

# **THE KENYA CONFERENCE OF CATHOLIC BISHOPS – GENERAL SECRETARIAT**

## **Introduction**

KCCB Catholic Secretariat is the National Administrative, facilitative and Coordinative arm through which the Kenya Conference of Catholic Bishops implements and co-ordinates various Pastoral programs at the National level and undertakes all those responsibilities which express the mission of the Catholic Church in Kenya. It is seeking an outstanding, dynamic and results oriented individual to fill the following key positions in its Council of Economic Affairs.

- 1. Internal Auditor**
- 2. Properties & Investments Officer**
- 3. Administrative Assistant**

## **1. INTERNAL AUDITOR**

### **Overall Purpose of the Job**

To provide independent and objective assurance to the General Secretary on the adequacy and effectiveness of key internal financial and operational controls in the secretariat and affiliated Institutions.

### **Duties and Responsibilities**

- Take overall responsibility for the KCCB-Catholic Secretariat Internal Audit function in relation to compliance, internal control effectiveness and reporting standards. This function will cover all commissions, special projects and affiliated institutions
- Prepare annual audit plans, monitor progress on the implementation of the plans and disseminate Best Practice identified from individual audits
- Prepare periodic audit reports
- Plan for, conduct and report on required financial, operational and special audits.
- Disseminate Best Practices identified from individual audits and other sources such as professional journals
- Follow-up on the progress of implementation of management recommendations
- Provide support to KCCB-GS's anti-fraud programs
- Report risk management issues and internal controls deficiencies identified to the Secretary General.
- Make recommendations for improving KCCB-General Secretariat systems, processes and operations
- Evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended
- Maintain working relationships with external auditors and ensure implementation of recommendations

## **Key Performance Areas**

• Internal Controls
• Risk Management
• Coordination with external auditors
• Timely Audit reports

## **Contacts arising from the Job**

<b>Internal</b>	<b>External</b>
Heads of departments & Institutions	External Auditors

### **• MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE**

- Bachelor's Degree in Finance, Accounting, Business Management/Commerce
- Master Degree-Finance
- At least 5 years' experience in a similar position
- CPA K
- Member of Accounting professional body and in good standing
- Analytical Skills
- Attention to details
- Good communication & interpersonal skills
- Proficiency in computer packages Excel, Word and PowerPoint etc.

Must have a very clear idea of the Catholic Social Teachings

## **2. Properties & Investments Officer**

### **Overall Purpose of the Job**

Responsible for the administration of KCCB property to ensure they are properly maintained and that they are run efficiently and profitably.

### **Duties and Responsibilities**

- Maintain proper records with regard to KCCB properties
- Facilitate lease agreements for all the tenants
- Ensure renting and upkeep of the properties is done within the KCCB Policy
- Renew land leases and ensure payment of land rates are up to date
- Liaise with designated agent in regard to finding rental tenants
- Manage occupancy of the properties so that the property yields rent consistently
- Review tenant issues referred to KCCB by the Property Manager and advise the CEAA
- Maintain each tenant correspondence i.e. ensure proper documentation on receipts, complaints and general issues
- Oversee service delivery by contracted service providers.
- Organize for maintenance and repairs of minor works on the building and movable assets to improve the working environment
- Prepare monthly reports to update the Council for Economic Affairs Administrator on the expected income and debt collection update

- Advise the CEAA on available investment opportunities

**Key Performance Areas**

• Property management
• Managing Tenants
• Managing Maintenance Works
• Timely Reports

**Contacts arising from the Job**

<b>Internal</b>	<b>External</b>
Council for Economic Affairs	Tenants
	Property agents
	Government officials to ensure that regulations are met

• **MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE**

- Bachelor’s Degree- Property Management or related field
- Minimum 3 years’ experience on similar job
- Good interpersonal & communication
- Good customer service skills
- Integrity
- Confidentiality
- Result oriented
- Strong interpersonal relationships
- Must have a very clear knowledge of the Catholic Social Teachings
- Excellent MS Excel and MS Word skills

**3. ADMINISTRATIVE ASSISTANT**

**Overall Purpose of the Job**

Support the Commission in carrying out the day to day administrative duties to ensure effective and efficient operations of the commission.

**Duties and Responsibilities**

- Handle official documents (mails, reports, correspondence, memos, etc.
- Organize meetings and taking minutes at the meetings of commissions
- Follow up on action items specified in the minutes
- Maintain the schedule of engagements and itineraries of the National Executive Secretary and other officers and the calendar of events of the commission
- Support in arrangement of workshops
- Maintain an up-to-date mailing list of existing and potential contacts

- Keep the office and reception area organized and ensure maximum care and security of office equipment and facilities
- Treat all confidential information and documents with utmost sense of responsibility
- Receive and answer phone calls, take messages and receive visitors
- Coordinate with all commissions/ departments staff to ensure information flow
- Maintain appointment diary either manually or electronically
- Raise requisitions for office requirement

### **Key Performance Areas**

- Organizing and running the Office
- Reception duties
- General Administration

### **Contacts arising from the Job**

Internal External  
Commission Coordinators  
Suppliers and Service Providers  
Commission Staff

### **MINIMUM QUALIFICATIONS, SKILLS & EXPERIENCE**

- Diploma in Business Administration/Secretarial
- At least 3 years' experience in a similar position
- Good communication skills

APPLICATIONS SHOULD BE ADDRESSED TO: -

**GENERAL SECRETARY**  
**KENYA CONFERENCE OF CATHOLIC BISHOPS –GENERAL SECRETARIAT**  
**P.O BOX 13475-00800**  
**NAIROBI.**

[hr@catholicchurch.or.ke](mailto:hr@catholicchurch.or.ke)

**APPLICATIONS MUST REACH US ON OR before June 10<sup>th</sup> 2019**