

ADVERT NO. NG-CDFB/029/2022: RISK AND COMPLIANCE OFFICER - NG-CDF SCALE 6 (4 posts)

a) Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Bachelor's degree in Actuarial Science, Commerce (Insurance option), Risk management, Disaster Risk Management

or

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

- ii. Proficiency in computer applications skills; and
- iii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

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

- i. Assist management with risk assessment and documentation of response strategies for efficient feedback of risk mitigation measures put in place;
- ii. Ensure that recommended actions are taken to address the identified risks by following up with the responsible department;
- iii. Review and assist in updating risk registers;
- iv. Assist risk owners in the identification and evaluation of key risks;
- v. Assist in the development and monitoring of implementation of action plans to address any gaps in risk mitigation;
- vi. Assist in updating and monitoring of implementation of the Board's Risk Appetite Statement to ensure risks are managed within the set tolerance levels;
- vii. Assist in analysing trends in the key risk indicators in departments and evaluating action taken on Key Risk Indicators;
- viii. Monitor and evaluate management of risk incidences, including incidence recording and post incidence analysis, to establish whether adequate action is taken on minimizing their impact and preventing their occurrence;
- ix. Assist in monitoring and analysing compliance trends (on legislative and regulatory requirements) and actions taken to address noted compliance gaps; 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 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