



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Accounts Clerk II – on Locum Basis**

Accounts Clerk II - Locum

1 POSITION:

REF: PU/ADV/12/01/2024

REQUIREMENTS FOR THE POSITION OF ACCOUNTS CLERK II- LOCUM

This is a temporary/short-term position available for three (3) to six (6) months

Academic Qualification

The candidate must have a Certificate in Business Administration or its equivalent from a recognized Institution, with bias in Accounting and Finance.

Professional Qualifications

The candidate must have the following:

- Have Certificate in Accounting and Management Skills (CAMS) Level II or its equivalent
- Have knowledge of ERP (Enterprises Resource Planning)

Experience

The candidate must have **one (1) year** of relevant work experience with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

Experience and Responsibilities

In addition, the candidate should have experience in the following;

- i. Receiving and receipting meals income
- ii. Reconciliation of meals income registers
- iii. Filing of accountable documents
- iv. Ensuring adherence to internal controls
- v. Making monthly financial reports
- vi. Perform any other necessary duty and responsibility as may be assigned by the Supervisor.

Skills

The candidate must have the following: -

- Computer proficiency
- Interpersonal skills
- Organizational skills
- Teamwork skills
- Time management skills

Interested applicants should submit **two (2) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Wednesday 18th December, 2024**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

NO FEE

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT
PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**