

1. FINANCE OFFICER (REF/No. AD/0011/09) (Re-Advertisement)

The appointee will be responsible to the Principal and the Management for the day to day running of the income and revenue, expenditure and investments and financial planning and analysis portfolios. This is a leadership position and calls for a mature person with demonstrable analytical, communication and leadership skills. S/he must have a clear understanding of the finance, administrative and procurement functions with at least ten years experience, five of them at senior level in an academic institution or public corporation of comparable nature.

Applicants must be Kenya citizens with a university degree in Finance, Economics or Accounting. They must also be fully qualified accountants holding CPA (K) or its equivalent and registered members of the Institute of Certified Public Accountants of Kenya. Possession of relevant postgraduate qualifications will be an added advantage.

2. CHIEF INTERNAL AUDITOR (REF/No. AD/0012/09)

The appointee will be responsible to the Principal and the Management for the day to day running of the Audit and Risk Management functions of the College. This is a leadership position and calls for a mature person with demonstrable analytical, communication and leadership skills. S/he must have a clear understanding of the audit, finance, administrative and procurement functions with at least ten years experience, five of them at senior level in

an academic institution or public corporation of comparable nature.

Applicants must be Kenya citizens with a university degree in Finance, Economics or Accounting. They must also be fully qualified accountants holding CPA (K) or its equivalent and registered members of the Institute of Certified Public Accountants of Kenya. Possession of relevant postgraduate qualifications will be an added advantage.

NOTE:

Applicants should forward copies of their application letters accompanied by certified copies of certificates and C.V.s giving details of their qualifications, and experience. They should in addition, give names, current designations and addresses of three (3) referees. They must request their referees to forward their reports directly to the University College Principal through the address below.

Applicants should forward their documents indicating their current designation, salaries and other benefits and the current letters of appointment, through their respective Heads of Departments. The REFERENCE NUMBERS of Posts applied for should be clearly quoted on the envelopes and in the applicant's cover letters.

ALL Applications should be addressed to:

The Principal,

The Kenya Polytechnic University College

P.O. Box 52428-00200, City Square, NAIROBI.

Or emailed to

E-MAIL: polymis@swiftkenya.com,

principal@kenpoly.ac.ke

DEADLINE 6TH NOVEMBER 2009