



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE & TECHNOLOGY

OFFICE OF THE VICE-CHANCELLOR

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BONDO

VACANCIES

Jaramogi Oginga Odinga University of Science and Technology (JOUST) wishes to recruit qualified, dedicated and competent individuals to fill the following vacant position:

ADMINISTRATION

POSITION: CHIEF FINANCE OFFICER – REF: JOUST/FIN/CFO/5/22

Job Responsibilities and Roles

The Chief Finance officer shall provide leadership in financial matters of the University including preparation of comprehensive financial statements, monitor the budget and the finance department operations to ensure that the financial reports comply with the international financial reporting standards and other relevant regulations and guidelines for proper running of the university. Reporting to the Vice Chancellor through the Deputy Vice Chancellor for the time being responsible for finance, the Chief Finance Officer shall be responsible for the following:

- Formulate, develop and implement financial policies for the finance department to ensure that they are in line with the financial regulations and accounting standards.
- Develop annual budgets for the institution for proper management of resources
- Advise the on new investment opportunities for the university to aid in generation of income and increase the university net worth.
- Allocate duties to the finance staff and supervise them to ensure quality service delivery to the students, staff and other authorized guests who may require finance services.
- Provide management advice on the final financial statements before being submitted to the auditors for examination on their status in regard to true and fair representation of the university.
- Provide advice to the institution on financial matters for example financial status, source of funds, donors and how to allocate funds to various projects that that are viable to the university.
- Control the financial resources to ensure optimal utilization of financial resources through proper allocation of funds to various departments in the institution.

- Review the university financial statements to ensure that they comply with the regulatory requirements e.g., international financial reporting standards.
- Organize staff training and development programs to ensure continuous development of staff for better services in the department.
- Monitor the university expenditure to ensure university budgetary control is strictly adhered to for proper utilization of the university resources.
- Prepare management and statutory reports and publications for submission to public.
- Consolidate budget for the entire university compliance with the financial standards and regulatory framework
- Prepare comprehensive financial statements for publication and presentation to the relevant regulatory bodies to show the status of the university.
- Approve and authorize the university expenditure in line with the budget to support the university operations and promote academic excellence

Minimum Qualifications and Experience

- PhD holder in Finance, Accounting or any other related field with ten (10) years' experience OR Master's degree in Finance, Accounting or any other related field with fifteen (15) years of relevant experience with the Bachelor's degree in Accounting, Finance, Business Administration, economics or its equivalent
- Must have served as Deputy Finance Officer grade 14 or equivalent for at least three (3) years in a university or equivalent institution.
- CPA(K), ACCA or CIMA(UK) or equivalent qualification.
- Must be a member to relevant professional body for example Institute of Certified Public Accountants with at least three (3) years in good standing since registration.
- Knowledge and practical experience in use of ERP System desirable
- Must possess working knowledge of computerized financial management systems e.g., ACCPAC, Sage, Pastel, Great Plains Microsoft Dynamics
- Demonstrate outstanding qualities of leadership, coordination and organizational capabilities, at top management level.

POSITION: CHIEF INTERNAL AUDITOR REF: JOOUST/VC/CIA/5/22

Job Responsibility and Roles

The Chief Internal Auditor shall provide leadership and facilitate provision of objective assurance and consulting services in the assessment of the adequacy of risk management, control and governance processes put in place by management in order to add value and improve the university's operations. The Chief Internal Auditor shall be administratively and functionally answerable to the Vice Chancellor and the Council, respectively. The Chief Internal Auditor shall also perform such official duties as may be delegated or assigned to him/her by the Council or Vice Chancellor. He/she shall be responsible for the following:

- Prepare annual departmental work plans adopting a risk-based approach to ensure that work done is accomplished within the required time.
- Review and present audit reports to the Audit, Risk and Governance Committee of Council to provide transparency in the operations of different functions within the university
- Conduct systems audits in order to provide reasonable assurance that key operating systems are functioning effectively and that strategic/ operational objectives are consistently met in an efficient and cost-effective manner.
- Conduct risk-based audits to provide reasonable assurance that Risk Management processes and structures put in place by management function effectively.
- Conduct staff appraisal to provide feedback to staff in the department on their work and also to identify staff for recommendation for promotion
- Facilitate formulation and implementation of internal audit policies and operations to ensure conformance to quality standards \
- Identify and critically evaluate elements of governance and risk management and design appropriate risk management and mitigation strategies for implementation
- Report to the audit committee of council on risk-based audits conducted in every quarter of the financial year
- Provide consulting services to various departments in order to develop appropriate risk management, control and governance processes to enhance level of assurance to management
- Initiate investigations and special audits on irregularities identified to ensure that proper controls are in place to prevent recurrence of the same
- Facilitate follow up audits on outstanding audit issues to confirm if corrective actions as recommended have been taken
- Carry out forensic audits as and when needed
- Appraisal, preparation of summaries and discussion of audit findings with relevant departments or sections
- Revise and review existing internal audit control systems in order to ensure that they function effectively \
- Discuss audit issues with the relevant departments in order to confirm audit findings and present corrective measures
- Serve as secretary to the audit committee of council in order to keep records of the proceedings of the meeting.

Minimum Qualifications and Experience

- PhD holder in Finance, Accounting or any other related field with (ten)10 years' experience OR Master degree in in Finance, Accounting or any other related field with fifteen (15) years of relevant experience with the Bachelor's degree in Accounting, Finance, Business Administration, economics or its equivalent
- Must have served as Deputy Chief Internal Auditor or equivalent for at least three (3) years in a university or equivalent institution.

- Holder of the CPA(K), ACCA and CIA or CISA qualification.
- Must be a member to relevant professional body for example Institute of Certified Public Accountants and Institute of Internal Auditors (IIA) or ISACA with at least three (3) years in good standing since registration.
- Knowledge and experience in use CAATs
- Knowledge of use of Audit software and ERP System is desirable
- Knowledge of audit principles, procedures and practices including the concept of risk and risk
- Demonstrate outstanding qualities of leadership, coordination and organizational capabilities, at top management level.

POSITION: DEPUTY FINANCE OFFICER GRADE 14 – REF: JOOUST/FIN/DFO/5/22

Job Responsibilities and Roles

The Deputy Finance Officer shall Deputize the Chief Finance Officer on administrative responsibilities and coordinate the preparation of comprehensive financial statements, monitor the budget and the department operations to ensure compliance with the accounting standards and the relevant regulatory framework. Specifically, The Deputy Finance Officer shall be responsible for the following:

- Develop annual budgets for the institution to assist the university management team in proper management of resources.
- Allocate duties to the finance staff and supervise them to ensure quality service delivery to the students, staff and other authorized guests who may require finance services.
- Mentor and supervise staff in the department to ensure quality service delivery in the department.
- Provide management advice on the final financial statements before being submitted to the auditors for examination on their status in regard to true and fair representation of the university.
- Provide advice to the institution on financial matters for example financial status, source of funds, donors and how to allocate funds to various projects that that are viable to the university.
- Control the financial resources Ensure compliance with the statutory requirement by meeting all financial obligations for example timely payment of tasks, to KRA filling returns and other statutory deductions.
- Ensure the comprehensive finance statements are periodically prepared as per the required financial reporting standards.
- Organize staff training and development programs to ensure continuous development of staff for better services in the department.
- Monitor the university expenditure to ensure university budgetary control is strictly adhered to for proper utilization of the university resources.

- Prepare management and statutory reports and publications of the same for submission to public.
- Supervise monthly payroll management to ensure timely payment of salaries and wages to all employees and casual workers in the university.to ensure optimal utilization of financial resources through proper allocation of funds to various departments in the institution.
- Work with the Chief finance officer in consolidation of the budget for the entire university compliance with the financial standards and regulatory framework b) Participate in preparation of comprehensive financial statements for publication and presentation to the relevant regulatory bodies to show the status of the university.

Minimum Qualifications and Experience

- Master degree in Finance or Accounting or its equivalent
- Bachelor's degree in accounting or equivalent
- CPA (K)or ACCA(UK) or CIMA(UK) or equivalent
- At least twelve (12) years relevant experience in financial management.
- Three (3) years' experience at the level of Senior Accountant Grade 13 in a public university or equivalent Institution
- Must possess working knowledge of computerized financial management systems e.g., ACCPAC, Sage, Pastel, Great Plains Microsoft Dynamics
- Must be a member of an accounting professional body recognized by the prevailing Accountants Act of at least three (3) years in good standing since registration.
- Knowledge and practical experience in use of ERP System desirable

POSITION: DEPUTY REGISTRAR (HUMAN RESOURCE/PLANNING) – GRADE 14
REF: JOOUST/ADM/DR/5/22

Job Responsibilities and Roles

The Deputy Registrar (Administration) shall report to the Registrar (Planning and Administration) and shall be responsible for the following:

- Develops and guides the implementation of policies, procedures and guidelines necessary to enable the employees achieve University's strategic goals
- Participate preparation of procurement plans to ensure the required equipment and materials are made available to facilitate operations within the university
- Assist in drafting department's budget for consideration and assist in administering the division's approved budget
- Directs the preparation of periodic reports for management as necessary or as requested to achieve strategic goals

- Develops programmes to communicate HR policies, procedures and laws to all University employees.
- Conduct investigations on employee grievances Coordinate staff performance appraisals in the administration division Provide secretariat to university committees to ensure efficient and effective operations of the committees
- Provide coaching and mentorship to the administrative staff for conformity, growth and enhancement of productivity within the department
- Prepare reports on the Training Needs Assessments, employee orientation/onboarding, management development, productivity levels, Return on investment and transfer of knowledge.
- Provide guidelines on implementation of the established wage/salary, pay policies of the University as per the University guidelines and SRC guidelines.
- Monitoring of organizations culture to ensure it supports the achievement of goals and promotes employee job satisfaction.
- Participates in employee general welfare matters including negotiations and disciplinary matters
- Assumes other responsibilities as may be assigned from time to time

Minimum Qualifications and Experience

- Master's Degree in Public Administration or Human Resource Management or relevant filed.
- CPS (K) or relevant professional qualifications.
- At least twelve (12) years administrative experience with a minimum of three (3) years at the level of Senior Assistant Registrar Grade 13 or equivalent.
- Competences required; Human Resource Management, Planning, Administration and Central Services.
- Knowledge of Management Information Systems
- Membership to a relevant professional body in good standing.

POSITION: UNIVERSITY CHAPLAIN GRADE 12 – REF: JOOUST/ACD/UC/5/22

Job Responsibilities and Roles

The University Chaplain shall be responsible overseeing all religious activities within the Institution for both staff and students. Reporting to the Dean of Students, the University Chaplain shall be responsible for the following:

- Coordinate religious linkages both locally and globally through affiliations in order to get speakers and mentorship to students.
- Oversee religious activities in order to provide spiritual nourishment by preparing the religious calendar of events that will be implemented by the institution.
- Prepare activities to be carried out by religious groups in liaison with religious leaders and pastors to facilitate the meeting of set objectives for a given academic year.

- Oversee and assess the activities of peer educators to ensure they stick to the core purpose of the group
- Coordinate work study programs by advertising, vetting, allocation and processing of payments to enable needy student meet their financial needs.
- Organize for mentorship programs to enable students deal with spiritual, academic and financial needs.
- Organize for joint services to enhance spiritual cohesiveness by bringing various different groups together.
- Organize outreach programs with various religious groups to help meet the needs of the community around
- Provide spiritual guidance and support to students and staff through pastoral counselling to help them deal with issues affecting the spiritual growth.
- Ensure activeness of the Institution's choir by recruiting new members, drawing up the choir's budget and securing fund for their uniforms.
- Perform religious duties such as presiding over baptism, sacraments, weddings and funerals to meet the spiritual needs of the Institution's community.
- Attend relevant trainings in matters relating to chaplaincy to enhance efficiency and productivity.
- Conduct orientations to new students to sensitize them on various chaplaincy activities.
- Liaise with the wardens to address spiritual issues in the halls of residence
- Organize for external speakers that address emerging issues in both the religious and social circles through public lectures.
- Carry out counselling services to both the students and staff to assist them in coping up with issues affecting various aspects of their lives.

Minimum Qualifications and Experience

- Holder of an earned PhD degree in Theology or Islamic Studies or related field from a university.
- Gazetted or approved to discharge ordinances with at least 5 years' experience in coordinating religious activities and working with university/college students or youths.
- Demonstrate outstanding leadership, coordination and organizational capabilities.
- Prior teaching in a university will be an added advantage.
- Must be a person of high integrity and unquestionable character.
- Must possess good interpersonal, communication skills, effective listening skills and ability to work independently is most desirable.
- Proven problem solving and organizational skills, flexibility and calm under pressure.

Terms of Service

Successful candidates will be employed on Permanent and Pensionable Terms **EXCEPT** for the position of **Chief Finance Officer** and Chief Internal Auditor which shall be on a five (5)-year Contract Terms renewable based on satisfactory performance.

How to apply

Candidates are advised to visit Jaramogi Oginga Odinga University of Science and Technology website www.jooust.ac.ke for the positions advertised.

Candidates who satisfy the requirement stated above should forward their application both in **soft and hard copy**, quoting the reference number for the position applied for including up to date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach the under-mentioned So as to be received on or before **15th May 2022** by 5.00 pm.

Applicants should also meet the requirements of chapter six (6) of the Constitution of Kenya 2010.

Vice-Chancellor
Jaramogi Oginga Odinga University of Science and Technology
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Only successful candidates shall be contacted.

Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Any canvassing will lead to automatic disqualification. The University does not charge any fee for the recruitment and selection process.