



MINISTRY OF HEALTH
KENYA HEALTH PROFESSIONS OVERSIGHT AUTHORITY
(Transforming Health Provision for Quality and Ethical Care)

Advertisement for Vacant Positions

About the Authority

The Kenya Health Professions Oversight Authority (KHPOA) is a body corporate established under section 45 (1) and (2) of the Health Act no. 21 of 2017. The Authority is mandated to provide oversight in health care services; training, registration and licensing of health professionals; coordinate joint health inspections; receive and facilitate resolution of complaints and arbitrate disputes and conflicts; ensure compliance of health professionals standards and monitor execution of respective mandates and functions of health regulatory bodies.

The Authority's Human Resource instruments and policies including the organization's grading and staffing structure, Human Resource policy and procedures manual, Remuneration structures and Career Progression Guidelines were approved by the State Corporation Advisory Committee.

The Authority has identified priority vacant positions that demand urgent recruitment in order to enhance its operational efficiency.

In this regard, the Authority requires to fill vacant vacancies in the finance and accounts department.

1. Finance Officer, Grade KHPOA 6 (1 position) -Vacancy No. KPHOA/SFO/1/2024

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Checking the Vote Book and ensuring budgetary controls are in place;
- (ii) Ensuring safe custody of accountable documents;



- RECEIVED
18 MAR 2024
OFFICE OF THE CHIEF EXECUTIVE OFFICER
KENTIA HEALTH SERVICES AUTHORITY
- (iii) Reviewing monthly, quarterly and annual management reports;
 - (iv) Reviewing vote book entries and undertaking monthly variance analysis;
 - (v) Conducting below the line analysis accounts; and
 - (vi) providing input in the preparation of budget estimates.

(b) Person Specifications

For appointment to this grade, a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: - Commerce (Accounting/ Finance option), Finance, Economics, Business Management (Accounting/ Finance option) or equivalent qualification from a recognized institution;
- (ii) Part II of the Certified Public Accountants (CPA) examination or equivalent qualification from a recognized institution;
- (iii) Membership with a relevant professional body; and
- (iv) Met the requirements of Chapter six of the Constitution.

(c) Skills

- i. Excellent communication and inter-personal skills
- ii. Proficiency in Computer applications;
- iii. Effective communication;
- iv. Problem solving and; solution-oriented attitude;
- v. Analytical skill;
- vi. Planning skills; and
- vii. Attention to detail



a. Competencies

- i. Ability to work under pressure and deliver on given deadlines;
- ii. Ability to work independent and a team player;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrate result in work performance;

(d) Terms of Service

The successful candidate will be appointed on one (1) year contract term renewable subject to satisfactory work performance and retirement age.

2. Accountant, Grade KHPOA 7 (1 position) -Vacancy No. KPHOA/ACCT/1/2024

a. Job Specification

Duties & Responsibilities

- i. Preparing payment vouchers;
- ii. Processing imprests and travel advances;
- iii. Receiving cash, banking, balancing and reconciling cash books on daily basis
- iv. Posting payments and receipts in the cashbook;
- v. Providing safe custody of cash and payment vouchers;
- vi. Preparing and updating creditor, debtors and general ledgers;
- vii. Liaising with customers to provide billing information;
- viii. Preparing monthly bank accounts reconciliations;
- ix. Processing of statutory deductions payments; and
- x. Preparing and maintaining accurate prepayments, accruals and provision schedules.



b. Person Specification

For a person to be appointed in this grade must have: -

- i. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/ Finance option), Finance, Economics, Business Management (Accounting/ Finance option) or equivalent qualification from a recognized institution;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution
- iii. Membership with a relevant professional body; and
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c. Skills

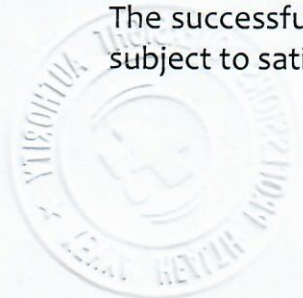
- i. Proficiency in Computer applications;
- ii. Effective communication;
- iii. Analytical skill; and
- iv. Keen to details

d. Competencies

- i. Ability to work under minimal supervision;
- ii. Ability to work independent;
- iii. Demonstrate result in work performance;
- iv. A track-record of excellent time management system.

e. Terms of Service

The successful candidate will be appointed on one (1) year contract term renewable subject to satisfactory work performance and retirement age.



Interested and qualified persons are required to make their applications through email ceo@khpoa.go.ke or physically deliver to office of the Director General/ CEO, KHPOA at KMPDC Plaza off Lenana Road. Clearly indicate; - the position and the vacancy number on the subject line, with a detailed curriculum vitae, certified copies of academic and professional certificates, transcripts, national identification cards and any other supporting documents in PDF format not later than **28th March 2024 latest 5.00 pm East African Time.**

The Kenya Health Professions Oversight Authority is committed to implementing the provisions of the constitution - chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. therefore, people with disabilities, the marginalized and the minorities are encouraged to apply.

*Only short-listed candidates will be contacted and shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.*

*Serving officers shall be required to avail original **letters of appointment or deployment** to the current substantive posts during the interviews*

The Authority does not charge a fee at any stage of its selection process including application, interview and processing of offer letter.

