight of the Council of Governors finance and economic affairs and trade committees.

Specific Areas of Responsibility

Internal CoG Finance

- Ensuring that adequate financial controls are in place to maintain propriety and proper accountability of expenditures;
- Ensuring the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily retrieved for preparation of financial reports and financial audits
- Monitoring budgets and expenditures for different departments and projects and routinely updating the departmental and project heads on a quarterly basis.
- Overseeing all financial and accounting functions for the Council of Governors including budgeting, asset management, cash flow management, variance and accounts analysis and reporting in accordance with generally accepted accounting principles, financial policies and procedures.
- Liaising with the Ministry of Devolution and Planning and the National Treasury to ensure CoG budget is captured in the state budget and funds transferred to CoG for implementation.
- Providing guidance to departments for the preparation of budgets in accordance with developed work plans.
- Ensuring departments budgets are captured in the final CoG budget and submitted to the Council of Governors for approval.
- Liaising with donors supporting projects within CoG and ensuring compliance with the donor requirements on financial matters.
- Providing periodic updates to the Council of Governors and the CEO on the financial position of the organization.
- Representing the Council in consultation with the CEO in finance related activities that are relevant in enhancing the vision of CoG
- Supporting the Council of Governors Resource Mobilization efforts in line the external resource mobilization policy.
- Overseeing the planning and implementation of the activities and operations of the Internal Council of Governors Finance Department;
- Managing the external audit process for the Council of Governors in partnership with the office of the Auditor General and any other project audit as may be deemed necessary by CoG donors and partners.

Internal CoG Procurement

- Oversight of the Council of Governors procurement processes in line with the Government of Kenya's public procurement policies and laws.

Internal CoG Administration

- Oversight of the Council of Governors Administration processes in line with the Government of Kenya's relevant policies and laws.

Finance and Economic Affairs and Trade Committees

- Oversight of the Council of Governors finance and economic affairs and trade committees.
- Any other duty as assigned by the Chief Executive Officer.

Required Qualifications and Experience

- Have a Master's degree in Finance or Accounting option or any other related field from a recognized institution;
- Have a Bachelor's Degree in Commerce Business Administration or Business Management specializing in either Finance or Accounting or any other related field from a recognized institution;
- Have CPA-K
- Be a registered member of ICPAK in good standing.
- Have a proper understanding of Public Finance Management.
- Minimum of ten (10) years' experience five (5) of which should be in a similar position.
- Experience with donor funded and/ Government of Kenya programmes is an added advantage
- Has understanding of Principles and practices of public administration, including management, organization, planning, cost/benefit analysis, budgeting, project management and evaluation.
- Have demonstrated a high degree in work ethics and competencies.
- Meet the requirements of Chapter 6 of the Kenya Constitution.

Desirable Competencies:

Behavioral

- **Accountability** – takes responsibility for action and manages constructive criticisms;
- **Client Orientation** – works effectively well with CoG clients and stakeholders;

- **Continuous Learning** – promotes continuous learning for self and others;
- **Communication** – listens and communicates clearly, adapting delivery to the audience;
- **Creativity and Initiative** – actively seeks new ways of improving programmes or services;
- **Leadership and Negotiation** – develops effective partnerships with internal and external stakeholders;
- **Performance Management** – identify ways and implements actions to improve performance of self and others;
- **Planning and Organizing** - plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter;
 - **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, and concerns and promotes equal gender participation;
 - **Technological Awareness** - displays awareness of relevant technological solutions;

Contract duration

The contract duration is for one year renewable subject to performance and availability of funds.

How to Apply

Interested persons should download and duly fill the **COG APPLICATION FOR EMPLOYMENT FORM** and send the duly completed form, CV, cover letter, copies of ID, certificates, testimonials, current and expected remuneration, names and addresses of three referees to hrcog@cog.go.ke on or before **Friday, 2nd June 2017** and indicate the name of the position you are applying for in the subject of the email.

Applicants must attach certificate of clearance from the following institutions:

- Kenya Revenue Authority (KRA);
- Higher Education Loans Board (HELB);
- Ethics and Anti-Corruption Commission (EACC);
- Certificate of good conduct from Directorate of Criminal Investigation Department (CID);
- Credit Reference Bureau (CRB).

Council of Governors is an equal opportunity Employer. Persons living with disabilities and Persons from marginalized areas are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

- **Salary scale CoG2: Kshs. 284,000 x 20,000– 384000x 30,000 - 504,000pm**
- House Allowance: Kshs. 50,000**
- Commuter allowance: Kshs. 20,000**