



Centre for Mathematics, Science and Technology Education in Africa

CEMASTE

EMPLOYMENT OPPORTUNITIES

The Centre for Mathematics, Science and Technology Education in Africa (CEMASTE) is an institution under the Ministry of Education whose mandate is to ensure Teacher Professional Development in Mathematics and Science Education (TPD-MSE) for effective curriculum delivery.

CEMASTE is looking for highly competent, passionate, dedicated and self-driven individuals of high integrity able to demonstrate strong technical and/or leadership skills to fill the following positions:

ADVERT NO. 1: ACCOUNTANT II - JOB GROUP 'J', 1 POST

The Accountant II will be responsible for:

- Assisting in the preparation of financial accounts and statements;
- Preparing, examining and verifying vouchers;
- Balancing of cashbooks and advances ledgers;
- Dealing with audit queries;
- Undertaking bank and cashbook reconciliation; and
- Keeping safe custody of accounting records.

Minimum Qualification Requirements

- Bachelor's degree in commerce (accounting option) or its equivalent qualification from recognized institution; or
- Passed part II of Certified Public Accountants (CPA) examination or its equivalent qualification from a recognized institution;
- At least 2 years accounting experience; and
- Certificate in computer application and demonstrate proficiency in computer applications.

ADVERT NO. 2: ACCOUNTANT I - JOB GROUP 'K', 1 POST

The Accountant I will be responsible for:

- Verifying vouchers;
- Safe keeping of invoices, receipts and other accounts documents;
- Preparing imprest and expenditure returns;
- Processing and maintaining accountable documents;
- Supervising bank reconciliations; and
- Supervising entry of accounting data in the relevant registers.

Minimum Qualification Requirements

- Bachelor's degree in commerce (Accounting or Finance option) and passed part II of the Certified Public Accountants (CPA) examination; or
- Passed part III of Certified Public Accountants (CPA K) examination or its approved equivalent qualification;
- At least 3 years accounting experience;
- Certificate in computer application and demonstrate proficiency in computer applications; and
- Demonstrated professional competence as reflected in work performance and results.

ADVERT NO. 3: HOSPITALITY OFFICER – JOB GROUP 'K', 1 POST

The Hospitality Officer will be responsible for:

- Ensuring cleanliness and sanitation of hospitality facilities;
- Ensuring provision of hospitality services;
- Ensuring planning and budgeting of hospitality services;
- Maintaining furnishing, linen, furniture in the department;
- Requisitioning and controlling of stores;
- Dealing with guests' complaints and requests;
- Maintaining inventory for hospitality equipments and stores;
- Overseeing the supervision and assignments of work schedules; and
- Mentoring and coaching of staff.

Minimum Qualification Requirements

- Bachelor's degree in any of the following disciplines: hotel and catering management, hotel and hospitality management, home economics or its equivalent qualification from a recognized institution;
- At least 3 years working experience;
- Certificate in computer applications skills and demonstrate proficiency in computer use application.
- Demonstrated professional competence as reflected in work performance and results.

ADVERT NO. 4: SUPPLY CHAIN MANAGEMENT OFFICER I - JOB GROUP 'K', 1 POST

The Supply Chain Management Officer I will be responsible for:

- Preparing estimates of expenditure on supplies and services;
- Preparing procurement plans and inventory control;
- Reviewing, up-dating, interpreting and implementing existing supply chain regulations, procedures and systems;
- Sourcing for suppliers;
- Conducting market surveys and research;
- Coordinating and validating disposal and unserviceable stores;
- Implementing e-procurement strategies.
- Planning supply chain management activities; and
- Issuing tender documents and preparing contracts.

Minimum Qualification Requirements

- Served in the grade of Supply Chain Management Officer II or in a comparable position for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines:- Supply Chain Management, Commerce (Supplies Management Option), Procurement or its equivalent qualification from a recognized institution;

- Membership to the Kenya Institute of Supplies Management and/ or Chartered Institute of Procurement & Supply will be an added advantage;
- Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
- Demonstrated professional competence as reflected in work performance and results.

ADVERT NO. 5: HUMAN RESOURCE MANAGEMENT OFFICER I - JOB GROUP 'K', 1 POST

The Human Resource Management Officer I will be responsible for:

- Preparing and overseeing implementation of human resource strategies, policies and programmes/ work plans;
- Establishing and managing an efficient and effective, professional and sustainable human resource system;
- Overseeing and managing performance management and incentive systems;
- Coordinating, monitoring and evaluating staff training and development programmes;
- Ensuring implementation of computerized human resources management infrastructure; and
- Managing all industrial relations issues.

Minimum Qualification Requirements

- Served in the grade of Human Resource Officer II or in a comparable position for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines:- Human Resource Management, Public Administration or its equivalent qualifications from a recognized institution;
- Post Graduate Diploma in any of the following disciplines:- Human Resource Management, Human Resource Development or Industrial Relations, or its equivalent qualification from a recognized institution;
- Membership to the Institute of Human Resource Management;
- Certificate in computer application skills and demonstrate proficiency in computer use and applications; and
- Demonstrated professional competence as reflected in work performance and results.

ADVERT NO. 6: ASSISTANT OFFICE ADMINISTRATOR I - JOB GROUP 'J', 1 POST

The Assistant Office Administrator I will be responsible for:

- Recording dictation in shorthand and transcribing in typewritten form;
- Processing data and managing e-office;
- Operating office equipment;
- Ensuring security of office equipment, documents and records;
- Attending to visitors/clients;
- Reserving appointments and maintaining office diary;
- Managing office petty cash;
- Responding to simple routine correspondences; and
- Ensuring good office layout.

Minimum Qualification Requirements

- Served in the grade of Assistant Office Administrator II or in a comparable position for a minimum period of three (3) years;
- Passed the following examinations from the Kenya National Examinations Council (KNEC);
 - Typewriting III (Minimum 50 w.p.m.) / Computerized document processing III;
 - Shorthand III (110 w.p.m.);
 - Business English III / Communications I;
 - Office Management III / Office Administration and Management III;
 - Secretarial Duties II;
 - Commerce II.

OR

- Diploma in Secretarial Studies from the Kenya National Examinations Council;
- Certificate in computer applications and demonstrate proficiency in computer use and applications; and
- Demonstrated professional competence as reflected in work performance and results.

HOW TO APPLY:

Send your application clearly indicating the position you are applying for as the subject and attach a detailed CV highlighting relevant experience, copy of national Identity card, a day time phone contact, names of three referees with their contacts details and copies of certified academic certificates on or before **5.00pm of 15th February 2019** to:

**THE DIRECTOR,
CEMASTE,
P.O. BOX 24214-00502,
NAIROBI.
Email: recruitment@cemastea.ac.ke**

For more information visit our website on www.cemastea.ac.ke

CEMASTE is an equal opportunity employer and encourages women, candidates from marginalized groups and persons with disability to apply. Canvassing will result in automatic disqualification. Only shortlisted candidates will be contacted.