



KENYA SCOUTS ASSOCIATION

JOB VACANCIES

INTRODUCTION

The Kenya Scouts Association was founded in 1910 and is a registered member of the World Organization of the Scouts Movement. It is a voluntary non-political educational movement for young people without any form of discrimination. The Association is committed to provision of value-based and skills-oriented education for young people.

The Association is striving to achieve international certification for best practices and effective financial management and high standard corporate communication are the cornerstones of this process. As a result of this, the Association would like to engage the services of **Finance and Administration Officer and a Communications Assistant**

FINANCE AND ADMINISTRATION OFFICER – 1 POST

Key Responsibilities:

- In charge of financial and accounting functions for the KSA.
- Implement policies and procedures as outlined in KSA's Financial, Procurement, Personnel and Administration manuals or guidelines.
- Manage the Association's Revenue Centers and Funded Projects

Qualifications:

- Bachelor of Commerce Degree in Accounting, Finance or Business Administration or an equivalent college qualification.
- Should have a professional qualification on accounting – CPAK(K)/ACCA or its equivalent.
- Knowledge of business and management would be an added advantage.
- Excellent analytical and report writing skills.
- Proficiency in computerized accounting with bias on Sage Pastel systems.
- At least three (3) years in a similar position preferably in a Public Sector or Non Profit Making Environment.

COMMUNICATIONS ASSISTANT – 1 POST

Key Responsibilities:

This role comprises assisting with various communications, public relations, writing, graphic design, and layout needs for print and web based materials.

Qualifications:

- At least a diploma in Communications/Public Relations from a recognized institution, or its equivalent
- Very strong general IT skills will be an added advantage.
- Good skills in various graphic design programs: Adobe Indesign, PhotoShop, etc
- Excellent writing skills
- Excellent office skills.

All applications should be addressed to :

National Executive Commissioner

The Kenya Scouts Association, P.O Box 41422-00100, NAIROBI

And mailed to nec@kenyascouts.org to reach not later than **Friday 22nd July, 2016**. For more details visit the KSA website: www.kenyascouts.org