

## KENYA FILM CLASSIFICATION BOARD



### VACANCY ANNOUNCEMENT

The Kenya Film Classification Board (KFCB) is a State Corporation established under the Film and Stage Plays Act Cap 222 Laws of Kenya to regulate the creation, broadcast, distribution and exhibition of film and broadcast content to conform to national aspirations, values, culture and morality. Further, the Kenya Information and Communications Act (KICA) empowers KFCB to impose age restrictions on TV and Radio programmes to protect children and minors from exposure to harmful content.

The Board invites applications from suitable and qualified persons to fill the position below:

#### **1. FINANCE AND ACCOUNTS MANAGER – KFCB GRADE 2 REF: KFCB/AD/4/ 2017**

#### **Duties and Responsibilities**

- (i) Formulating, interpreting and implementing financial policies, strategies, procedures and programmes;
- (ii) Advising the Accounting Officer, the Board, management and other stakeholders on all financial and accounting matters of the Board;
- (iii) Interpreting and implementing of financial regulations and procedures, policies, Treasury circulars, letters, instructions;
- (iv) Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- (v) Providing quality and timely accounting services to the Board;

- (vi) Maintaining accurate accounting records and preparation of management and statutory financial reports;
- (vii) Advising Committees of the Board;
- (viii) Handling all audit queries in consultation with the Accounting officer and Heads of department;
- (ix) Maintaining an inventory on all bank accounts of the Board and their approved signatories;
- (x) Authorizing payments, sign cheques, and identify suitable cheques signatories as appropriate;
- (xi) Managing Appropriation in Aid (A-in-A) reports;
- (xii) Ensuring all statutory reports are prepared as per the required legislation;
- (xiii) Preparing documents for the Public Accounts Committee /Public Investment Committee;
- (xiv) Safe guarding Board Assets and records in the accounting unit;

### **Qualification and experience requirements**

For appointment to this grade the applicant must meet the following qualification requirements:

- (i) Have a minimum of fifteen (15) years' experience three (3) of which should be at the level of Assistant Finance or Accounts Manager, or in a comparable and relevant position in the Public or Private Sector.
- (ii) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other relevant equivalent qualification from a recognized institution;
- (iii) Certified Public Accountant (K) Examination or its recognized equivalent;
- (iv) Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;

- (v) Certificate in Leadership/Corporate Governance course from a recognized Institution;
- (vi) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK); and
- (vii) Certificate in computerized accounting applications;

## **2. ASSISTANT INTERNAL AUDIT MANAGER – KFCB GRADE 3 REF: KFCB/AD/5/ 2017**

### **Duties and Responsibilities**

- (i) Formulating, interpreting and implementing audit policies, strategies, procedures and programmes;
- (ii) Developing and managing an integrated internal audit function covering all areas of the operations;
- (iii) Reviewing and appraising the soundness and efficiency of all systems of controls including financial, operational and internal control systems and procedures;
- (iv) Evaluating business risks and systems of controls to provide value added recommendations;
- (v) Providing leadership in the co-ordination of external audits to ensure that issues raised by auditors are addressed; and
- (vi) Analyzing outcomes of audit activities to provide timely reports and follow up to ensure that recommendations are considered and implemented.

### **Qualification and experience requirements**

For appointment to this grade, the applicant must have:

- (i) A minimum of fifteen (15) years' experience three (3) of which should be at the level of Principal Internal Auditor, or in a comparable and relevant position in the Public or Private Sector.

- (ii) Bachelor's degree in the following fields: Commerce (Accounting, Auditing or Finance option), Economics, Mathematics, Statistics, Business Administration (Accounting or Finance option) or any other equivalent qualification from a recognized institution;
- (iii) Master's degree in social sciences or its equivalent approved qualification from a recognized institution;
- (iv) Certified Public Accountant (K) or its recognized equivalent;
- (v) Certificate in leadership/ Corporate Governance from a recognized Institution;
- (vi) Membership to a recognized relevant professional body;
- (vii) Certificate in computerized accounting applications;

### **3. ASSISTANT SUPPLY CHAIN MANAGER – KFCB GRADE 3 REF: KFCB/AD/6/ 2017**

#### **Duties and Responsibilities**

- (i) Formulating procurement plans, strategies, procedures, policies and guidelines;
- (ii) Interpreting policies, rules and regulations related to procurement;
- (iii) Negotiating on matters pertaining to Supply Chain Management;
- (iv) Advising the Accounting Officer, management and Board of Directors on Supply Chain Management matters and interpreting other laws and statutes that impact on Supply Chain Management matters;
- (v) Providing overall guidance on contracts design and management in liaison with the legal department;
- (vi) Developing and preparing specific procurement and inventory manuals;
- (vii) Ensuring timely disclosure of information on procurement opportunities and awarded contracts;
- (viii) Designing training programmes for Supply Chain Management personnel;

- (ix) Advising the Chief Executive Officer on composition of statutory committees and matters relating to procurement in accordance with the Public Procurement and Asset Disposal Act 2015 and other legislations;

### **Qualification and experience requirements**

- (i) A minimum of fifteen (15) years' experience three (3) of which should be at the level of Principal Supply Chain Management Officer, or in a comparable and relevant position in the Public or Private Sector.
- (ii) Bachelor's degree in any of the following fields; -Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following fields; -Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent qualification from a recognized institution;
- (iv) Membership to Kenya Institute of Supplies Management or its relevant equivalent;
- (v) Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (vi) Certificate in Leadership/corporate course from a recognized institution;
- (vii) Certificate in computer applications

Interested applicants should submit their applications, enclosing day time telephone contacts, names and contacts of three referees and certified copies of National Identity Card and academic and professional certificates to reach the undersigned not later than **30<sup>th</sup> June, 2017**.

**Chief Executive Officer  
Kenya Film Classification Board**

**P. O. Box 44226 – 00100  
Uchumi House  
NAIROBI**