



VACANCY



JOB TITLE- ASSISTANT ACCOUNTANT II

JOB REF: KNDI/VACANCY/AA/22/09/2017

Employment Terms: 3-year contract

BACKGROUND

The Kenya Nutritionists & Dieticians Institute (KNDI) was established in Kenya to: provide for training, registration and licensing of nutritionists and dieticians; provide for the registration of the standards, and practice of the profession; ensure their effective participation in matters relating to nutrition, dietetics and for related purposes under the Nutritionists & Dieticians Act No. 18 of 2007. KNDI continues to grow its secretariat workforce for efficiency and constantly build is organogram.

Minimum qualifications

Job Group	Department	Minimum Qualification
E 2	Management	<p>Bachelor of Commerce (<i>Accounting option</i>) and Bachelor of Arts in Business Management (accounting Option) from CUE Accredited University. CPA (Minimum, Section 1 & 2)</p> <p>Experience At least 1-year experience in accounting work operation</p>

Duties and Responsibilities

- Prepare Cash books and bank reconciliation regularly.
- Preparing invoices for all members in good time and forwarding to the registration section and IT department for transmission.
- Prepare annual financial statement in accordance with the generally accepted accounting principles.
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Report to the CEO the financial status of the institute.
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Review all budgets for core expenditure of the institute and update he CEO.
- Perform all operations of the cashier by doing all payments of service providers and keeping clear accounting records for the same.
- Handing all petty cash (*any liquid cash brought into the office*)
- Preparing salaries, allowances for staff and any other payment for service providers.
- Maintaining inventory of all KNDI assets at the headquarters and by extension Ageng'a accreditation Academy.
- Avail all financial reports to the internal/external auditors for preparation of opinion audit report for the institute.
- Perform other accounting related duties as required by the supervisors

Accountability

Accountable to the Chief Executive Officer/Finance Manager

Job demands and challenges

- Must be ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.
- Knowledge of computerised accounting (Quick books, Sage etc)
- Be able to prioritise and manage workload.
- Be able to work in an organized and methodical way and have sound organizational and coordination skills.
- Be able to work accurately and to deadlines.
- Be able to work effectively under pressure.
- Be able to maintain confidentiality.

Other Benefits

- GPA/WIBA
- Group Personal Accident Insurance
- Medical Cover

Application Procedure

All interested candidates should submit their application package to the KNDI secretariat by 12th October, 2017 at 5 pm. All applications must be properly sealed, marked KNDI/VACANCY/AA/22/09/2017. The application should be addressed to:

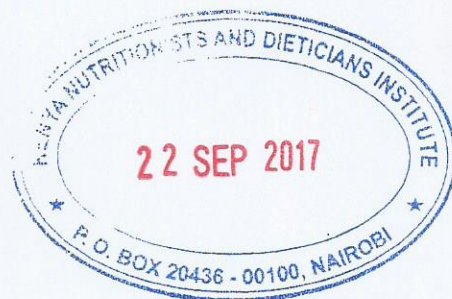
THE CHIEF EXECUTIVE OFFICER AND SECRETARY TO THE COUNCIL
Kenya Nutritionist and Dieticians Institute (KNDI)
P.O Box 20436
NAIROBI.

Candidates must enclose the following:

- Cover letter
- Copy of national identity card
- A copy of Kenya Nutritionists and Dieticians Valid License.
- Certified copies of academic certificates and transcripts
- KRA PIN Certificate
- Two letters of reference or recommendations

Note:

- Only shortlisted candidate will be contacted.
- Female Candidates are encouraged to apply.



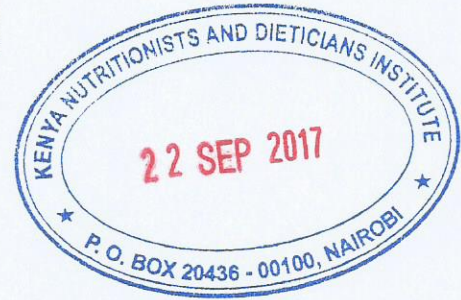


VACANCY

JOB TITLE- ASSISTANT QUALITY ASSURANCE OFFICER II

JOB REF: KNDI/VACANCY/AQA/22/09/2017

Employment Terms: 3-year contract



BACKGROUND

The Kenya Nutritionists & Dieticians Institute (KNDI) was established in Kenya to: provide for training, registration and licensing of nutritionists and dieticians; provide for the registration of the standards, and practice of the profession; ensure their effective participation in matters relating to nutrition, dietetics and for related purposes under the Nutritionists & Dieticians Act No. 18 of 2007. KNDI continues to grow its secretariat workforce for efficiency and constantly build is organogram.

Minimum qualifications

Job Group	Department	Minimum Qualification
E3	Management	<p>BSc. Nutrition and Dietetics from a KNDI recognized institution.</p> <p>Strong orientation clinical nutrition and dietetics. Good knowledge of microbiology, Biochemistry, Food Chemistry (enrolment of completion of master's degree has added advantage)</p> <p>Experience At least two years (2) years' work experience nutrition service delivery at pre-service level and post degree level</p>

Duties and Responsibilities

- Work together with quality assurance technical head and accreditation committees to develop Standard Operating procedures for food product analysis within acceptable National and International standards and private practice regulations.
- Develop a list of KNDI regulated food companies and private practitioners to ensure their compliance with regulatory requires and KNDI standards.
- Monitor and ensure compliance of all food companies marketing products with nutrition claim through common search engines/mechanisms, documentation and reaching out to such companies with messages of compliance.
- Represent the institute at relevant food and nutrition safety forums and update the head of quality assurance unit.
- Work to together with quality assurance technical head and accreditation committees to develop and implement appropriate food quality assurance testing protocols and procedures.
- Build and update an inventory of food companies dealing in products with nutrition claims.
- Stay abreast with food safety regulations, laws, and any existing science and emerging issues related to microbiology and chemical issues in food within the geographic areas and bring to the attention of committees.
- Make a follow up with training institutions and provide them with current status of their compliance in good time.
- Maintaining a register of annual CPD points accumulation for each professional.
- Ensuring CPD programmes and requirements are publicized and professionals updated in good time.
- Ensure that all institutions are up to date with the 11 standards
- Develop a database for training institutions' inspection with clear dates of their licensure status.
- Come up with a master inspection activity plan on quarterly basis and update the Chief Executive Officer.

Accountability

Accountable to the Chief Executive Officer

Job demands and challenges

- Must be ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.
- Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and careers.
- Be able to priorities and manage workload.
- Be able to work in an organized and methodical way and have sound organizational and coordination skills.
- Be able to work accurately and to deadlines.
- Be able to work effectively under pressure.
- Be able to maintain confidentiality.
- Have good supervisory skills (if appropriate).

Preferred Qualification

- Knowledge on Hazard Analysis Critical Control Point (HACCP) or Safe Quality Food (SQF) Certification
- Knowledge on Quality Audit
- Ability to initiate national and international collaboration
- Experience working in a lab environment, including the understanding of methods for monitoring for the presence of pathogens and spoilage organisms in foods and food processing environments and in the interpretation of the test results
- Working knowledge of national and international food safety standards

Other Benefits

- GPA/WIBA
- Group Personal Accident Insurance
- Medical Cover

Application Procedure

All interested candidates should submit their application package to the KNDI secretariat by 12th October, 2017 at 5 pm. All applications must be properly sealed, marked KNDI/VACANCY/AQA/22/09/2017. The application should be addressed to:

THE CHIEF EXECUTIVE OFFICER AND SECRETARY TO THE COUNCIL
Kenya Nutritionist and Dieticians Institute (KNDI)
P.O Box 20436
NAIROBI.

Candidates must enclose the following:

- Cover letter
- Copy of national identity card
- A copy of Kenya Nutritionists and Dieticians Valid License.
- Certified copies of academic certificates and transcripts
- KRA PIN Certificate
- Two letters of reference or recommendations

Note:

- Only shortlisted candidate will be contacted.
- Female Candidates are encouraged to apply.





VACANCY

JOB TITLE- ASSISTANT REGISTRATION OFFICER

JOB REF: KNDI/VACANCY/REGISTRAION/22/09/2017

Employment Terms: 3-year contract



BACKGROUND

The Kenya Nutritionists & Dieticians Institute (KNDI) was established in Kenya to: provide for training, registration and licensing of nutritionists and dieticians; provide for the registration of the standards, and practice of the profession; ensure their effective participation in matters relating to nutrition, dietetics and for related purposes under the Nutritionists & Dieticians Act No. 18 of 2007. KNDI continues to grow its secretariat workforce for efficiency and constantly build is organogram.

Minimum qualifications

Job Group	Department	Minimum Qualification
E3	Management	<p>BSc. Nutrition and Dietetics from a KNDI recognized institution.</p> <p>Experience At least two years (2) years' work experience nutrition service delivery at pre-service level and post degree level</p>

Duties and Responsibilities

Job Specifications

- Keeping an updated register of all indexed students, registered members and licensed practioners.
- Keeping registered of private business and practioners in the field of food marketing, nutrition and dietetics
- Updating the public on registration requirements for training institutions, businesses and companies
- Frequently communicating with members on their registration and license status through emails and other means.
- Preparing a list of non-compliant members and recommending to the registration committee to take appropriate action.
- Working together with-IT department to ensure all index cards and certificate are printed within specified period in the service charter.
- Liaising with IT department to ensure update membership and license status.
- Frequently analyzing gaps and challenges associated with registration and updating the registration committee for review and way forward.
- Handling all emails associated with this unit through and preparing frequent reports.

Accountability

Accountable to the Chief Executive Officer

Job demands and challenges

- Must be ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.
- Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and careers.
- Be able to priorities and manage workload.

- Be able to work in an organized and methodical way and have sound organizational and coordination skills.
- Be able to work accurately and to deadlines.
- Be able to work effectively under pressure.
- Be able to maintain confidentiality.
- Have good supervisory skills (if appropriate).

Additional Competencies

- High Integrity at the workplace
- Pays attention to detail and accuracy
- Ability to planning and organizing own work with minimal supervision
- Strong willed and proactive
- Efficient communication skills
- Problem analysis and problem-solving skills
- Demonstrate confidentiality and integrity at all times.

Other Benefits

- GPA/WIBA
- Group Personal Accident Insurance
- Medical Cover

Application Procedure

All interested candidates should submit their application package to the KNDI secretariat by 12th October, 2017 at 5 pm. All applications must be properly sealed, marked KNDI/VACANCY/R/22/09/2017. The application should be addressed to:

**THE CHIEF EXECUTIVE OFFICER AND SECRETARY TO THE COUNCIL
Kenya Nutritionist and Dieticians Institute (KNDI)
P.O Box 20436
NAIROBI.**

Candidates must enclose the following:

- Cover letter
- Copy of national identity card
- A copy of Kenya Nutritionists and Dieticians Valid License.
- Certified copies of academic certificates and transcripts
- KRA PIN Certificate
- Two letters of reference or recommendations

Note:

- Only shortlisted candidate will be contacted.
- Female Candidates are encouraged to apply.

