



JOB OPPORTUNITY

Kenya National Library Service (Knls) Board is a statutory body of the Government of Kenya established by an Act of Parliament, Cap 225, 1965 of the Laws of Kenya. The State Corporations Act 446 of the laws of Kenya also guide the Board in its operations.

In order to realize its mandate knls Board seeks to recruit suitable and qualified Kenyan citizens to fill the following position: -

DEPUTY DIRECTOR, FINANCE AND ACCOUNTS, KNLS JOB GRADE 3

The key duties, responsibilities and requirements for the position of Deputy Director, Finance and Accounts are as follows: -

a. Duties and responsibilities at this level will entail: -

- (i) Overseeing the development, implementation and review of financial and accounting regulations and procedures, treasury circulars, letters and instructions;
- (ii) Enforcing all applicable financial control systems, standards, regulations, policies, strategies, plans, laws and procedures;
- (iii) Ensuring that resources of the KNLS are used in a way that is lawful and authorized and effective, efficient, economical and transparent;
- (iv) Coordinating the preparation and controlling of budget estimates of expenditure and revenues of the KNLS in conformity with the Strategic Plan;
- (v) Overseeing the preparation of financial and accounting forecasting and planning reports;
- (vi) Ensuring preparation request for authorization of loss write-offs maintain records for write-offs during a financial year;
- (vii) Overseeing the preparation and submission of financial and non-financial reports;
- (viii) Ensuring compliance with applicable financial, statutory obligations and circulars;
- (ix) Addressing and resolving audit issues raised by the Internal Auditors;
- (x) Maintaining a Risk Management Register;
- (xi) Facilitating capacity building in financial controls;
- (xii) Ensuring governance mechanisms for transparency and integrity;
- (xiii) Coordinating the preparation and implementation of a business continuity plan for the directorate;
- (xiv) Initiating and promoting Business Process Re-engineering (BPR);
- (xv) Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship;

- (xvi) Spearheading the development and implementation of the department's strategic plans, budgets and performance contract; and
- (xvii) Managing, mentoring, coaching and developing staff in the department.

b. For appointment to this grade, an officer must have: -

- (i) At least fifteen (15) cumulative years of relevant work experience three (3) of which should have been at the grade of Assistant Director, Finance and Accounts or a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce (Finance/Accounting option), Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Commerce (Finance/Accounting option), Business Administration (Finance/Accounting option), Business Management (Finance/Accounting option) or equivalent qualification from a recognized institution;
- (iv) Certified Public Accountant (CPA)K by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution;
- (v) Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- (vi) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body; and
- (vii) Proficiency in computer applications

Key Skills and Competences

- Leadership skills
- Good verbal and written communication skills
- Good analytical skills
- Good interpersonal skills
- Creativity and innovations
- Able to prepare and deliver effective presentations
- Team Player

Integrity Clearance

Successful candidate must present and satisfy the requirements of Chapter Six of the Constitution of Kenya (2010) by proving copies of Clearance Certificates/Letters of good standing from the following: -

1. Ethics and Anti-Corruption Commission (EACC)
2. Criminal Investigation Department (CID)
3. Kenya Revenue Authority (KRA)
4. Director of Public Prosecutions (DPP)
5. High Education Loans Board (HELB)
6. Credit Reference Bureau (CRB)

Terms and Conditions of Service

Contract Terms	Five (5) years renewable subject to satisfactory performance
Basic Salary:	Ksh. 121,530 -166,980 p.m.
House Allowance:	Kshs. 65,000 p.m.
Commuter Allowance:	Kshs. 20,000 p.m.
Leave Allowance:	Kshs. 35,000 p.a.
Telephone Allowance:	Kshs.4,000 p.m.
Annual Leave:	30 working days per Financial Year
Duty Location:	Head Office-Nairobi
Medical Cover and other allowances:	As provided by knls Board and SRC.

Interested candidates are required to submit an application letter, updated detailed CV, all academic and professional qualifications, completed application for employment by **Friday 28th November, 2025 to: -**

**The Director General,
Kenya National Library Service
P.O.BOX 30573-00100,
NAIROBI**

Or

Hand delivered to Kenya National Library Service (Knls) Maktaba Kuu Building along Ngong Road, Director General's Office.

Please note

1. *Knls is an equal opportunity employer committed to diversity and gender equality within the organization.*
2. *Persons with disability, women and those from marginalized regions are encouraged to apply.*
3. *Only shortlisted candidates will be contacted.*