



**MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES
STATE DEPARTMENT OF ENVIRONMENT**

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**N.H.I.F. BUILDING
RAGATI ROAD
P. O. BOX 30126
NAIROBI.**

Ref No: DENR/HRM/20/144
Date: 21st November, 2016

All Cabinet Secretaries

**INTERNAL ADVERTISEMENT FOR THE POSITION OF MANAGER,
MAZINGIRA WELFARE AND SPORTS ASSOCIATION**

Applications are hereby invited from suitably qualified persons for the following position:

MANAGER – MAZINGIRA WELFARE AND SPORTS ASSOCIATION, Grade MI (One Position)

Terms of Service: Three year contract (renewable)
Salary Scale: 29,780 - 39,310 (Monthly)
House Allowance: 14,650(Monthly)
Commuter Allowance: 5,500 (Monthly)
Medical Allowance: 1,500 (Monthly)
Leave Allowance: 15,000 (Once annually)

Duties and Responsibilities:-

The Manager will be responsible to the Management Committee through the Treasurer for overall Accounting and Management of the Association's operations. Work at this level involves organizing and management of the operations, direction, control and co-ordination of the work. The Manager will be responsible for supervision, training and development of staff for efficient accounting services. In addition, the Manager will be required to ensure that the loans approved are disbursed within a week's time to the concerned members. The Manager will also be responsible for proper accountability for the money received on behalf of the Association.

Requirements for Appointment:-

For Direct Appointment:-

The minimum requirements for direct appointment to the grade of Manager will be a Bachelor of Arts Degree in Commerce (Accounting or Finance option), Business Administration (Accounting Option) from a recognized institution and passed part II of the Certified Public Accountants (CPA) Examination.

OR

Passed part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

On Promotion:

For Promotion to the grade of Manager, Mazingira Welfare and Sports Association, an Officer must have:-

- i. Have served in the grade of Accountant for a minimum period of three (3) years; and

Passed part III of the Certified Public Accountants (K) Examination or its recognized equivalent qualification from a recognized institution;

OR

- ii. Have served in the grade of Accountant for a minimum period of four (4) years; and

Passed part II of the Certified Public Accountants (K) Examination or its recognized equivalent qualification from a recognized institution;

AND

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

How to apply:-

Interested and qualified persons are requested to submit copies of their applications having enclosed copies of their curriculum vitae, academic and professional certificates to the office of the undersigned, on or before 19th December, 2016:

Secretary

**Mazingira Welfare and Sports Association
P. O. BOX 30126
NAIROBI.**

Or Hand Delivered to:-

**The State Department of Environment
Main Registry
13th Floor, NHIF Building.**

**M. S. GITARI
SECRETARY, MAZINGIRA WELFARE AND SPORTS ASSOCIATION**