



ADVERTISEMENT TO FILL POSITION AT AFRALTI

The African Advanced Level Telecommunications Institute (AFRALTI) based in Nairobi, Kenya, is a leading Pan-African Institution and an ITU Centre of Excellence which is charged with the development of Human Capital in ICT's in English speaking Africa, and invites applications to fill the following posts that will soon fall vacant.

POSITION: DIRECTOR

Purpose of the Job:

To provide overall leadership and stewardship of the AFRALTI to deliver its mandate of Human Capacity Building through training, research and consultancy to the member States.

Main Functions:

- Creates a Strategic Vision for the Institute and formulate organisational policies.
- Provides strategic leadership by development of a Strategic Plan to guide the activities of the Institute into the future.
- Coordinates the implementation and review of the Strategic Plan
- Oversees the preparation of the annual work plans and budgets and submits to the Governing Council for approval.
- Establishes and maintains a sound organisation structure of the Institute to ensure smooth execution, coordination and efficient management of activities in accordance with the organisational plan.
- Ensures that all the Institute's resources including human capital, finances and assets are optimally managed.
- Be responsible for cultivating conducive relations supportive of the Institute's purpose and vision among the member States, the Government of Kenya, partners, regional and international organisations.
- Be the Secretary to the Governing Council meetings and a legal representative of the Institute.

Job Responsibilities:

The person will:

- Manage the day-to-day operations and administration of AFRALTI in line with policies approved by the Governing Council;
- Formulate, implement and control the strategic, marketing and annual plans;
- Carry out recruitment of members States, Associates and Partners;
- Promote activities towards recruitment of participants;



- Visit prospective member countries, ICT organisations and make representations on AFRALTI value proposition;
- Coordinate, control and ensure that all departments perform effectively towards achievement of the goals of the Institute;
- Ensure financial viability, cost control and expansion of revenue base to maintain self-sustainability;
- Formulate and translate policies on training, consultancy, and research;
- Promote corporate image of AFRALTI and ensure representation in relevant forums and conferences; and
- Perform any other duties as may be assigned by the Governing Council.

Main Outcomes:

- Strategic Plans
- Annual Work Plans
- Positive Financial Results
- Training Impacts
- Research publications

Qualifications and Experience:

- Must be holders of a Bachelors Degree in Electrical or Telecommunications Engineering, Marketing, Finance or Business Administration
- Post graduate degree in Telecommunication or Business Administration will be an added advantage
- At least five (5) years senior management experience in a medium or large ICT-related organisation.
- Must have marketing skills, good interpersonal, leadership and communication ability and skills.
- Must be proficient in computer skills.
- Must be below 55 years at next birthday.

Conditions of Service:

- The position has tenure of 5 years renewable only once subject to satisfactory performance

Remuneration Package:

A competitive remuneration package including a basic salary, house allowance, education allowance, medical subsidy, commensurate with the responsibilities of the post will be offered to the successful candidate.

If you believe you have the relevant qualifications, experience and aptitude to fill this post, please submit your application letter with a comprehensive CV, email and telephone contacts, one passport size photograph, current remuneration,



three reputable referees and their contacts, two of whom must hold or have held senior management positions.

Applications should be sent to the address below:

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THE DEADLINE FOR RECEIVING THE APPLICATIONS IS MARCH 24, 2017, NOT LATER 5:00AM

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POSITION: ADMINISTRATION AND FINANCE OFFICER

Purpose of the Job:

To act as Chief Advisor to the Director on all financial and administrative matters of the Institute.

Main Functions:

- Formulation of appropriate financial management and accounting procedures in compliance with International accounting standards.
- Developing and implementing effective administrative and financial internal controls.
- Initiating budget proposals and financial plans of the Institute.
- Financial Strategic Planning.

Job Responsibilities:

The person will:

- Prepare annual budgets based on work plans and oversee their adherence.
- Prepare and deliver quarterly and annual financial reports for operations.
- Coordinate and manage the annual budgeting process and its quarterly review.
- Coordinate the preparation and administration of contracts and other legal instruments for use by the Institute.
- Ensure all purchases are made according to approved procedures.



- Develop and administer cost models for pricing of services offered by the Institute
- Undertake cash management including periodic forecasting and reporting on revenue generation and expenditure.
- Ensure that monthly bank reconciliations are performed.
- Prepare monthly, quarterly and annual financial statements, reports.
- Organize for External Audits and actioning of Auditors' observations.
- Develop and maintain the Institute's Risk profile
- Provision of on-job coaching and mentoring to staff members in Administration and Finance Department

Main Outcomes:

- Annual Budgets
- Audited Accounts
- Monthly Management Reports
- Contracts and other legal Instruments
- Risk Profile

Qualifications and Experience:

- A minimum of a 1st degree in Finance and/or Accounting with a professional qualification: either ACCA, CPA, ICMA or equivalent.
- A minimum of five (5) years' experience as a senior Financial Executive in a medium/large organisation.
- High proficiency in computerised financial packages.
- Must be below 55 years of age at next birthday.

Conditions of Service:

- The position has tenure of three (3) years renewable subject to satisfactory performance.

Remuneration Package:

A competitive remuneration package including a basic salary, house allowance, education allowance, medical subsidy, commensurate with the responsibilities of the post will be offered to the successful candidate.

If you believe you have the relevant qualifications, experience and aptitude to fill this post, please submit your application letter with a comprehensive CV, email and telephone contacts, one passport size photograph, current remuneration, three reputable referees and their contacts, two of whom must hold or have held senior management positions.

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