

## VACANCY ANNOUNCEMENT

### Introduction

Nairobi Centre for International Arbitration (NCIA) was established in 2013 by an Act of Parliament the NCIA Act No. 26 of 2013 as a Centre for promotion of international commercial arbitration and other alternative forms of dispute resolution.

NCIA is looking for qualified and competent individuals to take up the following positions: Senior Capacity Building Officer (1 Post), Case Counsel (1 Post) and Finance & Accounts Officer (1 Post).

### 1. SENIOR CAPACITY BUILDING OFFICER – JOB GRADE NCIA 4 (REF: NCIA/HR/05/2023-2024)

The officer in this position reports to the Principal Capacity Building Officer.

<b>Job Title:</b>	Senior Capacity Building Officer
<b>Grade:</b>	NCIA 4
<b>Terms of Service</b>	Permanent & Pensionable
<b>Salary Scale:</b>	Min. Ksh. 105,300 x 9,600 – 114,900 x 10,200 – 125,100 x 10,800 – 135,900 x 11,400 – 147,300 x 12,000 – 159,300 p.m.
<b>Department:</b>	Business Development Department
<b>Location/ Workstation:</b>	Co-operative Bank House, Nairobi
<b>Key Responsibilities / Duties / Tasks</b>	
<p>A Senior Capacity Building Officer will be responsible for; -</p> <ul style="list-style-type: none"> <li>(I) Organization of and conducting nationwide training needs assessment in Alternative Dispute Resolution.</li> <li>(II) Research and Development of Alternative Dispute Resolution training strategies.</li> <li>(III) Design and development of training criteria, qualifications, schedules, and certification of courses.</li> <li>(IV) Organization, development, and execution of the public awareness campaigns on Alternative Dispute Resolution policies and plans.</li> <li>(V) Conducting baseline surveys and customer satisfaction surveys.</li> </ul>	

(VI) Supervising staff under the officer in the Unit.

### Qualifications

- (I) Served in the grade of Capacity Building Officer for a period of three (3) years.
- Or,
- (II) Have relevant working experience of at least Five (5) years with a minimum of Three (3) years in a senior management position in a public or private organization.
- (III) Bachelor's degree in any of the following disciplines: - Law, arbitration, economics, communication studies, Business Administration, Public Relations, Education, or a related field from a recognized University.
- (IV) Attended a Senior Management Course lasting not less than four (4) weeks in a recognized institution or its equivalent from a recognized institution.
- (V) Have met all the requirements of Chapter six (6) of the Constitution of Kenya.
- (VI) Proven knowledge and work experience in training and capacity building programs.
- (VII) Be a member of a recognized professional body in good standing.

## 2. CASE COUNSEL- CASE ADMINISTRATION UNIT – JOB GRADE NCIA 5 (REF: NCIA/HR/06/2023-2024)

The officer in this position reports to the Senior Case Counsel.

<b>Job Title:</b>	Case Counsel
<b>Grade:</b>	NCIA 5
<b>Terms of Service</b>	Permanent & Pensionable
<b>Salary Scale:</b>	Min. Ksh. 80,100 x 7,800 – 87,900 x 8,400 – 96,300 x 9,000 – 105,300 x 9,600 – 114,900 x 10,200 -125,100 p.m.
<b>Department:</b>	Case Management Department
<b>Location/ Workstation:</b>	Co-operative Bank House, Nairobi
<b>Key Responsibilities / Duties / Tasks</b>	
A Case Counsel will be responsible for; -	

- (I) Receipt and acknowledgement of dispute notices, requests, responses, statements, and all other procedural filings.
- (II) Assessment of fees payable and ensuring payment thereof.
- (III) Assigning case/dispute reference numbers to registered requests.
- (IV) Custody and safe keeping of the registry stamps or other impression used to evidence receipts at the registry of the Centre.
- (V) Proofread orders, directions and decisions of a tribunal, the Court and Registrar for compliance with the actual order, direction, and decision before dissemination to all relevant parties.
- (VI) Ensuring compliance with and enforcement orders, directions and decisions of a tribunal, the Court and Registrar.
- (VII) Ensuring certification of orders, directions and decisions of a tribunal, the Court and Registrar.
- (VIII) Collect, compile, and analyze data of cases.
- (IX) Prepare periodic returns and case reports.

#### Qualifications

For appointment to this grade, an officer must have; -

- (I) Bachelor's degree in either Law, arbitration, or a related field from a recognized university
- (II) Be a member of a recognized professional body in good standing.
- (III) Be computer literate.

### 3. FINANCE/ACCOUNTS OFFICER – JOB GRADE NCIA 5

(REF: NCIA/HR/07/2023-2024)

The officer in this position reports to the Senior Finance/Accounts Officer.

<b>Job Title:</b>	Finance/Accounts Officer
<b>Grade:</b>	NCIA 5
<b>Terms of Service</b>	Permanent & Pensionable
<b>Salary Scale:</b>	Min. Kshs. 80,100 x 7,800 – 87,900 x 8,400 – 96,300 x 9,000 – 105,300 x 9,600 – 114,900 x 10,200 -125,100 p.m.
<b>Department:</b>	Corporate Support Services

<b>Location/ Workstation:</b>	Co-operative Bank House, Nairobi
<b>Key Responsibilities / Duties / Tasks</b>	
<p>A Finance/Account Officer will be responsible for; -</p> <ul style="list-style-type: none"> <li>(I) Compiling information on commitment and expenditure trends and initiating appropriate corrective action as may be required.</li> <li>(II) Compiling of information required on budget monitoring and expenditure control, including expenditures on salaries and allowance, processing of reallocations within the budget.</li> <li>(III) Preparation of vouchers and committal documents in accordance with the laid down rules and regulations.</li> <li>(IV) Data Capture.</li> <li>(V) Maintenance of primary records such as cashbooks, ledgers, vote books registers and preparation of simple management reports including imprest and expenditure returns.</li> <li>(VI) Ensuring safe custody of Centre's records and assets.</li> <li>VII) Payment of personal and merchant claims as guided by cash balances in the cashbooks.</li> </ul>	

## Qualifications

For Appointment in this grade an officer must have; -

- (I) Relevant working experience of at least three (3) years in a comparable position in a public or private organization.
- (II) Part II of the Certified Public Accountants (CPA) Examination or its equivalent qualifications.
- (III) Certificate in Computer applications from recognized applications.

Or,

- (IV) Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance), Business Administration or its equivalent qualification from a recognized institution.