



## REPUBLIC OF KENYA

### FINANCIAL REPORTING CENTRE

### VACANCY ANNOUNCEMENT

The **Financial Reporting Centre** (FRC) is established under Section 21 of the Proceeds of Crime and Anti-Money Laundering Act 2009 (POCAMLA), and has the principal mandate of assisting in identification of the proceeds of crime and the combating of money laundering and the financing of terrorism. The Centre invites applications from suitable individuals to fill the following vacant positions:

#### 1) **DIRECTOR, FINANCIAL INTELLIGENCE ANALYSIS & REPORTING**

Vacancy No. FRC/2/2017

Number of Posts: One (1)

##### **a) Position Description**

Reporting to the Chief Executive Officer, he/she will be responsible for (i) managing the analysis and reporting function of the FRC, (ii) providing strategic and operational analysis of suspicious transactions and other strategic intelligence (iii) exchange of information with foreign intelligence units on behalf of the FRC (iv) compilation of various FRC reports on CTR and STR returns and analysis.

##### **b) Duties and Responsibilities**

- Provide leadership in the definition, development and implementation of the department's strategy, policies and procedures in line with the FRC's strategic plan.
- Coordinate the execution of the department's work programmes and plans.
- Provide leadership in analysing reports of unusual Suspicious Transactions (STR) made by reporting institutions.
- Provide leadership in analysing reports of Cash Transactions (CTR) by reporting institutions.
- Ensure proper maintenance of a database of all reports of Suspicious Transactions related government information and other strategic materials.
- Oversee the compilation of various FRC reports on CTR and STR returns and analysis.
- Ensure mandatory reporting of suspicious financial activity reports to the appropriate law enforcement authorities, intelligence agency, or any other legally appropriate supervisory body for further handling.
- Oversee the Compilation of statistics and records, dissemination of information within Kenya or elsewhere, and make recommendations arising out of any information received.

- Provide information relating to the commission of an offence to any foreign intelligence unit or appropriate foreign law enforcement authority in accordance with the terms of signed data exchange agreements.
- Oversee the preparation of a Bi -Annual Report summarizing progress on short and long range plans in the department.
- Engage in any lawful activity, whether alone or together with any other organization in Kenya or elsewhere, aimed at promoting its objectives.
- Oversee the preparation of monthly and annual financial statements, budgets, checks and protocols for the department ensuring completeness.
- Monitor management information on the department's financial position.
- Set the departmental targets for the team, review the department's performance on a quarterly basis and provide support to the team in achieving their targets.
- Spearhead training, development, supervision, guidance and mentoring of staff in the department.
- Ensure compliance with employment regulatory requirements and reporting.

**c) Educational Qualifications and Work Experience**

- A Bachelor's degree in Law, Public Administration, Management, International Relations, Economics or Finance from a recognized institution.
- Five (5) years' senior management experience in a financial institution, government agency, international organization or relevant private sector organization.
- A Master's degree in Law, Public Administration, Management, International Relations, Finance, or Economics will be an added advantage.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Demonstrated strong stakeholder relationship management.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Analytical skills and use of analytical tools e.g. excel spreadsheets.
- Financial and business management knowledge and skills.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrated ability to manage and supervise staff.
- Experience in working with a Board.
- Demonstrated ability to share skills and knowledge with others.
- Demonstrated ability to prioritize tasks and manage high workloads.

## **2) SENIOR FINANCIAL INTELLIGENCE ANALYST**

Vacancy No. FRC/3/2017

Number of Posts: ONE (1)

### **a) Position Description**

Reporting to the Director, Financial Intelligence Analysis & Reporting, he/she will be responsible for conducting research and performing complex analysis of sensitive financial information and intelligence for planning, policy formulation and investigative purposes.

### **b) Duties and Responsibilities**

- Ensure the effective record keeping of suspicious transaction, identified and reported in line with the requirements of the Proceeds of Crime and Anti-Money Laundering Act.
- Conduct analysis of financial intelligence, information and suspicious transaction reports (STRs).
- Generate activity patterns, investigate leads and identify future behaviour from STRs.
- Liaise with local and foreign financial and law enforcement authorities to collect intelligence and information for analytical purposes.
- Extract, interpret intelligence and information utilizing analytical techniques and procedures using specific analytical software.
- Plan, receive, interpret, analyse, evaluate and integrate information and produce analytical intelligence reports and disseminate information in accordance with the analysis intelligence cycle.
- Prepare analytical documentation such as crime maps, association charts, suspect profiles and linkage analyst.
- Coordinate the preparation of documentation providing information to sensitize the public with respect to prevention of criminal activity pertaining to money laundering and financing of terrorist activities.
- Assist and provide advice on money laundering related queries/ questions from staff and other Banks.
- Recommend whether cases warrant further investigation to determine commitment of money laundering and financing of terrorist activities.
- Keep abreast with money laundering and terrorist financing issues, including policies, procedures, regulations, industry best practice, criminal typologies and developing trends.
- Perform related work as may be requested.

### **c) Educational Qualifications & Work Experience**

- Bachelor's degree in Management Studies, Finance, Economics and or in a Social Science Discipline from a recognized institution;
- Eight (8) years' experience in an analytical, research and or investigative environment with at least three (3) years in a similar role.

#### **d) Additional Skills and Competencies**

- Extensive knowledge of modern principles, techniques and practices of research and investigative methodology, including statistical and mathematical analysis.
- Knowledge of the laws that govern the prevention of money laundering and financing of terrorism.
- Considerable knowledge of modern methods and techniques of intelligence gathering and analysis.
- Proficiency in Microsoft applications (Word, Excel etc.)
- Knowledge of the Financial Intelligence Act and related legislation.
- Knowledge of the inter-relationship between the Unit and Law Enforcement and Prosecutorial Agencies, as well as the regulatory and financial community, both locally and internationally.
- Comprehensive understanding of banking and financial products, and financial legislation and policies pertaining to anti-money laundering (AML) and combating financing of terrorism (CFT).
- Good project management skills.
- Excellent research, investigative, analytical, critical thinking, problem solving and decision making skills.
- Sound oral and written communication skills inclusive of interviewing and report writing skills.
- Strong interpersonal skills.
- Ability to work with utmost confidentiality and exercise a considerable degree of initiative and independent judgment.
- Team work.

### **3) SENIOR ANALYST, OPERATIONS**

Vacancy No. FRC/4/2017

Number of Posts: One (1)

#### **a) Position Description**

Reporting to the Director, Financial Intelligent Analysis & Reporting, he/she will be responsible for (i) the analysis and reporting function of the FRC (ii) operational analysis of suspicious transactions and other strategic intelligence (iii) compilation of various FRC reports on CTR and STR returns and analysis.

#### **b) Duties and Responsibilities**

- Develop and implement the department's strategy, policies and procedures in line with the FRC's strategic plan.
- Analyse reports of unusual Suspicious Transactions (STR) made by reporting institutions.
- Analyse reports of Cash Transactions (CTR) by reporting institutions.
- Proper maintenance a database of all reports on Suspicious Transactions related government information and other strategic materials.
- Compile various FRC reports on CTR and STR returns and analysis.
- Compile statistics and records, dissemination of information within Kenya or elsewhere, and make recommendations arising out of any information received.
- Provide information relating to the commission of an offence to the supervisor.

- Prepare Bi -Annual reports summarizing progress on short and long range plans in the department.
- Prepare monthly and annual financial statements, budgets, checks and protocols for the department ensuring completeness.
- Review and implement Standard Operating Procedures and Local Operating Procedures as they relate to the Intelligence function.
- Develop, coordinate, implement and evaluate corporate procedures, processes and methods of intelligence gathering.
- Evaluate existing operational policies, systems and trends to identify improvements / opportunities within a prison and community correctional environment.

**c) Educational Qualifications and Work Experience**

- A Bachelor's degree in Law, Public Administration, Management or International Relations from a recognized institution.
- Eight (8) years' work experience with at least three (3) years in a similar position in a financial institution, government agency, international organization or relevant private sector organization.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Demonstrated strong stakeholder relationship management.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Analytical skills and use of analytical tools list some e.g. excel spreadsheets.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrated ability to manage and supervise staff.
- Demonstrated ability to share skills and knowledge with others.
- Demonstrated ability to prioritize tasks and manage high workloads.

**4) INTELLIGENCE ANALYST**

Vacancy No. FRC/5/2017

Number of Posts: ONE (1)

**a) Position Description**

Reporting to the Senior Financial Intelligence Analyst, he/she will be responsible for providing assistance in conducting research on reporting entities, analysing suspicious transactions, cash transactions and other reports inputted into the AML databases.

**b) Duties and Responsibilities**

- Record suspicious transaction, identified and reported in line with the requirements of the Proceeds of Crime and Anti-Money Laundering Act.

- Assist in conducting analysis of financial intelligence, information and suspicious transaction reports (STRs).
- Prepare statistical data based on reports received by the FRC.
- Prepare analytical documentation such as crime maps, association charts, suspect profiles and linkage analyst.
- Research, investigate and report on all cases reported on money laundering and financing of terrorist activities.
- Collate and classify money laundering related queries/ questions from staff and other Banks and assist in preparing responses.
- Assist in the preparation and dissemination of analytical intelligence reports in accordance with the analysis intelligence cycle.
- Keep abreast with money laundering and terrorist financing issues, including policies, procedures, regulations, industry best practice, criminal typologies and developing trends.
- Perform related work as may be requested.

**c) Educational Qualifications & Work Experience**

- Bachelor's degree in Management Studies, Finance, Economics and or in a Social Science Discipline from a recognized institution;
- Forensic auditing OR Financial investigative skills will be added as an advantage
- Four (4) years' experience in an analytical, research and or investigative environment.

**d) Additional Skills and Competencies**

- Extensive knowledge of modern principles, techniques and practices of research and investigative methodology, including statistical and mathematical analysis.
- Knowledge of the laws that govern the prevention of money laundering and financing of terrorism.
- Considerable knowledge of modern methods and techniques of intelligence gathering and analysis.
- Proficiency in Microsoft applications (Word, Excel etc.)
- Knowledge of the Financial Intelligence Act and related legislation.
- Knowledge of the inter-relationship between the Unit and Law Enforcement and Prosecutorial Agencies, as well as the regulatory and financial community, both locally and internationally.
- Understanding of banking and financial products, and financial legislation and policies pertaining to anti-money laundering (AML) and combating financing of terrorism (CFT).
- Excellent research, investigative, analytical, critical thinking, problem solving and decision making skills.
- Sound oral and written communication skills inclusive of interviewing and report writing skills.
- Strong interpersonal skills.
- Ability to work with utmost confidentiality and exercise a considerable degree of initiative and independent judgment.
- Team work.

## **5) ANALYST, OPERATIONS**

Vacancy No. FRC/6/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Senior Analyst Operations, he/she will provide assistance in the analysis and reporting of suspicious transactions and other strategic intelligence and compilation of various FRC reports on CTR and STR returns and analysis.

### **b) Duties and Responsibilities**

- Participate and provide input in the development of the department's strategy, policies and procedures in line with the FRC's strategic plan.
- Analyse reports of unusual Suspicious Transactions (STR) made by reporting institutions.
- Analyse reports of Cash Transactions (CTR) by reporting institutions.
- Maintain a database of all reports on Suspicious Transactions related government information and other strategic materials.
- Work with senior analyst, operations in the compilation of various FRC reports on CTR and STR returns and analysis.
- Participate in the compilation of statistics and records, dissemination of information within Kenya or elsewhere, and make recommendations arising out of any information received.
- Provide information relating to the Commission of an offence to the supervisor.
- Participate in the preparation of a Bi -Annual reports summarizing progress on short and long range plans in the department.
- Participate in the preparation of monthly and annual financial statements, budgets, checks and protocols for the department ensuring completeness.

### **c) Educational Qualifications and Work Experience**

- A Bachelor's degree in Law, Public Administration, Management or International Relations from a recognized institution.
- Four (4) years' in a similar position in a financial institution, government agency, international organization or relevant private sector organization.
- Strong proficiency with Microsoft Office suite especially Excel, Word and PowerPoint

### **d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Analytical skills and use of analytical tools list some e.g. excel spreadsheets.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrated ability to share skills and knowledge with others.
- Demonstrated ability to prioritize tasks and manage high workloads.

- Self-motivated and dependable
- Project management skills
- Ability to meet deadlines
- Adaptable and proactive

## **6) DIRECTOR, LEGAL SERVICES, EXTERNAL RELATIONS & COMPLIANCE**

Vacancy No. FRC/7/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Chief Executive Officer, he/she will be responsible for the providing leadership in relation to legal services, external relations and compliance across FRC. This includes: (i) the provision of legal services across the organizations as well as monitoring the necessary legislation required for monitoring compliance with AML/CFT requirement (ii) liaising with primary supervising bodies of the reporting institutions and exchange information with each on compliance matters (iii) registration, formulation, and regulation of guidelines for reporting entities (iv) the provision of company secretarial services to AMLAB and FRC.

### **b) Duties and Responsibilities**

- Provide leadership in the definition, development and implementation of the department's strategy, policies and procedures in line with the FRC's strategic plan.
- Coordinate the execution of the department's work programmes and plans.
- Provide legal advisory and / or input in developing the FRC's policies.
- Establish contact and enter into a written agreement or arrangement with a foreign financial intelligence unit deemed necessary or desirable for the discharge or performance of the functions of the FRC.
- Provide legal advisory services to Corporate Affairs on implementation of domestic legislation including the relevant labor legislation and Public Procurement Act.
- Liaise with legal counsel representing the FRC in court proceedings, review progress of court cases and assist legal counsel in court proceedings.
- Follow up and co-ordinate the Strategic Implementation Plan.
- Draft regulations and set anti-money laundering policies in consultation with the AML Advisory Board.
- Provide company secretarial services to the FRC and the AML Advisory Board.
- Provide leadership in research with respect to secretarial services to the AML Advisory Board.
- Ensure the preparation of monthly and annual financial statements, budgets, checks and protocols for the department.
- Set the departmental targets for the team, review the department's performance on a quarterly basis and provide support to the team in achieving their targets.
- Spearhead training, development, supervision, guidance and mentoring of staff in the department.



- Ensure compliance with international and regional AML/CFT organizations
- Ensure compliance with employment regulatory requirements and reporting.
- Continually review and assess the effectiveness and efficiency of the department's policies, procedures and processes and identify improvement opportunities.
- Keep abreast of local and global best practices and make recommendations to the Chief Executive Officer on how this impacts the department and the FRC's role.
- Ensure participation and representation of FRC in international forums like East and Southern Africa Anti-Money Laundering Group (ESAMLG), Financial Action Task Force (FATF) and other related bodies to achieve international recognition from Egmont group.
- Maintain a database on information/data exchanged with other agencies and reporting institutions for purposes of multi-lateral and bi-lateral cooperation.
- Receive requests from foreign reporting institutions and make requests to them for assistance.

**c) Educational Qualifications and Work Experience**

- A Bachelor's degree in Law (LLB) from a recognized institution.
- A Diploma in Law from the Council of Legal Education.
- A valid Practicing Certificate from the Law Society of Kenya.
- Be an Advocate of the High Court of Kenya.
- Certified Public Secretaries (K) qualification.
- Five (5) years' work experience in a similar position in a financial institution, government agency, international organization or relevant private sector organization.
- A Master's degree in Law (LLM) or Business Administration (MBA) from a recognized institution will be an added advantage.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Have outstanding professional competence in legal work as reflected in work performance and results.
- Demonstrated strong stakeholder relationship management.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrate ability to manage and supervise staff.
- Experience in working with a Board.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads.

## **7) COMPLIANCE & REGULATION MANAGER**

Vacancy No. FRC/8/2017

Number of Posts: ONE (1)

### **a) Position Description**

Reporting to the Director, Legal Services, External Relations & Compliance, he/she will be responsible for the development, implementation and maintenance of compliance programmes to manage risk, meet regulatory obligations and proactively support FRC's strategic objectives. Working with management and operations staff, he/she will ensure that FRC's objectives can be achieved while adhering to legal requirements and approved policies and procedures.

### **b) Duties and Responsibilities**

- Ensure that company's policies and procedures are in line with the rules associated with financial services locally and review new or revised compliance laws and regulations.
- Research, assess, implement, and manage the areas of financial services regulations and laws, Anti-Money Laundering and Terrorist Financing policies and procedures, consumer protection, and public interest laws.
- Create, monitor and update the FRC's compliance, risk and AML policies.
- Ensure that strategy is reflected on internal documents and external disclosures to regulators and stakeholders.
- Ensure FRC's corporate and regulatory obligations are met in a timely manner.
- Work closely with the Senior Management to oversee compliance procedures and advise on risk management.
- Collaborate with Operations staff for day-to-day operations and stakeholder concerns.

### **c) Educational Qualifications and Work Experience**

- A Bachelors in business, accounting, law and other related course from a reputable institution.
- Eight (8) years' experience in Corporate Governance or Compliance in the Banking/Financial Services Industry with at least three (3) years in a similar role.

### **d) Additional Skills and Competencies**

- Extensive knowledge of modern principles, techniques and practices of research and investigative methodology, including statistical and mathematical analysis.
- Knowledge of the laws that govern the prevention of money laundering and financing of terrorism.
- Considerable knowledge of modern methods and techniques of intelligence gathering and analysis.
- Proficiency in Microsoft applications.
- Must be familiar with the Financial Intelligence Act and related legislation.
- Knowledge of the inter-relationship between the Unit and Law Enforcement and Prosecutorial Agencies, as well as the regulatory and financial community, both locally and internationally.

- Comprehensive understanding of banking and financial products, and financial legislation and policies pertaining to anti-money laundering (AML) and combating financing of terrorism (CFT).
- Good project management skills.
- Excellent research, investigative, analytical, critical thinking, problem solving and decision making skills.
- Sound oral and written communication skills inclusive of interviewing and report writing skills.
- Strong interpersonal skills.
- Ability to work in team environment.
- Ability to achieve monthly individual targeted performance goals.
- Ability to learn and use in-house software monitoring system.
- Ability to perform internet and bank systems research, including: Bankway, Intracheck, OS Check and IS View.
- Must possess the ability to make logical interpretation of account activity.

## **8) DIRECTOR, INFORMATION TECHNOLOGY SERVICES**

Vacancy No. FRC/9/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Chief Executive Officer he/she will be responsible for ensuring the provision of timely, secure, relevant and adequate informational and communications technology solutions for FRC. This will include developing and implementing ICT strategies and policies to enhance FRC's operational capability to detect and prevent money laundering.

### **b) Duties and Responsibilities**

- Provide leadership in the definition, development and implementation of ICT strategy and policies in line with the strategic plan of the FRC.
- Develop and design innovative and effective IT architecture to enhance operational readiness and quality service.
- Ensure the development of actionable work plans to monitor implementation of the department's strategic objectives.
- Continuously analyze corporate requirements for the FRC to determine their technology needs.
- Oversee the installation and management of all servers.
- Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing.
- Provide leadership in the development and implementation of policies and procedures for electronic data processing and computer systems operations and development.
- Ensure safety and security of facilities, infrastructure and information.
- Provide advice to staff on security policy including breach and/or change in password or security status.

- Oversee the monitoring and maintenance of the computer systems and networks.
- Provide oversight for the development and management of the FRC website.
- Ensure installation and configuration of computer hardware, operating systems and applications is done.
- Ensure the maintenance of accurate inventory of technology hardware, software and IT resources.
- Ensure timely provision of support for users of IT facilities and services.
- Oversee the development of on-line reporting procedures.
- Ensure effective orientation for new users of existing technology, and training of users on new systems.
- Ensure the preparation of monthly and annual financial statements, budgets, checks and protocols for the department.
- Monitor management information on the department's financial position.
- Set the departmental targets for the team, review the department's performance on a quarterly basis and provide support to the team in achieving their targets.
- Spearhead training, development, supervision, guidance and mentoring of staff in the department.
- Ensure compliance with employment regulatory requirements and reporting.
- Continually review and assess the effectiveness and efficiency of ICT policies, procedures and processes and identify improvement opportunities.
- Keep abreast of local and global best practices, articulate implications for the IT function and the FRC and make recommendations to the Chief Executive Officer.

**c) Educational Qualifications and Work Experience**

- Five (5) years' experience in a similar position in a financial institution, government agency, international organization or relevant private sector organization.
- A Bachelor's degree in Computer Science, Information Science, and Information Technology, Business Information Technology or any equivalent qualification from a recognized institution.
- Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Administrator (CCNA) or any other equivalent qualification from a recognized Institution.
- A Master's degree in Computer Science, Information Science, Information Technology, Business Information Technology or any equivalent qualification from a recognized institution will be an added advantage.

**d) Additional Skills and Experience**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Demonstrated strong stakeholder relationship management.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Financial and business management knowledge and skills.

- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrated ability to manage and supervise staff.
- Experience in working with a Board.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads

## **9) SYSTEMS ADMINISTRATOR**

Vacancy No. FRC/10/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Director IT Services, the System Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. He/she is expected to participate in technical research and development to enable continuing innovation within the IT infrastructure and also provide IT support to project teams.

### **b) Duties and Responsibilities**

- Ensure system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and Partners.
- Take lead in engineering of system administrative-related solutions for various project and operational needs.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Install and configure systems such as support GIS infrastructure applications or Asset Management applications.
- Develop and maintain installation and configuration procedures.
- Contribute to and maintain system standards.
- Research and recommend innovative, and where possible automated approaches for system administration tasks.
- Identify approaches that leverage FRC's resources and provide economies of scale.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform regular security monitoring to identify any possible intrusions.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

- Perform regular file archival and purge as necessary.
- Create, change, and delete user accounts per request.
- Provide Tier III and other support.
- Investigate and troubleshoot issues.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
- Apply Operating System patches and upgrades on a regular basis, and upgrade administrative tools and utilities.
- Add and configure new services as necessary.
- Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.
- Maintain operational, configuration and other procedures.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.
- Configure CPU, memory, and disk partitions as required.
- Maintain data-centre environmental and monitoring equipment.

**c) Educational Qualifications and Work Experience**

- A Bachelor's degree with a technical major, such as Engineering or Computer Science.
- Four (4) to six (6) years' system administration experience in a financial institution, government agency, international organization or relevant private sector organization.
- Systems Administration/System Engineer certification in UNIX and Microsoft.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Working knowledge of Linux and Windows systems that support GIS infrastructure; Linux, Windows and Application systems that support Asset Management.
- Financial and business management knowledge and skills.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrated ability to manage and supervise staff.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads

## **10) DATABASE ADMINISTRATOR**

Vacancy No. FRC/11/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Director IT Services, the database administrator is responsible for the maintenance, performance, integrity and security of FRC's database by identifying and solving database requirements. He/she will also be involved with the planning and development of the database as well as troubleshooting issues on behalf of the users.

### **b) Duties and Responsibilities**

- Manage FRC's database, including maintenance, reporting, queries, and data clean-up projects with the goal of providing current, consistent and accurate data.
- Establish the needs of users and monitoring user access and security.
- Monitor performance and managing parameters to provide fast responses to front-end users.
- Map out the conceptual design for a planned database.
- Refine the logical design so that it can be translated into a specific data model.
- Consider both back-end organisation of data and front-end accessibility for end-users.
- Further refine the physical design to meet system storage requirements.
- Install and test new versions of the Database Management Systems (DBMS).
- Maintain data standards, including adherence to the data protection laws.
- Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata).
- Control access permissions and privileges.
- Develop, manage and test back-up and recovery plans.
- Ensure that storage and archiving procedures are functioning correctly.
- Participate in capacity planning.
- Work closely with IT project managers, database programmers and multimedia programmers.
- Communicate regularly with technical, applications and operational staff to ensure database integrity and security.
- Commission and install new applications and customize existing applications in order to make them fit for purpose.

### **c) Educational Qualifications and Work Experience**

- Bachelor degree in computer science; in computer software/computer systems engineering; electronics; or information technology.
- Four (4) to six (6) years' system administration experience in a financial institution, government agency, international organization or relevant private sector organization.
- Database Administration/System Engineer certification will be an added advantage.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Good communication, teamwork and negotiation skills.
- Problem-solving and good analytical skills;
- Familiarity with the main data manipulation languages and the principles of database design.
- Flexibility and adaptability.
- Good organizational skills.
- The skill to work to tight deadlines under pressure.
- The ability to create and maintain strong working relationships with colleagues and stakeholders.
- Awareness of business IT requirements.
- A willingness to keep up to date with developments in new technology.
- A commitment to continuing professional development (CPD).
- Extremely organized, detail oriented and able to keep accurate records and ensure proper follow up.
- An understanding of information legislation, such as the Data Protection laws.

**11) NETWORK ADMINISTRATOR**

Vacancy No. FRC/12/2017

Number of Posts: One (1)

**a) Position Description**

Reporting to the Director IT Services, the Network Administrator is responsible for maintaining computing environment by identifying network requirements; installing upgrades and monitoring network performance.

**b) Duties and Responsibilities**

- Establish network specifications by conferring with users, analyse workflow, access, information, and security requirements, design router administration, including interface configuration and routing protocols.
- Establish and maintain an effective network by evaluating network performance issues, including: availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintain network performance by performing network monitoring and analysis, and performance tuning, troubleshoot network problems and escalating problems to vendor.
- Secure network by developing network access, monitoring, control, and evaluation and maintain proper documentation.



- Prepare users by designing and conducting training programmes, provide references and support.
- Upgrade network by conferring with vendors, developing, testing, evaluating, and installing enhancements.
- Meet financial requirements by submitting information for budgets and monitor expenses.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintain personal networks; participating in professional organizations.
- Protect the FRC's information.
- Accomplish organization goals by accepting ownership for accomplishing new and different requests and explore opportunities to add value to job accomplishments.

**c) Educational Qualifications and Work Experience**

- A Bachelor's degree in computer science; in computer software/computer systems engineering; electronics; or information technology.
- Four (4) to six (6) years' network administration experience in a financial institution, government agency, international organization or relevant private sector organization.
- Network Administration/System Engineer certification will be an added advantage.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Network Performance Tuning.
- Local Area Network (LAN) knowledge.
- Network Design and Implementation.
- Communication, teamwork and negotiation skills.
- Problem-solving and good analytical skills.
- Flexibility and adaptability.
- Good organizational skills.
- Ability to work to tight deadlines under pressure.
- The ability to create and maintain strong working relationships with colleagues and stakeholders.
- Awareness of business IT requirements.
- A willingness to keep up to date with developments in new technology.

## **12) INFORMATION SECURITY ADMINISTRATOR**

Vacancy No. FRC/13/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Director IT Services, he/she is responsible of providing security of information/ data, infrastructure and risk services through use of innovative tools, techniques to prevent, detect and close down any emerging systems threats.

### **b) Duties and Responsibilities**

- Develop and maintain the information security policy and accompanying standards, procedures and guidance.
- Conduct a continuous assessment of current IT security practices and systems and identifying areas for improvement.
- Run security audits and risk assessments.
- Deliver new security technology approaches and implement next generation solutions.
- Oversee the management of the IT security department, giving leadership to the team and develop staff.
- Driving change projects and building new IT capabilities.
- Develop and implement business continuity plans to ensure service is continuous when a change programme is introduced or a security breach occurs or in the event that the disaster recovery plan needs to be triggered.
- Protect the intellectual property of the organisation at all times.
- Devise strategies and implement IT solutions to minimise the risk of cyber-attacks.
- Communicate digital programmes and strategy to a range of stakeholders.
- Promote security awareness by developing and implementing a security awareness and training programmes.
- Manage the IT security budget and communicating this with the appropriate parties.

### **c) Educational Qualifications and Work Experience**

- A Bachelor's degree in computer science; in computer software/computer systems engineering; electronics; or information technology.
- Four (4) to six (6) years' Information Security experience in a financial institution, government agency, international organization or relevant private sector organization.
- Information Security certification will be an added advantage.

### **d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.

- A good working knowledge of information security including ISO/IEC 27001 Information Security Management Standard
- Communication, teamwork and negotiation skills.
- Problem-solving and good analytical skills.
- Flexibility and adaptability.
- Good organizational skills.
- Ability to work to tight deadlines under pressure.
- The ability to create and maintain strong working relationships with colleagues and stakeholders.
- Awareness of business IT requirements.
- A willingness to keep up to date with developments in new technology.

### **13) DIRECTOR, CORPORATE AFFAIRS, HR & ADMINISTRATION**

Vacancy No. FRC/14/2017

Number of Posts: One (1)

#### **a) Position Description**

Reporting to the Chief Executive Officer, he/she will be responsible for establishing and maintaining the highest level of corporate governance within the FRC. This will include: (i) developing and implementing communication strategies, policies and projects; (ii) media management; (iii) information management and; (iv) leadership and oversight of the human resources, administration, finance and procurement functions.

#### **b) Duties and Responsibilities**

- Provide leadership in the definition, development and implementation of communication policies and publicity strategies in line with the FRC's strategic plan.
- Coordinate the execution of the department's work programmes and plans.
- Provide editorial oversight for the organization's website, and other corporate communications tools.
- Oversee the maintenance of the corporate brand, and provision of corporate communications services to FRC including communications with internal and external stakeholders through web services, internal and external print and electronic media, ensuring that the content and delivery is properly targeted as well as monitor response through media analysis and research surveys.
- Promote and participate in programmes aimed at enhancing organizational efficiency and effectiveness including events coordination and liaison for logistics support.
- Oversee the development and implementation of communication and media strategies.
- Come up with and review CSR proposals and make recommendations to the Chief Executive Officer.
- Monitor management information on the department's financial position.
- Ensure the preparation of monthly and annual financial statements, budgets, check's and protocols for the department is complete.
- Set the departmental targets for the team, review the department's performance on a quarterly basis and provide support to the team in achieving their targets.

- Spearhead training, development, supervision, guidance and mentoring of staff in the corporate affairs department.
- Ensure compliance with employment regulatory requirements and reporting.

#### **Human Resources & Administration**

- Spearhead the formulation and implementation of plans/procedures and policies relating to staff retention motivation and discipline, health and safety and staff welfare.
- Oversee the development and implementation of a performance management system, planning and designing learning and development programmes.
- Oversee knowledge management services for Corporate Affairs Department.
- Supervise the general administration of FRC to ensure quality service to stakeholders including provision of administrative services for FRC premises, property and insurance services for FRC.

#### **Finance**

- Oversee the preparation and implementation of the FRC monthly and annual budget and oversee the accounting functions such as and not limited to; payments, receivables, timely submission of financial statements, and preparation of annual financial reports and processing of payroll.
- Liaise with the Treasury in respect of FRC financial management/budgetary provisions.

#### **Procurement**

- Provide leadership in the development and implementation of the procurement strategy, plan and policies in line with the FRC's strategic objectives.
- Initiate and supervise procurement of purchases as per The Public Procurement and Asset Disposal Act, 2015 - PPOA and oversee management contracts with appointed vendors.

#### **c) Educational Qualifications and Work Experience**

- A Bachelor's degree in Commerce, Business Administration or equivalent qualification from a recognized institution.
- Full membership in a relevant Professional body in good standing.
- Five (5) years' senior management experience or served in a similar position in a financial institution, government agency, international organization or relevant private sector organization.
- A Master's degree in Business Administration (Finance), Business Administration (Accounting), Human Resource Management/Development, Public Administration, Business Administration, or a Master of Science in Finance or equivalent qualification from a recognized institution will be an added advantage.

#### **d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Demonstrated strong stakeholder relationship management.

- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Financial and business management knowledge and skills.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrate ability to manage and supervise staff.
- Experience in working with a Board.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads.

#### **14) ASSISTANT MANAGER, PROCUREMENT & SUPPLY CHAIN MANAGEMENT**

Vacancy No. FRC/15/2017

Number of Posts: One (1)

##### **a) Position Specification**

Reporting to the Director Corporate Affairs, HR & Administration, The Procurement & Supply Chain role will be responsible for developing and implementing the Procurement strategy in line with the Public Procurement & Disposal Act (the Act). This includes (i) initiating and supervising procurement of purchases in accordance with the Act and approved policies and procedures (ii) ensuring value for money is achieved (iii) responsibility for managing contracts with appointed vendors.

##### **b) Duties and Responsibilities**

- Develop and implement Procurement Strategy in line with The Public Procurement and Asset Disposal Act, 2015 - PPOA in order to realize the set corporate objectives and strategic goals.
- Develop and implement the FRC's Annual Procurement Plan and consolidate procurement budgets and plans.
- Formulate the procurement manual, policies, regulations and procedures and continuously review and update the policy.
- Monitor all risks related to procurement and ensure that appropriate controls are implemented to mitigate and eliminate the risks.
- Liaise with relevant functional heads to collate business requirements and ensure that procurement plans address these needs and requirements.
- Coordinate purchasing, warehousing and control of materials.
- Ensure that procurement process is carried out within approved policies and procedures.
- Ensure internal supply chain management processes and procedures are undertaken effectively.
- Coordinate the identification of unserviceable, obsolete and surplus stores and equipment for disposal.
- Lead the negotiation of contracts, prepare contracts and Service Level Agreements (SLA) and manage the same with the user departments.

- Manage and develop supplier relationship and monitor their performance in terms of quality, service and price.
- Ensure effective use of e-procurement system.
- Ensure submission of reports and compliance with all regulatory requirements and ethical standards relating to procurement of goods, services and works.
- Ensuring safe custody of procured goods.
- Coordinate the preparation and maintenance of assets register, transfer and valuation.
- Ensure periodic stock taking and stock audit is conducted effectively.
- Spearhead training, development, supervision, guidance and mentoring of staff in the department.

**c) Educational Qualifications and Work Experience**

- A Bachelor's degree in Procurement and Supply Chain Management; Purchasing and Supplies Management, Supply Chain Management, Procurement and Contract Management, Logistics and Supply Chain Management, Procurement and Logistics Management or equivalent qualification from a recognized institution.
- Five (5) years' experience as a Senior Supply Chain Management Officer.
- Membership to a professional body in good standing.
- A Master's degree in Logistics and Supply Chain Management; Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution will be an added advantage.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Understanding of the Public Procurement and Disposal Act and Regulations.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Knowledge of the laws that govern the prevention of money laundering and financing of terrorism.
- Good communication, teamwork and negotiation skills.
- Report writing skills.
- Problem-solving and good analytical skills.
- Flexibility and adaptability.
- Good organizational skills.
- The skill to work to tight deadlines under pressure.
- The ability to create and maintain strong working relationships with colleagues and stakeholders.

## **15) FINANCIAL MANAGEMENT & ACCOUNTING MANAGER**

Vacancy No. FRC/16/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Director Corporate Affairs HR & Administration, he/she will be responsible for ensuring effective utilisation of the financial resources of FRC, including achieving cost efficiency in line with the Commission's defined goals and objectives.

### **b) Duties and Responsibilities**

- Provide leadership and strategic direction in the execution of the financial management and accounting department's work plans and programmes.
- Coordinate the development of FRC's budget, and the allocation / distribution of financial resources in line with the agency's short, medium and long-term strategic plans.
- Identify risks and long-term financial implications of intended projects / initiatives, and advise the Director accordingly.
- Develop and implement cost management strategies to monitor and control costs.
- Develop investment strategies that will ensure high returns on investment while assuring liquidity for the FRC's operations.
- Develop and maintain strategic relationships with key banks and other financial institutions.
- Ensure implementation of an effective and adequate financial controls
- Ensure availability of adequate funding as required for FRC's operations, in line with the FRC's financial policies
- Coordinate timely preparation of financial statements and ensure that the statements reflect FRC's financial position and comply with statutory and regulatory requirements.
- Manage the interface between FRC and Auditor General to ensure FRC's financial interest is protected.
- Participate in management meetings and provide insight into the financial position of FRC and opportunities that can be explored.
- Continuously review the department's policies, processes and activities, and make recommendations for improvement to the Director.
- Ensure on-going incorporation of leading practices in the operations and activities of the department.
- Prepare and implement FRC monthly and annual budget and oversee the accounting functions such as and not limited to payments, receivables, timely submission of financial statements, and preparation of annual financial reports and processing of payroll.
- Liaise with the Treasury in respect of FRC financial management/budgetary provisions.

### **c) Educational Qualifications and Work Experience**

- First degree in any discipline
- Professional accounting certification (mandatory), e.g. ACA, ACCA, CPA, CIMA
- Eight (8) years' experience in a reputable organisation with at least three (3) years in a similar role.

- Experience in strategic financial planning and analysis.
- Full membership in a relevant Professional body in good standing.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Demonstrated strong stakeholder relationship management.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Financial and business management knowledge and skills.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrate ability to manage and supervise staff.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads.

**16) STRATEGIC MANAGEMENT, MONITORING & EVALUATION MANAGER**

Vacancy No. FRC/17/2017

Number of Posts: One (1)

**a) Position Description**

Reporting to the Director Corporate Affairs, HR & Administration, he/she will be responsible for driving FRC's strategy management process from strategy formulation, review, alignment, communication and implementation; undertaking monitoring and evaluation of FRC's performance in line with the strategy mission, vision and values.

**b) Duties and Responsibilities**

- Initiate and drive the process of strategy formulation and development/review through an in-depth strategic and situational analysis of external and internal operating environment.
- Provide guidance to FRC in the design of the strategic plan and ensure it is aligned to the Centre's mandate.
- Conduct organizational reviews to identify strengths and weaknesses and evaluate operational effectiveness.
- Identify strategic opportunities and risks and prepare reports, advising management on appropriate course of action.
- Design and implement a monitoring and evaluation framework for FRC in liaison with other heads of departments.
- Undertake effective periodic monitoring, evaluation and reporting of the organisation's activities as outlined in the strategic plan and annual work plan.



- Formulate a timetable and process for review of the strategic plan, and advise on redevelopment in the run up to the next strategic period.
- Make recommendations based on emerging trends, expansion opportunities, threats, and internal business process improvement.
- Manage and develop organization's KPI infrastructure in order to facilitate analysis and reporting of performance against plans and budgets as well as strategic objectives.
- Provide support to the rest of the departments in the organization in the formulation of individual department strategies.
- Supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations.
- Oversee the recording, management and preservation of monitoring and evaluation data in a safe and accessible way.
- Manage and support the monitoring and evaluation officer in his/her work with teams as well as providing M&E support directly as required.
- Actively manage staff performance, development and succession planning, addressing issues appropriately as they arise.

**c) Educational Qualifications and Work Experience**

- Bachelor's Degree in a Social Science, Administration, Information Management, Project Management, Finance or other relevant academic background.
- Four (4) years management experience, in strategy development and implementation; monitoring and evaluation.
- A Master's degree in Strategic Management or its equivalent from a recognised institution will be an added advantage.
- Membership to a professional body in the field will be an added advantage.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Sound advisory capability.
- Excellent analytical and reporting skills.
- Strong persuasion and negotiation skills.
- Strong business acumen / business orientation.
- Quality and management certification / process re-engineering certification (6Sigma; Lean etc.).
- Project Management certification (PMP or Prince 2) (desirable).
- Good level of proficiency in Windows Excel and quantitative analysis.
- Experience in program design and M&E plan development.

- Ability to design M&E tools, surveys, surveillance systems, and evaluations.
- Demonstrated ability to train and build capacity of others.
- Excellent proven interpersonal, verbal and written communication skills.

## **17) HUMAN RESOURCE & ADMINISTRATION MANAGER**

Vacancy No. FRC/18/2017

Number of Posts: One (1)

### **a) Position Description**

Reporting to the Director Corporate Affairs, HR & Administration, The Human Resource Manager will provide strategic leadership and management oversight for the human resources and staff development in matters of strategy, policy compliance and operations in line with FRC's strategic mission, vision and values.

### **b) Duties and Responsibilities**

- Develop and implement Human Resource Management policies, regulations, procedures and systems that enable the FRC to attract, retain and develop the right people.
- Provide advice to the management on human resource development and ensure that line managers and staff understand and access HR policies and procedure as demanded by their roles and responsibilities.
- Analyse utilization of human resources in the organization and advice on proper deployment and required staff numbers for the FRC to achieve its objectives.
- Identify, design and oversee the implementation of training programmes based on identified needs to support the FRC's objectives. Coordinate and oversee implementation of training and development plans.
- Provide guidance on development and updating of the human resource database.
- Formulate and ensure implementation of leading practice strategies on human resource planning, talent sourcing, development, performance and career management, employee relations, reward, organisational development and change management.
- Coordinate the preparation of personal emolument budget.
- Coordinate staff recruitment, selection, appointment, discipline and transfer.
- Coordinate Human Resource target setting;
- Coordinate the preparation and compilation of agreed periodic activities and performance reports for the attention of the Chief Executive Officer.
- Coordinate the implementation of performance appraisal process.
- Assess human resources policies and practices to ensure compliance with labour laws.
- Ensure implementation of staff administration, industrial relations and welfare programmes for the FRC in compliance with the labour laws.
- Provide advice to staff on pay and benefit system.
- Ensure compliance with statutory requirements relating to Human Resource.

**c) Educational Qualifications and Work Experience**

- Bachelor's degree in Economics, Sociology, Business Administration, Public Administration, Commerce With Post Graduate Diploma in Human Resource Management/ Development.
- Four (4) years' management experience or served as an Assistant Manager, Human Resource Management for a minimum period of four (4) years.
- A Master's degree in Human Resource Management /Development, Personnel Management, Personnel Administration, Manpower Studies or its equivalent from a recognised institution will be an added advantage.
- Membership to a professional body in the Human Resource field.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Sound advisory capability.
- Excellent analytical and reporting skills.
- Strong persuasion and negotiation skills
- Strong business acumen / business orientation
- Good customer relationship management skills (internal and external customers)
- Drive for results and execution skills
- Collaboration and teaming skills
- Excellent proven interpersonal, verbal and written communication skills.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads.

**18) HUMAN RESOURCE OFFICER**

Vacancy No. FRC/19/2017

Number of Posts: One (1)

**a) Position Description**

Reporting to the HR & Administration Manager, he/she will be responsible for providing appropriate HR support to the key functions of the organization, promoting the interests of the employer to enhance growth and sustainability of the organization in line with FRC's strategic mission, vision and values.

**b) Duties and Responsibilities**

- Assist the HR & Administration Manager with generalist HR matters, including developing relevant policies, regulations, procedures and systems that enable the FRC to attract, retain and develop the right people.
- Undertake annual reviews of the FRC staff policy and procedures manual to ensure that the policy is up to date, accurate, and complies with relevant legislation.
- Provide administrative and follow up support in recruitment, staff development, performance management, induction of new employees and exit management.
- Participate in employee screening, selection, and interview processes where required.
- Coordinate Orientation Sessions for all new employees, which will include ensuring that all relevant employee information is obtained and secured within an employee-personnel file.
- Manage and maintain contracts, personnel files and other confidential employee information.
- Ensure that all job descriptions are current and related employment agreements are maintained for all new and existing employees.
- Coordinate training needs assessment, develop annual training calendar & coordinate internal and external learning and development programmes and prepare periodic reports on the same.
- Complete all relevant human resource department reports to the HR and Administration Manager.
- Participate in the preparation of staff emolument budget and provide advice to staff on pay and benefit system.
- Manage the enrolment and de-enrolment of all staff within the FRC Pension and Benefits Plan in a timely manner.
- Coordinate the implementation of performance appraisal process.
- Accept employee grievances and develop plans for conflict resolution with the appropriate supervisor; and monitor the progress of resolution plans.
- Assist with preparations for disciplinary and grievance hearings as necessary.
- Coordinate preparation of a leave plan and maintain accurate and up to date records on all types of leave; ensure compliance with existing policy.
- Ensure implementation of staff administration, industrial relations and welfare programmes for the FRC in compliance with the labour laws.
- Research on leading practice strategies on human resource planning, talent sourcing, development, performance and career management, employee relations, reward, organisational development and update the Human Resource and Administration Manager.

**c) Educational Qualifications and Work Experience**

- Bachelor's degree in a field related to Human Resource Management, such as Public Administration, Business Administration, Commerce, or Psychology with a Post Graduate Diploma in Human Resource Management/ Development.
- Membership to the relevant professional body.
- Four (4) years' experience a human resource generalist role.

**d) Additional Skills and Competencies**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Excellent verbal, written communication and presentation skills.
- Excellent proven interpersonal, verbal and written communication skills.
- Good customer relationship management skills (internal and external customers).
- Excellent planning, organisational and time management skills.
- Confidentiality.
- Strong IT skills.
- Ability to work on own initiative.
- Ability to work in, and adapt to, a rapidly changing environment.
- Knowledge of the Employment Act and related legislation.
- Ability to work in a team environment.

**19) INFORMATION SYSTEMS AUDITOR**

Vacancy No. FRC/20/2017

Number of Posts: One (1)

**a) Position Description**

Reporting to the Chief Executive Officer he/she will be responsible for execution and evaluation of internal controls, compliance computer information systems as well as carry out investigations and inspections.

**b) Duties and Responsibilities**

- Perform general and application control reviews for computer information systems.
- Perform information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Direct and/or perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Recommend revisions to audit procedures to enhance efficiencies. Review internal controls throughout the Commission by evaluating the adequacy of system controls and recommends improvements.
- Prepare audit findings memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.
- Prepare and present written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to Management.
- Follow up on audit findings to ensure that Management has taken corrective action(s).
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Conduct operational, compliance, financial and investigative audits, as assigned.

**c) Educational Qualifications and Work Experience**

- A degree from a recognized University preferably in Computer Science or a related field.
- Eight (8) years' work experience with at least three (3) years' in a similar role.
- Professional qualification in Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA) or Certified Public Accountant (CPA).

**d) Additional Skills and Experience**

- Understanding of the FRC's responsibilities together with a working knowledge of Kenya's anti-money laundering and counter terrorism financing regime.
- Demonstrated strong stakeholder relationship management.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Knowledge of current technological developments/trends in the area of expertise
- Excellent proven interpersonal, verbal and written communication skills.
- Knowledge of auditing concepts and principles.
- Ability to review system backup, disaster recovery and maintenance procedures.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.
- Demonstrated ability to prioritize tasks and manage high workloads

## **REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA.**

Candidates will be required to obtain and submit copies of clearance certificates from the following organizations:

- a) Kenya Revenue Authority
- b) Higher Education Loans Board
- c) Ethics and Anti-Corruption Commission.
- d) Criminal Investigation Department
- e) Credit Reference Bureau.

## **HOW TO APPLY**

Interested applicants who meet the above requirements are advised to submit their applications via email to the email address [esdfrc@kpmg.co.ke](mailto:esdfrc@kpmg.co.ke) quoting the reference number of the vacancy on the subject line.

The application shall include:

- a) A detailed CV
- b) Current and expected remuneration
- c) Contact information of three references
- d) Scanned Copies of academic and professional certificates

Applications close **22 August 2017 at 1700 Hrs**

**THE FINANCIAL REPORTING CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Shortlisted candidates will be required to bring the following documents during the interviews;

- a) Copies of clearance certificates from the organizations mentioned above.
- b) Original copies of academic and professional certificates

\*For additional details about the FRC, visit our website <http://www.frc.go.ke>