

Job Title	Managing Trustee
Grade	PCF 1
Terms of Service	Three (3) years contract renewable once subject to performance and retirement age.
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Board of Trustees
Direct Reports	<ol style="list-style-type: none"> 1. Corporation Secretary & Director Legal Services 2. Director, Compensation and Insurance Risk Monitoring 3. Director, Statutory Management & Liquidation 4. Director, Corporate Services 5. Director, Internal Audit (Administratively) 6. Deputy Director, Supply Chain Management 7. Deputy Director, Research, Strategy & Planning 8. Senior Office Administrator
Job Purpose	
To provide strategic leadership in the management of the Fund towards enhancement of confidence in the insurance industry through timely compensation of policyholders of Insurers placed under statutory management or whose license has been cancelled, Statutory Management and Liquidation of troubled insurers and providing policy advisory services to the Cabinet Secretary, National Treasury & Economic Planning, on all matters related to compensation and resolution as enshrined in the Insurance Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Spearhead the development, implementation and review of policies, guidelines strategies and procedures for providing compensation to policyholders and claimants of insurers placed under statutory management or whose license has been cancelled. 2) Provide strategic leadership in formulation, implementation and review of policies, guidelines, strategies and procedures for monitoring the risk profiles of insurers to enable early intervention and preparedness. 	

- 3) Provide strategic leadership in formulation, implementation and review of policies, guidelines, strategies and procedures for statutory management to enable efficient resolution of insurers under statutory management or whose license has been cancelled.
- 4) Provide strategic leadership in formulation, implementation and review of policies, guidelines, strategies and procedures for liquidation of insurers as ordered by the court to ensure the interest of claimants and creditors against assets of the insurer are protected.
- 5) Spearhead effective management of the “PC Fund” to promote the interest of policyholders and enhance confidence in the insurance industry.
- 6) Spearhead formulation, implementation and review of policies, guidelines, strategies and procedures for investment of the levy contribution to ensure the Fund’s financial sustainability.
- 7) Spearhead development, implementation and review of policies and strategies to ensure Financial Sustainability of the Fund through mobilization of resources and strengthening of internal control systems and processes.
- 8) Spearhead development, implementation and review of policies and strategies to enhance institutional capacity through promotion of good corporate governance, attracting, developing and retaining competent staff, enhancing service delivery and provision of ample working environment.
- 9) Spearhead prudent investment of financial assets of insurers under Statutory Management or whose license has been cancelled to preserve the asset value for efficient resolution of insurers.
- 10) Accounting officer of the Fund with overall responsibility and holder of the Authority to Incur Expenditure (AIE) in accordance with the PFM Act.
- 11) Provide strategic direction in documentation and resolution of legal issues affecting the Fund.
- 12) Spearhead the distribution of proceeds of sale of assets of an insurer under liquidation as provided in the Insolvency Act and in the interest of claimants and creditors.
- 13) Spearhead the review of all contractual agreements of Insurers placed under statutory management for cost management geared towards effective resolution.
- 14) Issue public notice on the commencement of compensation of claimants and policyholders of insurers placed under Statutory Management or whose licence has been cancelled.

- 15) Spearhead engagements with shareholders and potential strategic investors to review and consider revival strategy options for Insurers under statutory management in the best interest of the Insurer and the policyholders.
- 16) Advise the Cabinet Secretary on the national policy to be followed with regard to matters relating to compensation of policyholders and resolution of Insurers under statutory management and liquidation.
- 17) Provide advice to the Board of Trustees and Government on all matters related to PCF, member institutions and insurers under statutory management.
- 18) Provide strategic leadership in development, implementation and review of the Fund's strategic plan, vision, mission and objectives.
- 19) Provide strategic leadership in formulation, implementation and review of innovative strategies to leverage on technology and business process re-engineering to enhance service delivery to stakeholders.
- 20) Provide strategic leadership in the establishment and strengthening of effective collaborations and partnerships with Insurance Guarantee Schemes, development partners, Government agencies, private sector, strategic partners and any other relevant stakeholders aimed towards the attainment of the Fund's mandate.
- 21) Provide linkage between the Board and Management to ensure timely communication of strategies, policies and directives for growth, effective and efficient service delivery to the stakeholders.
- 22) Provide leadership in formulation, implementation and review of financial and accounting policies and procedures that meet requirements of the Public Finance Management Act, International Public Sector Accounting Standards and other related government regulations to ensure prudent and optimal utilization of the Fund's financial resources.
- 23) Spearhead the development, review and implementation of performance management system to monitor, evaluate, report and reward performance in line with agreed performance targets and service standards of the Fund.
- 24) Primarily responsible for ensuring that the Fund fulfils its obligations as per the Public Procurement and Asset Disposal Act and Public Procurement Assets and Disposal Regulations.
- 25) Provide strategic leadership in fiscal planning to ensure the liquidity and continuity of the Fund, including management of revenue, expenditure, assets and liabilities.

- 26) Official spokesperson of the Fund and responsible for stakeholder management and consumer education strategy for enhancement of the corporate image of the Fund.
- 27) Provide strategic leadership in development, implementation, monitoring and review of the Fund's annual budgets, corporate annual work plan, annual consolidated procurement and disposal plan, annual performance contract and the Fund's annual reports.
- 28) Provide strategic leadership in development, implementation, monitoring and review of Quality Management Systems for process improvement and enhanced service delivery.
- 29) Spearhead research, studies, surveys, and benchmarking to ensure adoption of best practices and emerging trends on matters relating to the Fund's mandate and dissemination of research findings and recommendations to the stakeholders.
- 30) Provide strategic leadership in supervision, coaching, mentoring, training and development of all staff to ensure an efficient and motivated team.
- 31) Provide strategic leadership in formulation, implementation, monitoring, and review of risk management policy and framework that ensures the Fund has a robust system and processes of accountability, enterprise risk management and business continuity.
- 32) Provide strategic leadership in conservation, harnessing and dissemination of knowledge and information as well as management of the Fund's resource centre.
- 33) Provide strategic leadership in development, implementation and review of the citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders.
- 34) Provide strategic leadership in the development of the Fund's legal and regulatory framework that ensures achievement of the Fund's mandate.
- 35) Advise the Board and Management on governance and ethical issues.
- 36) Provide guidance and updates on emerging laws and government policies to ensure the Fund's legal and contractual obligations are met.
- 37) Facilitate induction, evaluation of performance and development programmes for the Board of Trustees.
- 38) Provide strategic leadership in the preparation of annual almanac, Board papers, review of the Board Charter and implementation of resolutions in compliance with Mwongozo Code of Governance for State Corporations.

<p>39) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the Fund.</p> <p>40) Facilitate both internal and external audit processes in the Fund.</p> <p>41) Oversee resolution of public complaints and processing of requests for access to information to enhance the public confidence in relation to the Fund's mandate.</p>
II. Operational Responsibilities / Tasks
<p>1) Provide oversight of all activities of the Fund and manage the day-to-day operations for a smooth functioning and efficiency of the Fund.</p> <p>2) Liaise with the Chairperson of the Board of Trustees to enable the Board to fulfil its governance functions and facilitate the optimal performance by the Board, its committees and individual members.</p> <p>3) Spearhead development, implementation and review of strategies on provision and maintenance of conducive work environment.</p> <p>4) Provide leadership to management and staff and chair the Fund's management committee.</p> <p>5) Responsible for the implementation of Board resolutions.</p> <p>6) Provide regular, thorough and prompt communication to the Board of Trustees on key technical, financial and administrative matters.</p> <p>7) Responsible for staff performance management.</p> <p>8) Authenticate the use of the common seal of the Fund and insurers under statutory management.</p>
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<p>1) Master's Degree in the following fields: Business Administration, Insurance, Actuarial Science, Finance, Economics, Commerce, or its equivalent from a recognized and accredited institution.</p> <p>2) Bachelor's Degree in any of the following fields: Business Administration, Insurance, Actuarial Science, Finance, Economics, Commerce, or its equivalent from a recognized and accredited institution.</p>
Professional Qualifications / Membership to professional bodies
<p>1) Leadership Course lasting not less than six (6) weeks (cumulative) from a recognized institution.</p>

2) Professional qualification and membership to a professional body and be in good standing where applicable. 3) Proficiency in computer applications. 4) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya (2010)
Previous relevant work experience required.
At least Fifteen (15) years' proven experience in a relevant field five (5) years of which must be at the level of senior management.
Functional Skills, Behavioural Competencies/Attributes:
1) Strategic Visioning. 2) Strategic Thinking. 3) Change Leadership and Risk Management. 4) Communication with impact. 5) Analytical, problem solving and decision-making skills. 6) Policy formulation skills. 7) Interpersonal & team management skills. 8) Collaborations and partnerships. 9) Managing managers. 10) Resilience. 11) Negotiation skills. 12) Flexibility. 13) Financial management and budgeting. 14) Performance management skills. 15) Coaching and mentoring skills. 16) Emotional Intelligence.

GENERAL APPLICATION REQUIREMENTS

Interested candidates, who must be Kenyan citizens, should submit their applications including copies of their academic and professional certificates, a copy of the National Identity Card or valid passport, an updated Curriculum Vitae (CV) detailing academic and professional qualifications, email address and a daytime telephone number. The CV should also include the email and telephone contacts of at least three (3) referees who can speak on your competence, character and integrity. All application must contain the reference number and job title on the subject matter (on letter and email) and on the envelope.

OTHER KEY REQUIREMENTS

Successful candidates in the interviews will be required to present and satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 by providing original copies of the following documents as an employment condition:

- a) A certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

- b) A Clearance Certificate from the Higher Education Loans Board (HELB).
- c) A Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- d) Clearance certificates from the Ethics and Anti-Corruption Commission (EACC) i.e. Completed First Schedule (s.13) and a self-declaration form
- e) A clearance Certificate from an Approved Credit Reference Bureau (CRB) in Kenya

APPLICATION PROCESS

Interested candidates should submit their applications by email to **mtrecruitment@pcf.go.ke** as well as in hard copies posted or delivered to the address below so as to be received on or before close of business on **Monday, 6th November 2023 at 5:00 p.m.**

The Chairman,
Board of Trustees
Policyholders Compensation Fund
KWFT Centre, 6th Floor,
Kiambere, Masaba Road Junction,
Upperhill,
P.O.Box 24203-00100
NAIROBI
Email: mtrecruitment@pcf.go.ke

PCF is an equal opportunity employer. Canvassing of any kind will lead to automatic disqualification. Women, Youth and Persons with Disabilities are encouraged to apply.

Only shortlisted candidates will be contacted.