



EXCELLENT CAREER OPPORTUNITIES

The Policyholders Compensation Fund (PCF) is a State Corporation under The National established under Section 179 of the Insurance Act (Cap 487) and operationalized through Legal Notice 105 of 2004. The Fund was established for the primary purpose of providing compensation to claimants of an insurer that has been placed under statutory management or whose license has been cancelled and for the secondary purpose of increasing the general public's confidence in the insurance sector.

The Fund is seeking to recruit qualified and competent individuals to fill the following vacant positions:

S/No.	Job Ref. No.	Designation	Job Grade	No. of Posts
1.	PCF/01/2025/26	Deputy Director, ICT	PCF3	1
2.	PCF/02/2025/26	Driver	PCF9	1
3	PCF/03/2025/26	Young Professional	-	4

Terms of Service

1. Deputy Director, ICT - Five (5) year contract renewable subject to performance and retirement age.
2. Driver – Permanent and Pensionable.
3. Young Professional - One (1) year contract.

Application

1. Interested candidates are encouraged to visit our website www.pcf.go.ke/careers for detailed job descriptions, person specifications and application procedure.
2. All applications must be received on or before **Monday 1st September 2025**.
3. 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.
4. PCF does NOT charge any fee in its recruitment process.
5. Only Shortlisted candidates will be contacted.

1. DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY

Job Title	Deputy Director ICT
Grade	PCF3
Corporation/Organization	Policyholders Compensation Fund
Directorate	Corporate Services
Department	Information Communications Technology
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director Corporate Services
Direct Reports	Principal ICT Officer
Indirect Reports	Senior ICT Officer
Job Purpose	
To provide strategic leadership in the formulation and execution of the Fund's ICT strategy, and to coordinate the management, delivery, and continuous improvement of all ICT services and infrastructure. Responsible for fostering innovation, promoting the effective use of ICT in service delivery, and ensuring technology-driven solutions contribute to the efficient realization of the Fund's mandate.	
Key Responsibilities/ Duties / Tasks	
1. Strategic ICT Leadership & Governance <ul style="list-style-type: none"> • Provide strategic leadership in the formulation, implementation, and review of ICT policies, strategies, and procedures to enhance service delivery and fulfil the Fund's mandate. • Lead the design, deployment, and continuous improvement of information systems, ICT infrastructure, and projects to meet organizational needs. • Oversee preparation of Board papers on ICT initiatives, providing informed technical and strategic recommendations. • Ensure alignment of ICT programs with the Government of Kenya (GoK) ICT standards, regulations, and national frameworks. 	

2. Technology Planning, Implementation & Innovation

- Evaluate user requirements, operational procedures, and industry trends to design, implement, and optimize automation, networking, and digital transformation initiatives.
- Oversee development and adoption of innovative ICT solutions through in-house teams or external partners.
- Lead the operationalization of automation initiatives and manage change processes to ensure seamless adoption.
- Plan, execute, and evaluate hardware and firmware upgrades for servers, network equipment, computers, cloud services, and other ICT assets both onsite and offsite.
- Provide leadership on the adoption of emerging technologies to enhance service delivery and operational efficiency.

3. ICT Infrastructure & Security Management

- Oversee planning, design, deployment, and operation of diverse ICT infrastructure, including servers, storage and backup, networks, databases, cloud services, endpoint devices, and data centres.
- Supervise the development, implementation, and maintenance of business continuity and disaster recovery plans for ICT systems and assets.
- Direct the design, implementation, operation, and maintenance of the Information Security Management System (ISMS) based on ISO/IEC 27000 standards, ensuring ISO/IEC 27001 certification.
- Test and evaluate existing and new computer security measures, investigate violations, and ensure compliance with security policies and regulations.
- Manage ICT data protection systems to ensure confidentiality, integrity, and availability of information while mitigating risks.

4. Stakeholder Engagement & Vendor Management

- Establish and maintain linkages with external agencies, industry partners, and relevant government bodies to foster ICT compliance, knowledge exchange, and technology adoption.
- Lead process re-engineering initiatives in collaboration with internal and external stakeholders to improve efficiency.
- Supervise ICT service providers, software and hardware vendors, ensuring adherence to Service Level Agreements (SLAs) and contractual obligations.

<p>5. Governance, Risk & Compliance</p> <ul style="list-style-type: none"> • Oversee execution of ICT risk management policies, ensuring robust accountability, internal controls, succession planning, and business continuity. • Lead the monitoring and evaluation of ICT projects, programs, and policies to ensure value delivery and alignment with strategic objectives. • Ensure departmental compliance with ICT security, governance, and ethical standards, including corruption prevention measures. <p>6. Performance, Resource & People Management</p> <ul style="list-style-type: none"> • Coordinate development and implementation of departmental annual work plans, budgets, procurement, and asset disposal plans in line with performance targets and the strategic plan. • Oversee implementation of a performance management system, ensuring delivery of the annual performance contract and achievement of departmental goals. • Provide leadership, supervision, coaching, mentoring, and training to departmental staff to maintain an effective, skilled, and motivated team. • Handle ICT-related incidents, policy violations, and staff disputes in accordance with approved procedures and regulations. <p>7. Special Assignments</p> <ul style="list-style-type: none"> • Provide leadership in management of ICT systems and frameworks for companies under statutory management, ensuring efficiency, security, and compliance
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1) Master's Degree in any of the following disciplines: - Computer Science or any other/ICT or equivalent qualification from a recognized institution; with 2) Bachelor's Degree in any of the following disciplines: - Computer Science/Business Information Technology, Telecommunication or equivalent qualifications from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1) Possession of relevant professional qualifications in Networks, Systems, ICT Security, Project Management, Databases. 2) Strategic Leadership Course lasting not less than four (6) weeks 3) Membership to a professional body and in good standing.

Previous relevant work experience required.
At least ten (10) years relevant work experience with five (5) years' experience in a supervisory role.
Functional Skills, Behavioural Competencies/Attributes:
<ol style="list-style-type: none"> 1) Leadership skills. 2) Analytical & problem-solving skills. 3) Communication & Interpersonal skills. 4) Conflict management and counselling skills 5) Creativity, innovativeness and Technological skills 6) Project management and report writing skills

2. Driver

Job Title	Driver
Grade	PCF9
Corporation/Organization	Policyholder Compensation Fund
Directorate	Corporate Services
Department	Human Resource and Administration
Section	N/A
Location / Work Station	Head Office, Nairobi
Reporting Relationships	
Reports to	Principal HR & Administration Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To safely and efficiently drive the Fund's vehicles, ensure their proper maintenance and security, maintain accurate records, and perform related messengerial duties to support the Fund's operations.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none">1) Drive the Fund's vehicle as authorized.2) Maintain cleanliness of the vehicle.3) Submit regular reports on motor vehicle assigned.4) Ensure Safety of passengers and goods therein.5) Ensure Security and safety of the vehicle on and off the road.6) Maintain work tickets for vehicles assigned to them to ensure all journeys are authorized and to ensure accountability.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.

IV. Working Conditions

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 / Membership to professional bodies

- 1) Passed suitability test for Drivers Grade III.
- 2) Valid driving license for classes ABD 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.
- 4) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution.
- 5) Valid certificate of good conduct.

Previous relevant work experience required.

At least three (3) years previous satisfactory driving experience after obtaining the driving license;

Functional Skills, Behavioral Competencies/Attributes:

- 1) Organizational & time management skills.
- 2) Analytical and problem-solving skills.
- 3) Basic mechanical skills
- 4) Defensive driving skills.
- 5) Basic first Aid skills.
- 6) Team building skills.
- 7) Communication and interpersonal skills
- 8) Presentation skills.

3. Young Professional – ICT

Job Title	Young Professional
Job Reference	PCF/03/2025/26
Department	Information Communication Technology
Location / Workstation	Head Office, Nairobi
Reports to	Deputy Director, ICT
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none">1. Develop and enforce ICT maintenance and data backup schedules to ensure system reliability and data integrity. Document compliance with backup policies and conduct successful recovery tests regularly.2. Support the receipt, installation, configuration, certification, commissioning, upgrading, repair, and maintenance of ICT systems and equipment. This includes desktops, laptops, printers, monitors, projectors, PABX, CCTV, biometric systems, UPS, and other related devices, to ensure consistent and reliable performance across all deployed assets.3. Monitor and report on the performance of ICT equipment and network traffic to identify issues promptly. Maintain adequate speed and capacity with minimal downtime per quarter.4. Maintain the department's risk register and update regularly to capture and track identified risks.5. Update and maintain the corporate databases, website, and ICT equipment inventory, and prepare quarterly accuracy checks and verification reports for review.6. Assist in implementation of ICT work plans and budgets including preparing hardware and software specifications to guide procurement.7. Assist in installation, configuration, and maintenance of hardware and software systems, including local area networks (LAN), wide area networks (WAN), telecommunication systems, Active Directory, and e-mail services, ensuring optimal functionality.8. Assist in the implementation and monitoring of firewall policies to prevent unauthorized access incidents. Control physical access to the network and server room in line with security protocols.9. Assist in facilitating seamless integration and interface between various ICT systems to enhance interoperability.10. Prepare and submit quarterly progress reports on ICT activities and projects in a timely manner.11. Promote staff awareness on technological advancements and emerging cybersecurity threats through regular training, sensitization, and communication.	

12. Implement and maintain an effective Quality Management System (QMS) within the department to ensure continuous improvement and compliance with set standards.

Academic & Professional Qualifications

1. Bachelors degree in any of the following disciplines: - Computer Science, Business Information Technology, Telecommunication or equivalent qualifications from a recognized institution.
 2. A master's degree in computer science, Business Information Technology, Telecommunication or equivalent qualifications from a recognized institution
- OR**
3. Professional qualifications in Networks, Systems, ICT Security, Databases.

4. Young Professional – Corporate Communications

Job Title	Young Professional
Job Reference	PCF/03/2025/26
Department	Corporate Communications
Location / Workstation	Head Office, Nairobi
Reports to	Deputy Director, Corporate Communication
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Provide editorial support and produce content for the Fund’s website, social media platforms, corporate magazine, and other in-house publications. 2. Assist in developing a wide range of communication materials including press releases, advertisements (print, TV, radio, web), newsletters and brochures to promote the Fund’s brand. 3. Coordinate and support major campaigns, events, and Corporate Social Responsibility (CSR) programs, ensuring proper planning, branding, and media coverage. 4. Assist in recording, production, and curation of photographic and videographic content showcasing the Fund’s activities 5. Assist in analyzing customer satisfaction surveys and stakeholder feedback to inform continuous improvement in delivery service. 6. Assist in maintaining customer complaints and compliments register in collaboration with relevant committees to ensure effective resolution and feedback. 7. Monitor media coverage, maintain documentation and photo databases, and manage media relations activities. 8. Assist in management of corporate communication equipment. 9. Assist in implementation of departmental workplans. 10. Assist in maintenance of the departmental risk register 	
Academic & Professional Qualifications	
<ol style="list-style-type: none"> 1. Bachelor’s degree in any of the following discipline: Media Studies, journalism, mass communication, public relations, marketing, graphic design, advertising or equivalent from a recognized institution. 2. Masters degree in any of the following discipline: Media Studies, journalism, mass communication, public relations, marketing, graphic design, advertising or equivalent from a recognized institution 	
OR	

Professional qualification in Media Studies, journalism, mass communication, public relations, marketing, graphic design, advertising or equivalent from a recognized institution.

5. Young Professional – Finance & Accounts

Job Title	Young Professional
Job Reference	PCF/03/2025/26
Department	Finance & Accounts
Location / Workstation	Head Office, Nairobi
Reports to	Principal Finance & Accounts Officer
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Monitor imprest management and ensure timely reconciliations of cash books against bank statements. 2. Monitor and ensure accurate timely submission of monthly returns and reports. 3. Monitor accounts payables aging status to ensure payments are up to date and that all invoices are paid within the credit policy period. 4. Update the Fund's cashbooks. 5. Undertake Bank reconciliations. 6. Respond to vendor inquiries and reconciling vendor statements. 7. Maintain suppliers/accounts payable invoice register. 8. Participate in the development, implementation and review of departmental policies, strategies, procedures, work plans, procurement plans and budgets. 	
Academic & Professional Qualifications	
<ol style="list-style-type: none"> 1. Bachelor's degree in any of the following disciplines: Business Administration, Finance, Accounting, Commerce, or equivalent qualification from a recognized institution. 2. Masters degree in any of the following disciplines: Business Administration, Finance, Accounting, Commerce, or equivalent qualification from a recognized institution. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 3. Certified Public Accountants of Kenya CPA (K) qualification. 	

6. Young Professional – Internal Audit

Job Title	Young Professional
Job Reference	PCF/03/2025/26
Department	Internal Audit
Location / Workstation	Head Office, Nairobi
Reports to	Deputy Director, Internal Audit
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Contribute to the review and update of internal audit policies and procedures for departmental implementation. 2. Prepare draft audit test procedures, notifications, and requests for information. 3. Develop audit checklists and conduct routine audit tests in accordance with audit programs. 4. Draft audit reports and participate in special audit assignments as required. 5. Conduct follow-up audits to verify implementation of agreed recommendations by process owners. 6. Support the implementation of a quality management system within the department. 7. Perform audit tests on internal controls across accounting, administrative, and operational procedures to ensure compliance. 8. Prepare draft risk-based audit plans, programs, and schedules for execution. 9. Evaluate the progress and effectiveness of actions taken to implement audit recommendations from internal and external audits. 10. Prepare departmental monthly and quarterly reports. 11. Implement corruption prevention and mitigation strategies within the department. 12. Implement the department's annual work plans, budgets, procurement, and asset disposal plans aligned with the Fund's performance targets and strategic 	
Academic & Professional Qualifications	
<ol style="list-style-type: none"> 1. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution. 	

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| <p>2. Masters Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution.</p> |
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OR

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| <p>3. Certified Public Accountants of Kenya CPA (K) qualification.</p> |
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APPLICATION PROCEDURE

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

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 certified 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

MODE OF APPLICATION

All applications should be sent via 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.