

## DETAILS OF THE ADVERTISED JOBS

<b>Job Title</b>	<b>Deputy Director, Research, Strategy and Planning - 1 Post</b>
<b>Job Ref</b>	PCF/05/2023
<b>Job Grade</b>	PCF 3
<b>Number of positions</b>	One (1)
<b>Terms of Service</b>	Five-year contract renewable subject to performance and retirement age.
<b>Job Purpose</b>	Provides leadership in coordination and implementation of the Fund's strategic plan, Institutional workplan, corporate performance management, performance contract, monitoring and evaluation, risk management, identification and implementation of innovation and key process improvements, Quality Management System, corporate research and benchmarking, knowledge management as well as overall management of the Fund's Resource Centre for the purpose of ensuring the service delivery on the Fund's mandate.
<b>Reporting Relationships</b>	
<b>Reports to</b>	Managing Trustee
<b>Direct Reports</b>	Principal Planning Officer
<b>Indirect Reports</b>	Senior Planning Officer

	Planning Officer
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ol style="list-style-type: none"> <li>1) Oversee the formulation, implementation, review of strategies, policies and guidelines in the Research, Strategy and Planning department in line with the Fund's mandate and the strategic plan.</li> <li>2) Spearhead the development, implementation, monitoring and evaluation of policies, strategies, systems and programmes.</li> <li>3) Provide leadership in the development, implementation and review of annual Performance Contracts for all Directorates and Departments to ensure alignment of performance targets to the Fund and national short- term and long-term plans.</li> <li>4) Oversee development, implementation and review of Enterprise Risk Management framework in the Fund.</li> <li>5) Spearhead development, implementation and maintenance of systems for measuring corporate performance against established standards, as well as monitoring performance and recommend remedial action, where necessary.</li> <li>6) Provide leadership in the formulation, implementation and review of the Fund's annual work plan.</li> <li>7) Oversee the development, adoption, implementation and review of Quality Management System documentation in line with applicable national and international standards.</li> <li>8) Provide leadership in analysis of the Fund's business processes and advice management on business processes re-engineering for improvement of operational efficiency.</li> <li>9) Spearhead formulation, implementation and review of comprehensive capital /infrastructural needs assessment in consultation with user departments and prioritize projects in line with Fund's Strategic Plan, Medium Term Plan and Vision 2030.</li> <li>10) Provide guidance to process-owners in implementing appropriate corrective and preventive actions to enhance conformance to certification standards.</li> </ol>	

- 11) Foster local and international alliances that promote strategic linkages and partnerships, exchange of information and experimentation of innovative ideas.
- 12) Coordinate the development and review of resource mobilization strategies in the department with other Government Agencies, stakeholders and development partners to enhance corporate services towards achieving the Fund's Mandate.
- 13) Oversee development, implementation and review of risk management policy and strategies that ensure the Fund has a robust system and processes of accountability, risk management, business continuity and succession management.
- 14) Spearhead formulation, implementation and review of the Fund's annual work plans, budgets and procurement and asset disposal plans in line with the Fund's performance targets and strategic plan.
- 15) Oversee undertaking of Surveys, Studies and Research and benchmarking to ensure adoption of Best Practice on matters relating to the Fund's mandate, activities and decisions. Publish and disseminate research papers and statistical reports to the industry.
- 16) Lead in harnessing and dissemination of knowledge and information on current and emerging issues in research, innovation and strategy through publications, workshops, seminars, conferences and presentations at local and international fora.
- 17) Coordinate knowledge management including repository for sector data and statistics and general management of the Fund's statistical databases.
- 18) Coordinate stakeholder relationship management in the Fund.
- 19) Provide advice on all matters related to research, strategy and planning in the Fund.
- 20) Spearhead development and implementation of the Department's strategic objectives, Quality Management Systems, Enterprise Risk Management and Business Continuity Plans.
- 21) Oversee nurturing of competencies and promote a working environment that optimizes individual and team potential in the department.
- 22) Provide leadership in the development and implementation of corruption prevention and mitigation strategies in the department.

<p>23) Foster a corporate culture that promotes ethical practices and good citizenship within the department.</p> <p>24) Coordinate implementation of a robust performance management system within the Fund through providing oversight of the delivery of the annual performance contract and the strategic plan; and</p> <p>25) Provide leadership, supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team.</p>
<b>II. Operational Responsibilities / Tasks</b>
<p>1) Coordinate day-to-day administrative and operational functions of the Department and chairs the departmental meetings.</p> <p>2) Management of staff performance for direct reports in the department.</p> <p>3) Coordinate internal and external audits on Quality Management Systems.</p> <p>4) Coordinate formulation, implementation and review of Management Review Meetings (MRM) for ISO standards adopted and implemented in the Fund.</p> <p>5) Coordinate the development and review of the Management calendar of events.</p> <p>6) Coordinate communication of quality policy and quality objectives to staff and other interested stakeholders; and</p> <p>7) Participate in preparation of the Fund's annual budget.</p>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
<p>1) Master's degree in commerce, Actuarial Science, Statistics, Finance, Insurance, Economics, Business Administration, or its equivalent from a recognized and accredited institution.</p> <p>2) Bachelor's Degree in any of the following disciplines: - Commerce, Actuarial Science, Statistics, Finance, Insurance, Economics, Business Administration or its equivalent from a recognized and accredited institution.</p>

<b>Professional Qualifications / Membership to professional bodies</b>
<ol style="list-style-type: none"> <li>1) Professional qualification and membership to a professional body in good standing where applicable; and</li> <li>2) Leadership Course lasting not less than six (6) weeks.</li> <li>3) Proficiency in computer applications.</li> <li>4) Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ol>
<b>Previous relevant work experience required.</b>
At least Ten (10) years' work experience five (5) years of which should be at a management level.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1) Leadership, Managerial and Team Management skills.</li> <li>2) Planning skills.</li> <li>3) Visionary and result oriented skills.</li> <li>4) Policy Formulation Skills.</li> <li>5) Change and Risk Management Skills.</li> <li>6) Creativity and Innovativeness Skills.</li> <li>7) Knowledge Management Competencies.</li> <li>8) Analytical Skills.</li> <li>9) Report writing skills.</li> <li>10) Communication skills.</li> <li>11) Presentation and Negotiations skills.</li> <li>12) Interpersonal Skills.</li> <li>13) Problem solving skills; and</li> <li>14) Coaching and Mentoring and Counselling skills.</li> </ol>

<b>Job Title</b>	<b>Senior Officer, Finance &amp; Accounts - 1 Post</b>
<b>Job Ref</b>	PCF/06/2023
<b>Job Grade</b>	PCF 5
<b>Number of positions</b>	One (1)
<b>Terms of Service</b>	Permanent and Pensionable
<b>Job Purpose</b>	The job holder is responsible for providing finance and accounting assistance to the organization's finance and accounts department by offering accounting and administrative support.
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Finance and Accounts Officer
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"> <li>1) Provide support in the budget preparation process and preparing budget monitoring reports.</li> <li>2) Prepare of cash flow projections for the Fund.</li> <li>3) Track, analyse and reconcile the Fund's levies and other revenues.</li> <li>4) Prepare payment vouchers, imprests, claims and imprest surrender documents.</li> <li>5) Prepare payroll, statutory and other deductions and ensure timely remittance.</li> <li>6) Update fixed asset register, acquisition and disposal and posting of depreciation.</li> <li>7) Review the general ledger and reconcile debtors and creditors balances.</li> <li>8) Review and update functionalities in the ERP system.</li> <li>9) Support the internal and external audit function during audit process.</li> <li>10) Maintain departmental risk register.</li> </ol>	

11) Participate in the development, implementation and review of departmental policies, strategies, procedures, work plans, performance contract, procurement plans and budget.
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's degree in any of the following disciplines: Business Administration, Finance, Accounting, Commerce, or equivalent qualification from a recognized institution.
<b>Professional Qualifications / Membership to professional bodies</b>
1) Certified Public Accountants of Kenya CPA (K) or its equivalent qualification from a recognized institution.  2) Member of the Institute Certified Public Accountants of Kenya or any other recognized professional body in good standing where applicable; and
<b>Previous relevant work experience required.</b>
A minimum period of four (4) years relevant work experience.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
1) Analytical skills. 2) Report writing and presentation skills. 3) Problem solving skills. 4) Project management skills. 5) Numerical skills. 6) A visionary and result - oriented thinker. 7) Team player. 8) Communication skills. 9) Fulfil the requirements of Chapter six (6) of the Constitution of Kenya.

<b>Job Title</b>	<b>Driver - 1 Post</b>
<b>Job Grade</b>	PCF 9
<b>Job Ref</b>	PCF/07/2023
<b>Number of positions</b>	One (1)
<b>Terms of Service</b>	Permanent and Pensionable
<b>Job Purpose</b>	Responsible for driving services and safe and timely movement of staff, authorized goods and oversee maintenance of assigned vehicles to support realization of the Fund's mandate in compliance with the Traffic Act.
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Human Resource & Administration Officer
<b>Job Purpose</b>	
Responsible for driving services and safe and timely movement of staff, authorized goods and oversee maintenance of assigned vehicles to support realization of the Fund's mandate in compliance with the Traffic Act.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"> <li>1) Drive the Fund's vehicle as authorized.</li> <li>2) Maintain cleanliness of the vehicle.</li> <li>3) Submit regular reports on motor vehicle assigned.</li> <li>4) Ensure safety of passengers and goods therein.</li> <li>5) Ensure security and safety of the vehicle on and off the road.</li> <li>6) Maintain work tickets for vehicles assigned to them to ensure all journeys are authorized and to ensure accountability.</li> </ol>	



- 7) Monitor and report expiry of insurance policies for motor vehicles.
- 8) Report any mechanical/ accident problems.
- 9) Carryout routine checks on the vehicle's cooling, electrical and oil systems, tyre pressure and brakes.
- 10) Carry out routine checks and report any defects on the vehicle.
- 11) Ensure the Fund's vehicles are only used for official/ authorized business.
- 12) Adhere to and observe traffic rules in line with the Traffic Act.
- 13) Report any incidents or accidents to police and or the office immediately they occur.
- 14) Schedule regular vehicle servicing to ensure the vehicles are in good working condition.
- 15) Perform messengerial duties.

#### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

##### **Academic qualifications**

Kenya Certificate of Secondary Education mean grade D+ plus or its equivalent qualification from a recognized Institution.

##### **Professional Qualifications**

- 1) Passed suitability test for Drivers Grade III.
- 2) Valid driving license for any of the classes of vehicles which the candidate is required to drive.
- 3) Refresher course for drivers lasting not less than one (1) week every three (3) years from Kenya Institute of Highways and Building Technology or any other recognized institution.

<p>4) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution.</p> <p>5) Valid certificate of good conduct.</p>
<b>Previous relevant work experience required.</b>
At least three (3) years previous satisfactory driving experience after obtaining the driving license.
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<p>1) Time management skills.</p> <p>2) Organizational skills.</p> <p>3) Problem solving skills.</p> <p>4) Team building skills.</p> <p>5) Presentation skills.</p> <p>6) Defensive driving skills.</p> <p>7) Interpersonal skills.</p> <p>8) Integrity skills.</p> <p>9) Confidentiality.</p> <p>10) Communication skills.</p> <p>11) Basic first Aid skills.</p>

## 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 drop their applications at PCF Offices KWFT Centre, 6<sup>th</sup> Floor, Kiambere, Masaba Road Junction, Upperhill, or send their applications by email to the address below: **recruitment@pcf.go.ke**

Applications should be received on or before close of business **Monday, 6<sup>th</sup> November 2023 at 5:00 p.m.** to:

The Ag. Managing Trustee,  
Policyholders Compensation Fund  
KWFT Centre, 6<sup>th</sup> Floor,  
Kiambere, Masaba Road Junction,  
Upperhill,  
P.O.Box 24203-00100  
**NAIROBI**  
**Email: recruitment@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.*