



# **SOCIETY OF RADIOGRAPHY IN KENYA**

(Formerly Association of Radiographers, Kenya: Registered 25/05/1962 Cert. of Exempt No. 1222)

REF : SORK/GEN/2022/285  
DATE : 19<sup>th</sup> July, 2022

Golf Course Commercial Centre,  
2nd Floor, Room 2.9  
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Mobile: +254 718 244 911  
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[info@sork.or.ke](mailto:info@sork.or.ke)  
Web: [www.radiography.or.ke](http://www.radiography.or.ke)

## **ACCOUNTS CONSULTANCY SERVICES VACANCY.**

The Society of Radiography in Kenya (SORK), a non-profit making professional association whose core mandate is to represent Radiographers in Kenya with particular emphasis in training and practice of Radiography, located at Golf Course Commercial Center Kenyatta Market, off Raila Odinga Way formerly Mbagathi Way, Second Floor, Room 2.9, seeks to recruit an Accounts Consultancy Firm.

### **Specific roles shall be not limited to the following:**

Using Quick books and other relevant applications, the accounts consultant shall be expected to do the following:

- ✓ Prepare and submit to the Society monthly reports both in hardcopy and softcopy.
- ✓ Present the reports on quarterly basis to the Council of the Society during some of their Council meetings.
- ✓ Prepare and submit both hardcopy and softcopy of the annual reports to the society which shall be subjected to external auditing.
- ✓ Attend Annual general Meetings and other meeting that may require the Accounts Consultant to clarify some financial matters.

### **Mandatory Requirements.**

- ✓ Certificate of Incorporation.
- ✓ Valid Tax Compliance Certificate.
- ✓ ICPAK Membership Certificate.
- ✓ Business permit within Nairobi metropolitan.
- ✓ The firms profile and structure.
- ✓ At least 3 reference letters of organization they have served with reachable contacts.
- ✓ Valid CR 12 Certificate.
- ✓ At least 2 Updated CVs of technical employees.
- ✓ E.t.c

### **Representatives Personal Requirements:**

- ✓ Technology Skills
- ✓ Good communication and interpersonal Skills
- ✓ Organizational Ability
- ✓ Time Management
- ✓ Technical Oversight
- ✓ Problem-Solving Skills
- ✓ Dynamic mindset, team player and with result oriented approach

IN PURSUIT OF QUALITY RADIOGRAPHY

*Consultancy Services, Journals Seminars, Conferences, Training etc*

President: J. Kenyanya: 1<sup>st</sup> Vice President: G. Owiti: 2<sup>nd</sup> Vice President: S. Njau: Treasurer: V. Odawa: Members: L. Akoth: N. Onyancha: D. Mulli: Hon Secretary: S. Karanja

**ALL CORRESPONDENCE SHOULD BE ADDRESSED TO THE HONORARY SECRETARY**



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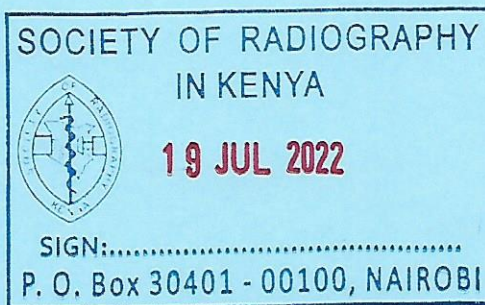
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Interested firms for this vacancy and who meet the minimum requirements are requested to apply through the Honorary Secretary attaching their testimonials and the mandatory requirements on or before **31<sup>st</sup> July 2022**.

The applications should be sent via [info@sork.or.ke](mailto:info@sork.or.ke) and copy [kenyaradiographers@gmail.com](mailto:kenyaradiographers@gmail.com)

SORK is an equal opportunity employer but only the firms that meet the minimum requirements shall be short listed and contacted for interviews.

**Samuel M. Karanja,**  
**The Honorary Secretary,**  
**Society of Radiography in Kenya (SORK).**



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