

ADVERT NO. NG-CDFB/016/2022: PRINCIPAL RISK AND COMPLIANCE OFFICER - NG-CDF SCALE 4 (1 post)

a) Requirement for Appointment

For appointment to this grade, a candidate MUST have:

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

OR

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

- ii. Master's degree in any of the following disciplines: - Actuarial Science, Business Administration (Finance); Business Administration (Accounting); Master of Science in Finance, or equivalent qualification from a recognized institution;
- xi. At least eight (8) years' work experience; four (4) of which should be in a relevant field at supervisory management level;
- iii. Certificate in a Management course lasting not less than four (4) weeks from a recognized institution;
- iv. Membership to a relevant professional body;
- v. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- vi. Proficiency in computer applications; and
- vii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Principal Risk and Compliance Officer will report to the Manager, Risk and Compliance and will be responsible for the following:

- i. Facilitate the Risk and Control Self-Assessment to review and update risk registers;
- ii. Work with the risk owners in the identification and evaluation of key risks and their causes and in the development and monitoring implementation of action plans to address any gaps in risk mitigation;
- iii. Assist in the development and regular review of various risk management policies to guide the Board on risk management
- iv. Update and monitor the implementation of the Board's Risk Appetite Statement to ensure risks are managed within the set tolerance levels;
- v. Analyse trends in the key risk indicators in departments and evaluate action taken on Key Risk Indicators reported;
- vi. Monitor and evaluate management of risk incidences, including incidence recording and post incidence analysis, to establish whether adequate action is taken on minimising their impact and preventing their occurrence;
- vii. Monitor and analyse compliance trends (on legislative and regulatory requirements) and actions taken to address noted compliance gaps; and
- viii. 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 or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th 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, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI