

**ADVERT NO. NG-CDFB/010/2022: MANAGER, RISK AND COMPLIANCE - NG-CDF SCALE 3 (1 post)**

**a) Requirement for Appointment**

For appointment to this position, a candidate MUST have:

- i. Bachelor's Degree in any of the following disciplines: Actuarial Science, Commerce (Insurance), Risk management, Disaster Risk Management

**OR**

Bachelor's degree in the following disciplines with a certificate or diploma in Risk Management: - Commerce (Accounting), Commerce (Finance), Business Administration (Accounting option), Economics, or equivalent qualification from a recognized institution;

- ii. Master's degree in any of the following disciplines: - Actuarial Science, Risk Management, Disaster Risk Management, Business Administration (Finance), Business Administration (Accounting), Science in Finance, or equivalent qualification from a recognized institution;
- iii. At least Ten (10) years' work experience, four (4) of which should be at supervisory/management level in a relevant field;
- iv. Certificate in Risk Management or its equivalent, Certified Public Accountant (CPA) and/or CIA, CISA, CFE, CRMA, or equivalent qualification from a recognized institution;
- v. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership certificate to the Institute of Risk Management or a relevant recognized professional association;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications;
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

**a) Duties and Responsibilities**

The Manager, Risk and Compliance will report to the Chief Executive Officer through the Chief Manager, Corporate Planning and Strategy and will be responsible for the following:

- i. Coordinate and provide leadership in the development and implementation of risk management strategies, policies and procedures to achieve the organisation's strategic objectives;
- ii. Coordinate and ensure the implementation of the approved risk management framework/policy in the entire organisation;
- iii. Work with risk owners in identifying key legislative and regulatory requirements, key controls for their departments and ensure implementation of a framework to monitor compliance to these requirements and controls;
- iv. Develop accountability structures and monitor the performance indicators for the Risk Management Department to meet its objectives;
- v. Review of the risk management framework as per the approved strategy and work programmes;
- vi. Develop and regularly review various risk management policies to guide the Board on risk management.
- vii. Develop and retain talent including completing performance appraisals, personal development and succession plans effectively and on time in accordance with the established performance management systems;
- viii. Develop staff training programmes that build operational risk awareness within the organisation for staff development;
- ix. Explore and implement appropriate technology to improve the efficiency and effectiveness of the audit and risk management department; and
- x. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5<sup>th</sup> Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

**Candidates must submit the following documents alongside application**

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

**NOTE**

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer  
National Government Constituencies Development Fund Board  
Harambee Cooperative Plaza, 5<sup>th</sup> Floor (Junction of Haile Selassie Avenue & Uhuru Highway)  
P.O. Box 46682-00100  
**NAIROBI**