



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY  
P. O. BOX 62000-002000, NAIROBI. KENYA. TEL (067) - 5870001- 4,  
Office of the Deputy Vice Chancellor (Administration)**

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**INTERNAL ADVERTISEMENT**

**JKU/ADM/3E**

**15<sup>TH</sup> JUNE, 2017**

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a Public University which aspires to be a University of global excellence in Training, Research and Innovation for Development.

**VACANCY**

JKUAT seeks to recruit qualified individuals to fill the following position in the Finance Department

**FINANCE DEPARTMENT**

**INTERNAL ADVERTISEMENT FOR POSITIONS IN FINANCE DEPARTMENT**

**1. Senior Accountant – Grade 13 (NT/SA/FD/ADM/1/11)**

**Qualifications**

- Possess Master's degree (Accounting/Finance) plus CPA (K) or equivalent with five (5) years' experience in Grade 12 or any other relevant or equivalent position
- Possess relevant computer applications

**2. Accountant I – Grade 12 (NT/AI/FD/ADM/1/11)**

**Qualifications**

- Possess Master's degree (Accounting/Finance) plus CPA Part III or equivalent with five (5) years' experience in Grade 11 or any other relevant or equivalent position  
OR
- Possess Bachelor's degree (Accounting/Finance) and CPA (K) or equivalent with five (5) years' experience in Grade 11 or any other relevant or equivalent position
- Possess relevant computer applications

**3. Accountant II-Grade 11 (NT/AII/FD/ADM/1/11)**

**Qualifications**

- Possess Masters degree (Accounting/Finance) plus CPA Part II or equivalent with five (5) years experience in Grade 10 or any other relevant or equivalent positions.  
OR
- Possess Bachelor of Commerce Degree (Accounting/Finance option) and CPA Part III Sections 5 & 6 or equivalent with three (3) years experience at Grade 10 or equivalent position.  
OR
- Possess CPA (K) or equivalent with five (5) years experience at Grade 10 or any other relevant or equivalent position
- Possess relevant Computer applications.

**4. Senior Assistant Accountant 1 – Grade 10 (NT/SAAI/FD/ADM/1/11)**

**Qualifications**

- Possess Master's degree (Accounting /Finance) with three (3) years experience in accounting / Finance for new entrants.  
OR
- Possess CPA (K) or equivalent with proof of registration  
OR
- Possess Bachelor of Commerce degree (Accounting / Fiance) and CPA Part II Sections 3 & 4 or equivalent with three (3) years experience at Grade 9 or equivalent position.
- Possess relevant Computer applications.

**5. Senior Assistant Accountant II – Grade 9 (NT/SAAI/FD/ADM/1/11)**

**Qualifications**

- Posses Bachelor of Commerce degree (Accounting / Finance Option) or its equivalent with three (3) years experience at Grade 8 or equivalent position.  
OR
- Possess CPA Part III Section five 5 or equivalent.
- Have served as Assistant Accountant II Grade 8 for five (5) years or any other relevant or equivalent position.
- Possess relevant Computer applications.

**6. Assistant Account I – Grade 8 (NT/AAI/FD/ADM/1/11)**

**Qualifications**

- Possess Bachelor of Commerce degree (Accounting / Finance Option) or its equivalent or any other acceptable professional accountancy qualification by virtue of which the holder is exempted from Part I of the Certified Public Accountants (CPA) examination.  
OR
- Possesses CPA Part II Section four (4) or equivalent.
- Must have served as Assistant Accountant II Grade 7 for five (5) years or any other relevant or equivalent position.
- Have relevant Computer applications.

**7. Assistant Accountant II – Grade 7 (NT/AAII/FD/ADM/1/11)**

**Qualifications**

- Possess CPA Part II Sections three (3) or equivalent.
- Have served as Accounts Assistants Grade 6 for five (5) years or any other relevant or equivalent position.
- Have relevant Computer applications.

**8. Accounts Assistants I – Grade 6 (NT/ACAI/FD/ADM/1/11)**

**Qualifications**

- Posses CPA Part I Section 1 & 2 or equivalent.  
OR
- Possess Diploma in Accounting or equivalent from Kenya National Examinations Council (KNEC) or a recognized institution and must have served as Accounts Assistant Grade 5 for five (5) years or other relevant position.
- Have relevant Computer applications.

**9. Assistant Account II – Grade 5 (NT/CI/ADM/1/11 )**

**Qualifications**

- Possess CPA Part I Sections 1 or equivalent.  
OR
- Possess Diploma in Accounting or equivalent from Kenya National Examinations Council (KNEC) or a recognized institution.
- Have relevant Computer applications.

## **How to Apply**

Applicants should:

- i. Submit three (3) copies of the letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary, names and addresses of three referees, one of whom must be from the present employment.
- ii. The advertisement is for purposes of Internal promotions only
- iii. Indicate clearly the position on the application letter and on the envelope which should be addresses to :

The Deputy Vice Chancellor (Administration)  
Jomo Kenyatta University of Agriculture & Technology  
P.O. Box 62000-00200

**NAIROBI**

**So as to be received on or before 22<sup>nd</sup> July, 2017**

**NB: Only shortlisted candidates will be contacted**

*NOTE: This is an internal advert for promotion and ONLY staff currently serving in the Department of Finance at JKUAT are ELIGIBLE to apply.*

**JKUAT is an equal opportunity employer**