



Publishing and Printing for YOU

EMPLOYMENT OPPORTUNITIES AT KENYA LITERATURE BUREAU (KLB)

Kenya Literature Bureau (KLB) is established under Kenya Literature Bureau Act, Cap 209 of 1980 with the mandate to publish, print, and disseminate literary, educational, cultural, and scientific books and other materials. KLB is the leading publisher in the region and is home to some of the top authors, researchers and experts in book publishing and printing. KLB prides itself in providing high quality educational publications and printing services that are unmatched in the region.

The Bureau is looking for highly competent, results oriented and dedicated individuals of high integrity to fill the following positions:

1. ASSISTANT ADMINISTRATION MANAGER - JOB LEVEL 4:

Job Ref HR – Job Ref HR AADM-4-2022 (1 POST)

Reports to: Administration Manager

DUTIES AND RESPONSIBILITIES

- (i) Coordinate effective provision of administrative support services (catering, housekeeping, records management, secretarial, transport and other office services) to facilitate the Bureau's operations;
- (ii) Maintain management systems for compliance and continued certification;
- (iii) Participate in development of the Departmental annual work plans and ensure implementation;
- (iv) Collaborate with user departments/sections to ensure delivery of quality administrative services;
- (v) Co-ordinate the efficient provision of corporate administrative support services (asset management, catering, housekeeping, licence and insurance renewals, reception/telephone, records management, secretarial, security and transport) to optimise operational efficiency and satisfy stakeholder expectations;
- (vi) Review and consolidate accurate operational reports and schedules for decision making;
- (vii) Oversee the maintenance of the Bureau's assets (buildings, office equipment, motor vehicles) to ensure optimal utilisation;
- (viii) Co-ordinate the provision of security services to ensure the safety of staff and Bureau's assets;
- (ix) Oversee preparation, development and approval of sectional budget and monitor sectional expenditure.
- (x) Supervise, coach and mentor staff in the financial reporting and cost accounting

unit.

- (xi) Appraise staff performance in the section for improved performance.

JOB SPECIFICATIONS REQUIREMENT

(Education, Experience, Knowledge and Skills)

- (i) Bachelor's Degree in Social Sciences from recognised institution or a related field.
- (ii) Masters of Business Administration or a relevant field is an added advantage.
- (iii) Minimum of 8 years of relevant work experience with at least 4 years at senior management/ leadership position.
- (iv) Higher Diploma in relevant field .
- (v) Membership of Kenya Institute of Management (KIM) or related professional body in good standing.
- (vi) Problem solving, analytical, leadership, decision making, integrity, good communication, organisation and planning skills.
- (vii) A good team player, maintains high work standards, reliable, easily adapts to new environments, pays attention to detail and self-motivated.

2. SENIOR ACCOUNTANT (PAYABLES) — KLB 5

Job Ref HR – Job Ref HR SA-5-2022 (1 POST)

Reports to: Assistant Finance Manager (Accounts)

Direct reports: Accountant – Payables and Budgeting

DUTIES AND RESPONSIBILITIES

- i. Manage the accounts payables, budgeting and taxation systems and processes.
- ii. Co-ordinate the processing of creditors, expenses and utility payments to meet Bureau's obligations. Provide technical and professional advice on matters related to accounts payables, budgeting and taxation.
- iii. Co-ordinate the effective implementation of the Royalty Management System.
- iv. Co-ordinate the recovery, accounting and remittance of all taxes in compliance with the Laws.
- v. Lead and coordinate the budgeting processes, monthly performance tracking and reforecasting and approval processes in line with laid down timelines/schedules.
- vi. Commit expenditures to the approved vote heads for budgetary control.
- vii. Co-ordinate pending bills management and periodic reporting.
- viii. Co-ordinate and monitor the reconciliation of supplier' accounts.
- ix. Manage bi-annual stock take and implement the approved stock adjustments.
- x. Co-ordinate the preparation of the monthly creditors and royalty schedule report for decision making.
- xi. Resolve suppliers' complaints on outstanding debts.
- xii. Liaise with Supply Chain Department for supplier's payments documentation
- xiii. Develop and implement the monthly expenditure forecasts for effective working capital management.

JOB SPECIFICATIONS REQUIREMENT (Education, Experience, Knowledge and Skills)

- (i) Bachelor's Degree in Commerce, Accounting, Finance or relevant field.
- (ii) Master's degree in a relevant field is an added advantage.
- (i) Minimum 7 years of working experience with at least three (3) years at senior management/leadership position.
- (ii) Holder of Certified Public Accountant (CPA-K) or Association of Chartered Certified Accountant – (ACCA-UK) and in good standing.
- (iii) Certified Investment and Financial Analyst (CIFA-K) or Certified Financial Analyst (CFA-UK) will be an added advantage.
- (iv) Knowledge of Public Finance Act and International Financial Reporting Standards.
- (v) Problem solving, analytical, leadership, decision making, integrity, good communication, organisation and planning skills.
- (vi) A good team player, maintains high work standards, reliable, easily adapts to new environments, pays attention to detail and self-motivated.

THE CANDIDATES

Interested candidates who meet the above criteria should send applications clearly indicating the job title and reference number of the position, enclose a comprehensive CV stating your current position, photocopies of relevant certificates and testimonials as well as names and contacts (telephone and e-mail address) of three (3) referees familiar with your qualifications and work experience. Include your day and evening telephone numbers and your contact email address.

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including; Certificate of Good Conduct from the Directorate of Criminal Investigations; Clearance Certificate from the Higher Education Loans Board; Tax Compliance Certificate from the Kenya Revenue Authority; Clearance from the Ethics and Anti-Corruption Commission; and Report from an Approved Credit Reference Bureau.

HOW TO APPLY

visit KLB Website on www.klb.co.ke and send your **ON-LINE APPLICATION** addressed to

**The Managing Director
Kenya Literature Bureau (KLB)
Bellevue Area
Popo Road, Off Mombasa Road
P.O. Box 30022 – 00100 GPO
Nairobi**

Kenya Literature Bureau is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Applications should reach us on or before **27 December 2022**