

## Senior Accountant at National Research Fund

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### Job Description

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ADVANCEMENT OF SCIENTIFIC RESEARCH, INVENTIONS, AND INNOVATIONS The National Research Fund (NRF) is established under the Science Technology and Innovation (ST&I) Act of , Section 32. The Fund became operational on 9th November . The object of the Fund is to facilitate research for the advancement of science, technology and innovation. Part VII of the ST&I Act, , stipulates that the Fund will constitute a sum of money amounting to 2% of the country's Gross Domestic Product every year and such other monies designated for the Fund by Parliament, donations, endowment or grants or gifts designated for the Fund

### DUTIES AND RESPONSIBILITIES

The duties and responsibilities at this level will entail:-

Developing and implementation of NRFs investment plans and strategy;

Identification of investment opportunities;

Assist in investment negotiation;

Managing allocated investment portfolios for the Fund;

Assisting in identification and monitoring of risk and development of hedging mechanism and diversification strategies;

Assist in undertaking Portfolio and Investment Research;

Initiation of Investment request transactions;

Maintenance of the investment register;

Preparation of Investment reports;

Keeping safe custody of investment records and Documents; and

Developing the budget for the Department.

### **APPLICANT SPECIFICATION**

For appointment to this grade a candidate must have: –

At least four years working experience in accounts or finance in the Public Service or Private Sector;

Bachelor's Degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Finance, Business Administration, Business Management or equivalent qualifications from a recognized institution;

Part III of Certified Public Accountant (CPA)K or equivalent qualifications;

Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;

Supervisory course lasting not less than two weeks from a recognized institution;

Proficiency in computer applications;

Demonstrated results in work performance; and

Fulfilled the requirements of Chapter Six of the constitution.

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