

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/01/2026/27	Deputy Director, Insurance Services	PCF 3	1
2.	PCF/02/2026/27	Driver	PCF 9	1
3	PCF/03/2026/27	Young Professional - Internal Audit	-	1

Terms of Service

1. Deputy Director, Insurance Services - Five (5) year contract renewable subject to performance and retirement age.
2. Driver - Permanent and Pensionable.
3. Young Professional, Internal Audit - 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 28th September 2026**.
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.

JOB AND PERSON SPECIFICATIONS

1. DEPUTY DIRECTOR, INSURANCE SERVICES

The position of Deputy Director, Insurance Services is graded at PCF 3 and reports to either the Director, Compensation & Insurance Risk Monitoring *or* the Director, Statutory Management & Liquidation, depending on the area of deployment.

The successful candidate may be deployed to lead any of the following functional areas:

1. Compensation
2. Insurance Risk Monitoring
3. Statutory Management
4. Liquidation

Deployment to any of the above functional areas shall be determined by the operational requirements of the Fund.

JOB SPECIFICATIONS IN THE CASE OF:

a) Compensation

Job Title	Deputy Director, Insurance Services
Grade	PCF 3
Directorate	Compensation and Insurance Risk Monitoring
Department	Compensation
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director, Compensation & Insurance Risk Monitoring
Direct Reports	Principal Insurance Officer (Compensation)
Indirect Reports	Senior Insurance Officer (Compensation)
Job Purpose	
To oversee compensation of claimants of an insurer placed under a statutory manager or whose license has been cancelled pursuant to the provisions of the Insurance Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Coordinate the development, implementation and review of policies, guidelines, strategies, and procedures for providing compensation to claimants of insurers	

placed under statutory management or whose license has been cancelled under the Insurance Act.

- 2) Oversee the collection consolidation and storage of claims data of claimants of insurers placed under statutory management or whose licenses have been cancelled.
- 3) Coordinate the initiation and development of public notice on the commencement of compensation of Insurers placed under Statutory Management or whose licence has been cancelled.
- 4) Oversee the verification, approval, and reporting of claims for compensation from policyholders and claimants of insurers placed under statutory management or whose licenses have been cancelled.
- 5) Spearhead the development of reports on compensation to policyholders and claimants of insurers under statutory management or whose licenses have been cancelled.
- 6) Oversee facilitation of compensation to claimants of insurers placed under statutory management or whose licenses have been cancelled for the protection of policyholders and claimants.
- 7) Advise the Director, Compensation & Insurance Risk Monitoring on appropriate compensation policies, strategies and processes to be adopted in compensation of policyholders and claimants of insurers under statutory management.
- 8) Oversee the handover process of compensation data to the relevant authorities to ensure reconciliation of claimants' accounts.
- 9) Coordinate documentation of all legal issues pertaining to compensation of claimants of insurer placed under statutory management or whose license has been cancelled.
- 10) Coordinate the formulation, implementation and review of innovative strategies to leverage on technology to enhance service delivery in compensation to claimants of insurers under statutory management or whose license has been cancelled.
- 11) Coordinate the adoption and implementation of best practices on compensation acquired through research and benchmarking to support the mandate of the Fund;
- 12) Spearhead the development, implementation and review of the Department's annual budgets, work plans, performance contracts targets and procurement and assets disposal plan in line with the Strategic Plan.

- 13) Spearhead the implementation of Board decisions and Audit recommendations relating to Compensation Department.
- 14) Spearhead the development, implementation and review of the Departmental strategic objectives, Quality Management Systems, Enterprise Risk Management and Business Continuity Plans.
- 15) Coordinate the establishment and strengthening of effective collaborations and partnerships with Government agencies, private sector, strategic partners and any other relevant stakeholders aimed towards the attainment of the Fund's mandate on Compensation.
- 16) Oversee implementation of Memorandum of Understanding (MoUs) with the relevant authorities and other institutions on Compensation.
- 17) Oversee technical support on content creation for consumer education programmes under Compensation.
- 18) Provide leadership in the management of day-to-day activities in the Department.
- 19) Provide leadership in development, implementation and review of the department service charter.
- 20) Provide leadership, supervision, coaching, mentoring, training and development of departmental staff to ensure an efficient and motivated team.

II. Operational Responsibilities / Tasks

- 1) Provide oversight of all activities of the Department and manage the day-to-day operations for a smooth functioning and efficiency of the Fund.
- 2) Provide leadership to staff of the Department.
- 3) Responsible for the execution and communication of the Board's strategies, decisions and policies relating to Compensation.
- 4) Coordinate preparation of quarterly reports to the Technical and Policy committee of the Board.
- 5) Coordinate custody of all compensation claims data.
- 6) Responsible for recommending compensation claims for approval.
- 7) Performance management of direct reports.

b) Insurance Risk Monitoring

Job Title	Deputy Director, Insurance Services
Grade	PCF 3
Directorate	Compensation and Insurance Risk Monitoring
Department	Insurance Risk Monitoring
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director, Compensation and Insurance Risk Monitoring
Direct Reports	Principal Insurance Officer (Insurance Risk Monitoring)
Indirect Reports	Senior Insurance Officer (Insurance Risk Monitoring)
Job Purpose	
Oversee the monitoring of risk profiles of all insurers licensed under the Insurance Act to ensure early intervention and preparedness for insurance company failure.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Coordinate the formulation, implementation and review of policies, guidelines, strategies and procedures for monitoring the risk profiles of insurers to enable early intervention and preparedness. 2) Coordinate the risk profiling of all licensed insurers in line with Fund's policies, guidelines, strategies and procedures to determine the probability of insurer failure and impact on the Fund and advise on the appropriate risk mitigation measures. 3) Coordinate the development of risk profiling models for determining insurers' composite risk rating and ultimate probability of failure. 4) Supervise the extraction of insurance industry quantitative and qualitative data for consolidation and analysis of insurer's risk profiles using actuarial and statistical methods and techniques.	

- 5) Provide leadership in the assessment of inherent risks, governance, risk mitigation and controls of all licensed insurers for the determination of the probability and impact of insurers' failure.
- 6) Coordinate the assessment of the Fund's aggregate exposure to potential claims and advise on the Fund's capacity to settle the potential claims.
- 7) Coordinate analysis of PCF levy contribution to the Fund and enforce penalties for non-compliance as prescribed under the Insurance Act.
- 8) Oversee assessment of compliance of licensed insurers with penalty payments imposed by the regulator and made to the Fund pursuant to the provisions of the Insurance Act.
- 9) Advise the Director Compensation & Insurance Risk Monitoring on matters pertaining to insurance risk profiling and the Fund's aggregate exposure for effective delivery of the mandate.
- 10) Coordinate the adoption and implementation of best practices on insurance risk profiling acquired through research and benchmarking to support the mandate of the Fund.
- 11) Oversee the formulation, implementation and review of innovative strategies to leverage on technology to enhance service delivery in the Insurance Risk Monitoring department.
- 12) Provide leadership in development, implementation and review of the Department's annual budgets and work plans in line with the Strategic plan.
- 13) Coordinate the implementation of Board decisions and Audit recommendations relating to Insurance Risk Monitoring.
- 14) Coordinate the development and implementation of the Department's strategic objectives, Quality Management Systems, Enterprise Risk Management and Business Continuity Plans.
- 15) Coordinate the establishment and strengthening of effective collaborations and partnerships with Government agencies, private sector, strategic partners and any other relevant stakeholders aimed towards the attainment of the Fund's mandate.
- 16) Oversee implementation of Memorandum of Understanding (MoUs) with the relevant authorities and other institutions on Insurance Risk Monitoring.
- 17) Oversee technical support on content creation for consumer education programmes on Insurance Risk Monitoring.

- 18) Provide leadership in the management of day-to-day activities in the Department.
- 19) Provide leadership in development, implementation and review of the department service charter.
- 20) Provide leadership, supervision, coaching, mentoring, training and development of departmental staff to ensure an efficient and motivated team.

II. Operational Responsibilities / Tasks

- 1) Provide oversight of all activities of the Department and manage the day-to-day operations for a smooth functioning and efficiency of the Fund.
- 2) Provide leadership to staff of the Department.
- 3) Coordinate execution and communication of the Board's strategies, decisions and policies relating to Insurance Risk Monitoring.
- 4) Analyse reports from the regulator and obtain information relating to licensed insurers which would aid in achieving the department objectives
- 5) Oversee preparation of Insurance Industry Risk Profiling Reports.
- 6) Oversee maintenance of the Funds risk profiling model.
- 7) Oversee preparation of Fund's Aggregate Risk Exposure Report.
- 8) Oversee preparation of the Insurance Industry Contribution Compliance report.
- 9) Performance management of direct reports.

e) Statutory Management

Job Title	Deputy Director, Insurance Services
Grade	PCF3
Directorate	Statutory Management and Liquidation
Department	Statutory Management
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director Statutory Management and Liquidation
Direct Reports	Principal Insurance Officer (Statutory Management)
Indirect Reports	Senior Insurance Officer (Statutory Management)
Job Purpose	
To oversee the development of appropriate resolution mechanisms for companies under Statutory Management pursuant to the Insurance Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Coordinate the formulation, implementation and review of policies, guidelines, strategies, and procedures for statutory management to enable efficient resolution of companies under statutory management. 2) Oversee the takeover and control of an insurer placed under Statutory Management. 3) Oversee the management and conduct of the affairs of the business of an insurer under Statutory management in accordance with sound insurance, actuarial and financial principles to safeguard the interest of the insurer, its policyholders, and the insuring public in general. 4) Oversee the assessment of compliance of companies under statutory management with the provisions of the Insurance Act and regulations. 5) Oversee the preparation of the initial audit report on the financial affairs of an insurer placed under Statutory Management to establish the status of affairs of the Company at the time of appointment. 6) Oversee the development, issuance and publication, and implementation of a moratorium for protection of the assets, policyholders and creditors of an insurer placed under Statutory Management.	

- 7) Oversee the formulation, implementation and review of manuals and procedures for tracing, preserving, and securing of all the assets and property of insurers under statutory management.
- 8) Oversee the determination of the extent to which assets so traced and secured may be converted into liquid assets to be utilized towards the settlement of the claims and other obligations of the Company.
- 9) Oversee the recovery of any debts and sums of money due to and owing to the insurers under statutory management including reinsurance recoveries and deposit such proceeds with the Bank.
- 10) Coordinate the establishment, implementation, and review of a framework for matching assets with existing liabilities.
- 11) Spearhead the preparation and implementation of investment schedules and cashflow projections for Companies under Statutory Management to inform prudent investment of financial assets of insurers.
- 12) Coordinate the settlement of outstanding claims of insurers under statutory management as guided by the Terms of appointment as Statutory Manager.
- 13) Oversee the evaluation of insurers under statutory management and establish the financial position and in particular, the solvency and liquidity of the company.
- 14) Spearhead the identification of contractual agreements and obligations and coordinate renegotiations of all contractual agreements of an insurer under Statutory Management.
- 15) Oversee the recovery from any former principal officer (chief executive officer), director, secretary, officer, or employee of the insurer any documents, records, accounts, statements, correspondence, or information relating to the company pursuant to provisions of the Insurance Act.
- 16) Spearhead the evaluations of proposals and expressions of interest of shareholders and potential strategic investors and coordinate engagements for revival of insurers under statutory management.
- 17) Supervise documentation and follow-up of legal matters pertaining to Statutory Management.
- 18) Oversee the development and recommendation of an appropriate claims settlement strategy that would facilitate eventual payment of outstanding claims for companies under statutory management.
- 19) Oversee the evaluation of the resolution options for insurers under statutory management and recommend to the Director Statutory management and liquidation.

- 20) Coordinate collaborations with international, regional, and national organizations for promotion of insurance resolution.
- 21) Coordinate investigation to establish governance issues which could have negatively affected the operations of an insurer placed under Statutory Management and recommend to the Director Statutory Management and Liquidation the course of action.
- 22) Spearhead the development, implementation and review of the Departmental annual budgets, work plans and procurement and assets disposal plan in line with the Strategic plan;
- 23) Coordinate the adoption and implementation of best practices on Statutory Management acquired through research and benchmarking.
- 24) Provide leadership in the execution of risk management policy and strategies that ensure the Fund has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management at the Departmental level.
- 25) Coordinate the implementation and review of innovative strategies to leverage on technology to enhance service delivery to our stakeholders in statutory management.
- 26) Provide leadership, supervision, coaching, mentoring, training, and development of staff to ensure an efficient and motivated team in the Department of Statutory Management.

II. Operational Responsibilities / Tasks

- 1) Provide oversight of all activities of the Department and manage the day-to-day operations for a smooth functioning and efficiency of the Department.
- 2) Coordinate and monitor the day-to-day activities of companies under statutory management including recommendation of all financial transactions
- 3) Oversee the preparation and implementation of annual budgets for companies under Statutory Management
- 4) Oversee the undertaking of annual audits for companies under statutory management
- 5) Analyse reports from the regulator and obtain any information relating to the insurer which would aid in achieving the desired objectives.
- 6) Coordinate preparation of regular reports on progress made to the Board of Trustees, Commissioner of Insurance and Office of the Official Receiver.

- 7) Coordinate preparation of Final reports for companies at the closure of Statutory Management terms to the Board of trustees, Commissioner of Insurance and Office of the Official Receiver.
- 8) Provide advice to the Director Statutory Management and liquidation on matters pertaining Statutory Management to be presented to the Board of Trustees
- 9) Oversee implementation of Memorandum of understanding (MoUs) with relevant authorities and other institutions on matters Statutory Management.
- 10) Coordinate the implementation of the Board's strategies, decisions and policies within the Department.
- 11) Performance management of direct reports

d) Liquidation

Job Title	Deputy Director, Insurance Services
Grade	PCF3
Corporation/Organization	Policyholders Compensation Fund
Directorate	Statutory Management and Liquidation
Department	Liquidation
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director Statutory Management and Liquidation
Direct Reports	Principal Insurance Officer (Liquidation)
Indirect Reports	Senior Insurance Officer (Liquidation)
Job Purpose	
To coordinate the development of an efficient liquidation process for insurers under liquidation hence safeguarding policyholders' and the general public's interest as provided for under the Insurance Act and Insolvency Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Coordinate the formulation, implementation and review of policies, guidelines, strategies, and procedures for liquidation of Insurance companies. 2) Oversee the takeover and control of an insurer placed under liquidation. 3) Oversee the contracts renegotiation of critical services to be retained during the interim liquidation period. 4) Oversee the development, issuance and publication, and implementation of a moratorium for protection of the assets of the insurer, policyholders and creditors of an insurer placed under Liquidation. 5) Oversee the formulation, implementation and review of manuals and procedures for tracing, preserving, and securing of all the assets and property of insurers under liquidation. 6) Oversee the determination of the extent to which assets so traced and secured may be converted into liquid assets to be utilized towards the settlement of the claims and other obligations of the Company during liquidation. 7) Oversee the process of assets disposal to be utilized in setting off liabilities of an insurer under liquidation.	

- 8) Oversee the recovery of any debts and sums of money due to and owing to the insurer under liquidation including reinsurance recoveries and deposit such proceeds with the Bank.
- 9) Coordinate the establishment, implementation, and review of a framework for matching assets with existing liabilities for insurers under liquidation.
- 10) Spearhead the preparation and implementation of investment schedules and cashflow projections for insurers under liquidation to inform prudent investment of financial assets of companies.
- 11) Coordinate the settlement of outstanding liabilities using the available funds in the companies under liquidation as guided by the Insolvency Act.
- 12) Coordinate documentation and follow-up of legal matters pertaining to liquidation.
- 13) Coordinate collaborations with international, regional, and national organizations on best practice for liquidation of insurance companies.
- 14) Spearhead the development, implementation and review of the Departmental annual budgets, work plans and procurement and assets disposal plan in line with the Strategic plan;
- 15) Coordinate the adoption and implementation of best practices on liquidation acquired through research and benchmarking.
- 16) Provide leadership in the execution of risk management policy and strategies that ensure the Fund has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management at the Departmental level.
- 17) Coordinate the implementation and review of innovative strategies to leverage on technology to enhance service delivery to our stakeholders during liquidation.
- 18) Provide leadership, supervision, coaching, mentoring, training, and development of staff to ensure an efficient and motivated team in the Department of liquidation.

II. Operational Responsibilities / Tasks

- 1) Provide oversight of all activities of the Department and manage the day-to-day operations for a smooth functioning and efficiency of the Department.
- 2) Coordinate and monitor the day-to-day activities of companies under liquidation including recommendation of all financial transactions

- 3) Oversee the preparation and implementation of budgets for companies under liquidation
- 4) Oversee the undertaking of audits for companies under liquidation
- 5) Analyse reports from the regulator and statutory manager and obtain any information relating to the company which would aid in achieving the desired objectives during liquidation.
- 6) Coordinate preparation of regular reports on progress made to the Board of trustees, Commissioner of Insurance and Office of the Official Receiver.
- 7) Coordinate preparation of Final reports for companies at the closure of liquidation terms to the relevant authorities
- 8) Provide advice to the Director Statutory Management and liquidation on matters pertaining liquidation to be adopted by the Board of Trustees
- 9) Oversee the implementation of the Board's strategies, decisions and policies within the Department.
- 10) Performance management of direct reports.

PERSON SPECIFICATION

1. Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which should have been at the level of Assistant Director, Insurance Services or equivalent in a comparable and relevant position;
2. Master's Degree in the following disciplines: Commerce, Actuarial Science, Finance, Insurance, Economics, Business Administration or its equivalent from recognized and accredited institution.
3. Bachelor's Degree in any of the following disciplines: Commerce, Finance, Actuarial Science, Economics, Business Administration or its equivalent from a recognized and accredited institution.
4. Leadership course lasting not less than six (6) weeks from a recognized Institution;
5. Proficiency in computer applications; and
6. Fulfil the requirements of chapter six of the constitution.

2. DRIVER

The position of Driver is graded at PCF 9. The successful candidate will be deployed as a **Pool Driver** and will be responsible for providing transport services to support the Fund's operations in accordance with established policies and procedures.

Job Title	Driver
Grade	PCF9
Corporation/Organization	Policyholder Compensation Fund
Directorate	Corporate Services
Department	Human Resource and Administration
Location / Work Station	Head Office, Nairobi
Reporting Relationships	
Reports to	Principal HR & Administration Officer
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	
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) At least three (3) years previous satisfactory driving experience after obtaining the driving license;
- 2) Passed suitability test for Drivers Grade III.
- 3) A valid driving licence for Classes B1, B2, D1 and D2, applicable to the vehicles the candidate will be required to drive. The licence must have been valid and in active use for a minimum of three (3) years.
- 4) 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 and accredited institution.
- 5) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution.
- 6) Valid certificate of good conduct.

Functional Skills, Behavioral Competencies/Attributes:

- 1) Orgnizationa & 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 – 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	
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

1. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution.
2. Masters Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution.

OR

3. Certified Public Accountants of Kenya CPA (K) qualification.

APPLICATION PROCEDURE

Interested candidates, who must be Kenyan citizens, are invited to submit their applications, accompanied by certified copies of academic and professional certificates, a copy of the National Identity Card or valid passport, and an updated Curriculum Vitae (CV).

The CV should detail the applicant's current position, qualifications, work experience, current and expected salary, email address, and daytime telephone number. In addition, it should include the names, email addresses, and telephone contacts of three (3) professional referees who can attest to the applicant's competence, character, and integrity.

Applications shall be submitted via email and must clearly indicate the reference number and job title in the subject line. All applications must be received on or before 28th September 2026 at 5:00 p.m.

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. Hard copies shall not be accepted.

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.