



MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES

STATE DEPARTMENT OF ENVIRONMENT

I. Position Information

Job Title:	Finance and Administration Officer
Location:	Nairobi with travel in Kenya
Starting Date:	1st December 2016
Duration of initial contract:	12 months

II. Background and Organizational Context

The Ministry of Environment and Natural Resources has received a grant from the Global Environment Facility (GEF) through United Nations Development Program (UNDP) to implement a project titled Sound Management of Chemicals and Minimising UPOPs. The project intends to protect human health and the environment by managing the risks posed by production, use, import and export of chemicals and reducing/preventing the release of Unintentionally produced Persistent Organic Pollutants (U-POPs) and toxic compounds originating from the unsafe management of waste in two key sectors: Health Care Waste and Municipal Waste. On the Health Care Waste Management, the project will adopt an integrated approach aimed at increasing the proper management of waste within the hospital facilities (increasing segregation, reducing waste generation) and by replacing the dangerous disposal waste modalities currently adopted (open burning or burning in single chamber incinerators) by equipment compliant to the Stockholm Convention. On the municipal waste side, the project intends to reinforce the 3Rs (Reduce, Reuse, Recycle) economy on two specific waste streams, by enhancing their upstream collection, ensuring the quality of recovered material, and securing access to national market by promoting cooperation with domestic industries. This is for providing a valid alternative to the dumpsite economy, and preventing the release in the environment of U-POPs and toxic substance upon open burning of these waste streams. The project also includes a component related to the sound management of chemicals, by implementing activities on U-POPs monitoring, upgrading of the relevant regulation on chemicals, and establishing a Pollutant Release and Transfer Register (PRTR).

The project seeks to engage a Finance and Administration officer. He/she will work under the guidance and supervision of the National Project Manager (NPM). The main responsibilities will be to provide financial and administrative services - ensuring high quality, accuracy and consistency of work. S/he will promote a client-oriented approach consistent with MENR/UNDP rules and regulations.

III. Functions / Key Results Expected

Duties and Responsibilities

This Finance and Administration officer position has two roles: as an Administrative Assistant and as a Finance Officer with the following duties:

a) As a Project Administrator

- Provide assistance in the operational management of the project according to the project document and the National Implementation (NIM) procedures
- Assist Responsible Parties and other stakeholders
- Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required
- Provide support in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc., as required
- Take care of project telephone, fax, and email system
- Assist with preparation of TORs and contracts for consultants for project activities
- Other tasks that the NPM will identify as necessary to the success of project objectives

b) As a Project Finance Officer

- Prepare quarterly advance requests as required to get advance funds from UNDP in the format applicable
- Handle incoming requests for funds from Responsible Parties and prepare them for input and approval by NPM and NPC
- Assist the NPM and National Project Coordinator in project budget monitoring and project budget revision
- Set up accounting system, including reporting forms and file system for the project, in accordance with the project document and the NIM procedures
- Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances
- Prepare cheques and withdraw money from the bank
- Prepare project financial reports and submit to NPC and NPM for clearance and furnish to UNDP as required
- Enter financial transactions into the computerised accounting system
- Reconcile all balance sheet accounts and keep a file of all completed reconciliation
- Check and ensure that all expenditures of projects are in accordance with NIM procedures. This includes ensuring receipts to be obtained for all payments
- Check budget lines to ensure that all transactions are booked to the correct budget lines
- Ensure documentation relating to payments are duly approved by the NPC
- Bring any actual or potential problems to the attention of the NPC and NPM
- Follow up bank transfers. This includes preparing the bank transfer requests, submitting them to the bank and keeping track of the transfers
- Ensure Petty Cash to be reviewed and updated ensuring that there is up-to-date records
- To continuously improve system & procedures to enhance internal controls and satisfy audit requirements
- Ensure that bank statements be collected from the banks on the 2nd working day of each month
- Ensure that bank accounts should be reconciled and reported on or before 3rd of each month
- Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports
- Maintain the inventory file to support purchases of all equipment/assets
- Undertake other relevant matters assigned by the NPC and NPM

V. Competencies

- Solid experience of budgeting, planning and reporting on foreign funded projects; and experience with international auditing requirements.
- Good secretarial skills and good organizational capacity;
- Knowledge in administrative and accounting procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Bachelor degree in accounting, finance or related fields. • Specialized certification in Accounting and Finance.
Experience:	<ul style="list-style-type: none"> • At least Five (5) years of progressively responsible administrative or programme experience is required at the national or international level. • At least Five (5) years experience in finance or Accounts of Government Programmes or donor funded Programmes
Language Requirements:	Fluency in English

Recruitment Process

Interested and qualified candidates are requested to apply for the positions by submitting their application letters together with copies of their academic and professional certificates as well as their curriculum vitae, to reach the office of the:

The Principal Secretary
Ministry of Environment and Natural Resources
State Department of Environment
P. O. Box 30126 – 00100
NAIROBI.

Hand delivered to:
OR
The Central Registry
Ministry of Environment and Natural Resources
State Department of Environment
NHIF Building, 13th Floor, room 1303 on or before
27th October, 2016