

## **THE NEGST CHALLENGE**

The Nairobi Evangelical Graduate School of Theology (NEGST) is an interdenominational international graduate school that trains Christian Leaders in varied theological disciplines. NEGST is in the process of recruiting various positions and invites applications for the positions below.

### ➤ **Specialist, Human Resources**

Reporting to the Vice Chancellor/Designate, the HR Specialist will be responsible for providing input in the formulation and implementation of HR policies and systems, planning and evaluation of the Institutions staff complement, providing oversight over human resources processes (including but not limited to Recruitment, Employment, Benefits/ Medical, Compensation, Orientation, Staff and Leadership Development). The manager will be required to ensure compliance with current and changing employment legislation and maintain a healthy work environment and staff relations.

The ideal candidate should hold a bachelors degree in Law, HR or Social Sciences and have a diploma in Human Resources Management or CPS qualification, with 3 to 5 years of relevant experience. Working experience in educational institutions is an added advantage.

### ➤ **Officer, Administration**

Reporting to the Finance and Administration Director, the selected candidate will be responsible for providing the overall day to day maintenance of an efficient office and campus support function. The position involves oversight of Campus services, Front office, transport, procurement, maintenance and stores functions and tracking of fixed assets and general inventory. The incumbent will also serve as the focal point for security on campus.

The ideal candidate should hold a bachelor degree in Commerce, Business Administration, Economics, Finance or related fields, And CPS qualification with 3 to 5 years experience at a similar level or position.

### ➤ **Officer, Finance**

Reporting to the Finance and Administration Director, the selected candidate will be responsible for professional accounting and financial management, including auditing, preparing financial and statistical reports, providing information regarding accounting practices and procedures; assisting in preparing annual budgets; and developing, supervising and leading the accounting department. The major responsibilities will include analysis and reporting on financial data and financial performance, implementing relevant new accounting policies for NEGST, managing the Treasury function including the preparation of monthly cash flow forecasts, ensuring that proper internal controls over income and expenditure are instituted

and managed; and preparing management reports, interim accounts and financial reports for finance committee, departments, donors and extra-budgetary projects. The successful candidate will be expected to ensure that bank reconciliations are performed on a regular basis, monthly management accounts are produced and disseminated on a timely basis; maintain up to date records on all financial data bases for both computerized and manual filing systems.

The ideal candidate should hold a Bachelor of Commerce degree in Accounting, or hold certification from a recognized specialized professional institute in accounting with 3-5 years of relevant experience in finance, accounting or auditing with a strong knowledge of computer based accounting systems and assessment of internal controls.

➤ **Officer, Marketing and Fund development**

Reporting to Communication and Development Director, the selected candidate will be responsible for development and implementation of appropriate strategies for both marketing and fundraising. The position will be held accountable for achieving assigned marketing and fundraising targets. The successful candidate will also be involved in research and proposal writing and take charge of advertising, promotion and marketing events.

The Ideal candidate should hold a degree or have tertiary education in Marketing, Sales, Communications, Development studies or other related fields, with 2 to 4 years experience in marketing/ fundraising roles. Demonstrable achievements/track record in fundraising or effective marketing is required.

➤ **Officer, Campus Development**

Reporting to the Manager Campus Services and Development, the selected candidate will take the lead in the University's Physical planning, design, construction, maintenance and utility supply projects. Major responsibilities will include advising on and implementing the master plan, ensuring all campus development projects meet prescribed standards and stay within set budgets, providing schedules for preventive maintenance, equipment replacement, energy conservation, waste management and overall safety and health requirements for the institution.

The Ideal candidate should hold a BA in Land economics, construction management, Engineering, or relevant higher diploma technical diploma, in addition training and experience in project management and facilities management with 3 to 5 years at a similar position.

➤ **Officer, Security**

The selected candidate will be responsible for ensuring and advising on overall security of people and property at NEGST. Major responsibilities will include supervising implementation of all security procedures, working with the security firm hired by NEGST on management of access to the campus, advising the management on changing security needs from time to time, ensuring that security team works in a manner consistent with NEGST values, ensuring that all security apparatus is maintained in proper working order. The successful candidate will be expected to attend all security related meetings, attend court proceedings and police cases as required, Issue security reports, manage the security helpdesk and sensitize the community on personal and community security awareness.

The suitable person should hold a diploma or other relevant training, in security /related studies with 5 to 10 years of experience in (supervisory) security role. Experience with security firms and state security forces will be an added advantage.

➤ **Specialist, IT Support**

Reporting to Network administrator, the selected candidate will be responsible for system monitoring, troubleshooting, and providing on-demand support for all IT users. Major responsibilities will include software, hardware and operational support to ensure minimal down time and greatest efficiency for all users. The successful candidate will be expected to apply existing policies, determine and report causes of computer/software/network malfunctions and procedural errors, follow up with evaluation, testing and resolution; and provide formal individual or group training/orientation in use of IT services and applications.

The suitable person should hold a first degree in IT or related field with 2 years of experience in a busy IT office backed up with comprehensive knowledge in Microsoft Software, Operating Systems and Productivity applications, Ability to train users and any additional qualifications in the wider IT field will be an added advantage.

**TO APPLY;**

Please submit your applications by Tuesday 12<sup>th</sup> August 2008 to [job.applications@negst.edu](mailto:job.applications@negst.edu). Complete your application on the format provided on our website – NEGST Job application form [www.negst.edu](http://www.negst.edu). Detailed job descriptions for the above positions are available on [www.negst.edu](http://www.negst.edu).

All positions with NEGST require the signing and agreement with our Statement of Faith and adherence to the NEGST Code of Conduct (Available at [www.negst.edu](http://www.negst.edu)).