



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**SENIOR ACCOUNTANT, ENGAGE PROJECT, UNIVERSITY OF NAIROBI
INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID) REF:
(AD/2/215/26) – 1 POST**

The Project:

The University of Nairobi received a grant awarded by TAKEDA and is implementing a project titled, "Enabling Girls in AI and Growing Expertise (ENGAGE) that has established a public health-focused machine learning training program for girls and young women to reduce the gender-based gaps and biases in data science and help strengthen the leadership pipeline and impact of women to improve health in their communities.

The position:

This is a full time job based in Nairobi. The successful candidate will report to the Senior Project Accountant and will oversee project budgets, monitor expenditures, costing, prepare financial reports, support audits and ensure accountability and transparency. The individual must ensure that the project's financial operations are met by ensuring effective financial management, reporting and compliance while upholding the University of Nairobi's standards.

Duties and Responsibilities:

1. Manage project finances, including budgeting, forecasting, and cash flow.
2. Ensure compliance with donor and organizational financial policies and regulations.
3. Prepare accurate and timely financial reports for donors and stakeholders.
4. Monitor project budgets, track expenditures, and analyze variances.
5. Oversee disbursement of funds and review payment documentation.
6. Support and coordinate internal and external audits.
7. Implement and monitor internal controls to safeguard project resources.
8. Train and mentor project staff on financial management and donor compliance.
9. Collaborate with program and procurement teams to align financial operations with project goals.
10. Liaise with donors and stakeholders on financial matters.

Job Specification:

1. A Bachelor's degree in Commerce with a major in either Finance or Accounting
2. At least five (5) years of experience in an accounting role, with a minimum of three (3) years working in a Non-Governmental Organization (NGO) or a research-based institution working in collaboration with local and international universities. Experience working with Japanese funded programs is a requirement.
3. Professional accountancy qualification (ACCA Affiliate or equivalent)
4. Certificate in grants management training programme
5. Advanced knowledge and skills finance/accounting information systems.
6. Good understanding of Public Sector Procurement/Finance processes

Required Skills:

1. Strong analytical and communication skills: Result-driven, confident, and capable of influencing and collaborating with diverse stakeholders.
2. Organizational and problem-solving expertise: Efficient, well-organized, and skilled in analyzing financial risks.
3. Team and stakeholder management: Proven ability to lead teams, build relationships, and ensure compliance with donor and project requirements.

Desirable Skills:

1. Proven expertise in fund accounting, budget management, financial analysis, audit coordination, donor financial reporting and compliance.
2. Hands-on experience using Sage and Fluxx grants management system.

Terms of Appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered.

6. Applications should be emailed as one file in PDF: recruit-saunitid@uonbi.ac.ke

CLOSING DATE: FRIDAY, MARCH 13, 2026

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**