



Job Opportunity at KPA Senior Accountant

The Kiribati Ports Authority (KPA) is pleased to invite qualified individual to fill in the post of **Senior Accountant** carrying a salary scale of Grade 5-4/3 of KPA's salary scale.

i) Eligibility

- a) Bachelor of Accounting or related field with major in Accounting.
- b) At least three (3) years working experience in the accounting area or relevant field at the middle or senior management level.
- c) Age should be between 25 to 40 years.

ii) Skills and Attributes:

- Fluent skills on MYOB system, inventory control and procurement.
- Excellent interpersonal and communications skills – both written and verbal with high level of English.
- Fully conversant in Microsoft Word, Excel and databases.
- Experience of using data and payment systems.
- Ability to supervise, coordinate and monitor assigned tasks.
- Ability to work individually and as part of a small team within a busy environment.
- Proven ability to meet targets and deadlines.
- Professional, friendly and flexible approach to work.
- Reliable and Trustworthy with an eye for detail and full understanding of the importance of confidentiality and the handling of sensitive data.

iii) Ineligibility

- Applicants with unclear police record is not eligible.
- Applicant who is proven to be mentally and physically unfit is not eligible.

iv) Period of employment: Appointment will be made for three (3) years contract with possibility for extension based on successful performance.

v) How to apply: Application form can be downloaded on KPA website or can be obtained from KPA office during business hours.

vi) Full details of the post can be sighted at KPA office during working hours or by emailing to ceo@kpa.com.ki or hrm@kpa.com.ki

vii) All application forms must be submitted along with the CV and other relevant documents during working hours to KPA Office not later than **Friday 5th February 2021**.

CEO, Kiribati Ports Authority.