

JOB ADVERTISEMENT

The National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) is a State Corporation established by an Act of Parliament, NACADA Act 2012 to coordinate multi-sectoral efforts aimed at preventing, controlling and mitigating the impact of alcohol and drug abuse in Kenya. Towards achieving this mandate, NACADA wishes to competitively recruit dynamic, result-oriented and self-driven **Kenyan** citizen for the position of Deputy Director, Finance and Accounts.

No.	Position	Ref. No.
1.	Deputy Director, Finance and Accounts.	NACADA/DDF&A/5/2025

Detailed job profiles can be accessed at www.nacada.go.ke/vacancies.

Qualified candidates are invited to apply to the below address. The application **should** indicate **Job Ref. No.** on both the application and envelope and **should** include current detailed Curriculum Vitae indicating email address, telephone contacts and three (3) professional referees; copies of academic and professional certificates, relevant testimonials and the National Identity Card.

**The Chief Executive Officer,
National Authority for the Campaign Against Alcohol and Drug Abuse,
NSSF Building, Block A, Eastern Wing, 18th Floor,
P.O. Box 10774-00100 GPO,
NAIROBI.**

MODE OF APPLICATION

Applicants whose background and competencies match the requirements of the job are invited to apply by submitting a cover letter, detailed curriculum vitae (CV), a copy of the National Identity Card, copies of academic and professional certificates and transcripts and other relevant testimonials either via email to careers@nacada.go.ke or hard copy to the above address.

PLEASE NOTE:

1. Applications must be received by **Tuesday 27th May 2025 at 5.00 p.m. EAT.**
2. **ONLY SHORTLISTED CANDIDATES** shall be contacted.
3. **Any form of canvassing shall lead to automatic disqualification.**
4. **Successful candidates shall be required to comply with Chapter Six of the Constitution of Kenya.**

NACADA is an equal opportunity employer committed to diversity and gender equality.

Need someone to talk to on alcohol & drugs? Call our toll-free helpline number 1192.

Job Title	Deputy Director, Finance and Accounts.
Grade	NACADA 3
Basic Salary Range	Kshs.124,200 to 216,000
Corporation	National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA)
Location / Workstation	Nairobi, NSSF Building, Eastern Wing, 18 th Floor
Reporting Relationships	
Reports to	Director Corporate Services
Direct Reports	Principal Accountant
Indirect Reports	Accountant/Senior
Job Purpose	
Responsible for all matters relating to efficient and effective utilization of the Authority's financial resources by implementing accounting policies, systems and procedures; and report on financial performance of an organization.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> i. Providing overall leadership over the Finance and Accounting department; ii. Spearheading the formulation and periodic of financial management and accounting policies and procedures; iii. Overseeing the development and implementation of a dynamic finance strategy; iv. Providing leadership in the preparation of responses to audit queries, Public Accounts Committee (PAC) and Public Investment Committee (PIC) inquiries; v. Providing leadership in the development and absorption of the Authority's budget; vi. Providing oversight leadership over the Authority's financial management and operations; vii. Providing leadership in the preparation of accurate and timely financial and management accounts and reports; viii. Overseeing the development and implementation of internal financial control systems; ix. Providing leadership in monitoring commitment and expenditure of programs and projects to ensure they are within the budgetary provisions; x. Coordinating consolidation of resources mobilized and update of records. 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> i. Ensuring effective and efficient management of the Authority's financial resources; ii. Ensuring compliance with Public Financial Management Act, IPSAS, IFRS and ISO Standards and other legal and regulatory policies; iii. Understand and mitigate key elements of the corporation financial risk profile; iv. Advising on expenditure trends and projections to ensure controls; 	
Job Dimensions	
I. Financial Responsibility	
<ul style="list-style-type: none"> a) Control the implementation of the approved budgets. b) Control the implementation of the expenditure of the Finance and Accounts Department 	

II. Responsibility for Physical Assets
Overall responsibility for laptops, desktops, printers, office equipment (printer, telephone) and furniture (table, cabinets and seats) of the Department.
III. Decision Making / Job Influence
<ul style="list-style-type: none"> i. Providing oversight leadership over the Authority's financial management and operations; ii. Providing leadership in the preparation of accurate and timely financial and management accounts and reports; iii. Overseeing the development and implementation of internal financial control systems; iv. Providing leadership in monitoring commitment and expenditure of programs and projects to ensure they are within the budgetary provisions.
IV. Working Conditions
<ul style="list-style-type: none"> a) Office setting compliant with OSHA. b) Enhanced working relationship with other employees. c) Periodic national travels. d) Medical cover for self and family up to a maximum of four (4) dependents. e) Group Accident cover and life insurance.
Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic and professional qualifications
<ul style="list-style-type: none"> i. Bachelor's Degree in either Commerce, Accounting, Business Administration, Finance, from a recognized institution; ii. Master's Degree in either Commerce, Accounting, Business Administration, Finance, from a recognized institution iii. Certified Public Accountant (CPA, K) and iv. Computer literacy.
Previous relevant work experience required
A Minimum of ten (10) years relevant work experience and at least four (4) in a senior management role;
Other Requirements
<ul style="list-style-type: none"> i Professional membership in good standing; ii Leadership Course lasting not less than four (4) weeks from a recognized institution; iii Computer literacy with emphasis on Financial Management Information Systems; iv Meets the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.
Competencies and Skills
<ul style="list-style-type: none"> ● Analytical skills ● Strong presentation skills ● Public speaking skills ● Innovative skills ● Critical thinking skills ● Teamwork skills ● Excellent report writing skills ● Effective communication skills