

<b>DETAILS OF THE ADVERTISED JOBS</b>	
<b>JOB TITLE</b>	<b>DIRECTOR, LEGAL SERVICES</b>
<b>Job Ref</b>	PCF/01/2022
<b>Job Purpose</b>	The purpose of this job is to provide leadership in internal and external communication aimed at dissemination of information related to the Fund's mandate to foster good stakeholder experience and promote corporate image. The position reports to the Managing Trustee.
<b>Job Grade</b>	PCF 2
<b>Terms of Service</b>	Five-year contract renewable once subject to performance and retirement age
<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Provide sound legal advisory to the Board and Management with respect to all legal issues affecting implementation of the PFC's mandate.</li> <li>• Coordinate and ensure representation of the Fund in courts, tribunals and forums.</li> <li>• Draft and review contracts, service level agreements, memoranda of understanding, leases and other legal documents.</li> <li>• Advise the Board and Management on governance and ethical issues.</li> <li>• Liase with the Attorney General, law enforcement agencies and stakeholders on all legal matters.</li> <li>• Spearhead review of existing laws and regulations governing the operations of the Fund.</li> <li>• Advise and provide update of new laws and government polices as may be enacted from time to time.</li> <li>• Custodian of the Fund's seal.</li> <li>• Ensure the Fund's interests and rights are properly secured with respect to leases, contracts, licenses and other legal documents.</li> <li>• Ensure the Fund's policies and manuals compliance with relevant laws and regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate legal and governance audits in the Fund.</li> <li>• Provides oversight of the Directorate’s development and implementation of Quality Management System, risk management, business continuity plans and knowledge management.</li> <li>• Coordinate mentorship and coaching within the directorate.</li> <li>• Assist the MT in providing Board Secretarial Services</li> <li>• Assess and determine the training needs of the directorate</li> <li>• Represent the Fund in stakeholder forums and international forums as may be necessary</li> <li>• Undertake performance appraisal for the directorate’s staff</li> <li>• Prepare work plan and procurement plan for the directorate</li> <li>• Implement Board decisions affecting the directorate</li> </ul>
<p><b>Person Specifications</b></p>	<ul style="list-style-type: none"> <li>• Minimum period of twelve (12) years relevant work experience, five (5) of which must have been in a managerial role.</li> <li>• A bachelor’s degree in law (LLB) from a recognized and accredited institution</li> <li>• A master’s degree in law (LLM) from a recognized and accredited institution</li> <li>• A post graduate diploma in law from the Kenya School of Government</li> <li>• Registered as a certified public secretary (k) with a valid practicing certificate and in good standing.</li> <li>• Leadership course lasting not less than six weeks from a recognized institution.</li> <li>• Admission as an advocate of the High Court of Kenya</li> <li>• Member of the Law Society of Kenya with current practicing license and in good standing.</li> <li>• Proficiency in computer applications</li> <li>• Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>

<b>JOB TITLE</b>	<b>DEPUTY DIRECTOR, CORPORATE COMMUNICATION</b>
<b>Job Ref</b>	PCF/02/2022
<b>Job Purpose</b>	The purpose of this job is to provide leadership in internal and external communication aimed at dissemination of information related to the Fund's mandate to foster good stakeholder experience and promote corporate image. The position reports to the Director, Corporate Service.
<b>Job Grade</b>	PCF 3
<b>Terms of Service</b>	Five-year renewable contract subject to performance and retirement age
<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Develop and implement the PCF corporate communication strategy</li> <li>• Formulate communication structures for continuous development and review of the PCF programmes and campaigns</li> <li>• Oversee corporate branding and brand visibility.</li> <li>• Monitor implementation of communication strategies and policies ensuring they are aligned to PCF's overall goals and strategic objectives</li> <li>• Manage relationships among key stakeholders of PCF</li> <li>• Coordinate corporate communication, media relations and related matters in the Fund.</li> <li>• Advise management on Public Relations and communication strategies and emerging issues.</li> <li>• Coordinate crisis management in the Fund.</li> <li>• Facilitate publishing and publicising Fund's pronouncements</li> <li>• Coordinate performance management, mentorship, coaching, talent and succession management within the department.</li> <li>• Design and roll out communication programmes, campaigns and strategies</li> <li>• Coordinate external PR and communication activities.</li> <li>• Manage internal communication through a robust intranet.</li> <li>• Conduct customer surveys and oversee implementation of recommendations.</li> <li>• Coordinate establishment of a robust PCF website.</li> </ul>

	<ul style="list-style-type: none"><li>• Coordinate PCF's Corporate Social Responsibility programmes and activities</li><li>• Managing the PCF's corporate events</li><li>• Spearheading the recording, developing and curating of photographic and video graphic images relating to the PCF activities;</li><li>• Advising the PCF on new information distribution channels that maximize audience reach and engagement;</li><li>• Oversee implementation of Access to Information Act, 2016 by PCF</li><li>• Coordinate PCF complaints handling mechanism and statutory reporting in compliance with article 59(4) of the Constitution of Kenya, 2010 and the Commission on Administrative Justice Act, 2011.</li><li>• Maintain and regularly update the Corporate Complaints and Compliments handling register.</li><li>• Produce and review relevant corporate information and communication materials including newsletters, press releases, fact sheets, FAQs, presentations, among others to target publics that positively represent PCF</li><li>• Hold quarterly stakeholder meetings including media meetings, breakfast meetings, with editors and reporters for public communication on brand visibility.</li><li>• Manage social media platforms such as YouTube, LinkedIn, Facebook, Twitter and tracking user engagement using the appropriate analytical metrics such as Google Analytics, TweetDeck and others</li><li>• Manage all enquiries from the public, the media and all stakeholders of PCF, ensuring customer complaints are addressed promptly</li><li>• Manage, organize and publicise all PCF events such as press conferences, open days, exhibitions, tours and visits through print, digital and electronic media</li><li>• Oversee the editing of photos and videos using appropriate editing software such as Adobe Photoshop, Fireworks, InDesign, Premiere and After Effects</li><li>• Oversee the production of in-house publications such as newsletters, diaries, calendars and brochures, ensuring the publications are of high quality.</li><li>• Monitor and analyse media coverage of PCF using appropriate tools such as MS Excel or SPSS and develop a</li></ul>
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	<p>repository of media clippings touching on PCF affairs and related business.</p> <ul style="list-style-type: none"> <li>• Facilitate responses to queries from media and general public</li> <li>• Develop and update the branding manual of the organization.</li> <li>• Maintain records of media coverage and collate analytics and metrics.</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>▪ Minimum period of ten (10) relevant work experience, five (5) years of which must have been in a supervisory role.</li> <li>▪ A Bachelors degree in any of the following disciplines: media studies, journalism, mass communication, public relations, marketing, graphic design, advertising or equivalent from a recognized institution.</li> <li>▪ A Masters degree Media Studies, Journalism, Mass Communications, Public Relations, Marketing, Graphic Design, Advertising or any other approved equivalent qualifications from a recognized and accredited institution</li> <li>▪ Recognized professional qualification.</li> <li>▪ Member of registered professional association.</li> <li>▪ Leadership course lasting no less than six (6) weeks from a recognized institution.</li> <li>▪ Proficiency in computer applications</li> <li>▪ Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>
<b>JOB TITLE</b>	<b>DEPUTY DIRECTOR, INSURANCE SERVICES</b>
<b>Job Ref</b>	PCF/03/2022
<b>Job Purpose</b>	An Officer at this grade may be designated to head any of the following Departments and to perform the duties specified thereof. The position reports to the director of the Directorate he/she is deployed to (Compensation and Insurance Risk Monitoring directorate/Statutory Management and Liquidation directorate)
<b>Job Grade</b>	PCF3
<b>Terms of Service</b>	Five-year contract renewable subject to performance and retirement age
<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<b>In the case of:</b> <b>1. Compensation</b>

- Develop, implement and review policies, strategies and procedures, regulations and guidelines on compensation of insurance claimants.
- Develop appropriate resolution mechanisms for problem insurers with a view to safeguarding the claimants' interest.
- Develop and maintain database of claimants.
- Carry out public awareness and dissemination of information to stakeholders and the public
- Process compensation claims.
- Adopt research recommendations and analysis as a basis for compensation and resolution policy formulation.
- Collaborating with international, regional and national organizations on best practice for promotion and growth of the sector.
- Enforce insurers compliance with PCF policies and relevant laws.
- Develop and implement departmental annual workplans, procurement plans and budgets.

## **2. Insurance Risk Monitoring**

- Develop, Implement and review department's Policies, Guidelines, Regulations, Quality Management System and Frameworks.
- Conduct risk monitoring and profiling of insurers and make recommendations.
- Develop inter-agency relationships to facilitate achievement of PCF mandate.
- Implement risk assessment activities including analysis, measurement and reporting of insurers risks.
- Enforce insurers compliance with PCF policies and relevant laws.
- Coordinate special on-site examination and off-site surveillance of the insurers.
- Levy fees and reconcile insurers PCF Levy returns
- Monitor the respective insurance risk profiles and recommend appropriate mitigating measures.
- Coordinating the Enterprise risk and business continuity management in the department.
- Coordinate implementation of audit recommendations touching on the department.

- Provide leadership in Performance Management in the Division; and
- Mentor and coach staff under his/her purview.

### **3. Statutory Management**

- Develop, implement and review policies, strategies and procedures, regulations and guidelines on statutory management.
- Prepare and report on the financial affairs of the insurer.
- Establish the status of affairs of the Company at the time of appointment.
- Trace, preserve and secure all the assets and property of the company
- Recover any debts and sums of money due to and owing to the company including reinsurance recoveries and deposit such proceeds with the Bank of Kenya under lien.
- Collaborate with international, regional and national organizations on best practice for promotion of insurance resolution
- Evaluate and establish the financial position and in particular, the solvency and liquidity of the company.
- Where necessary, obtain from any former principal officer, director, secretary, officer or employee of the insurer any documents, records, accounts, statements, correspondence or information relating to the company.
- Review reports from the regulator and obtain any information relating to the company which would aid in achieving the desired objectives.
- Discuss with the shareholders of the Company, where necessary, any revival strategy that may be envisaged.
- Recommend whether a Company should be liquidated or revived
- Establish the extent of authenticity of liabilities of the Company.
- Establish a framework for the process of matching assets with the existing liabilities of the Company with a view to the eventual settlement of claims.
- Determine the extent to which assets so traced and secured may be utilized towards the settlement of the claims.

	<ul style="list-style-type: none"> <li>• Recommend an appropriate claims settlement strategy that would facilitate eventual payment of outstanding claims.</li> <li>• Prepare regular reports on progress made.</li> <li>• Develop and implement the departments annual work plans, procurement plans and budgets.</li> </ul> <p><b>4. Liquidation</b></p> <ul style="list-style-type: none"> <li>• Develop, implement and review departmental strategies, policies, frameworks and related procedures, annual work plans, procurement plans, performance contracts and budgets.</li> <li>• Develop inter-agency relationships to facilitate achievement of PCF's mandate.</li> <li>• Ensure prompt payment and reporting of dividends to creditors of liquidated insurers.</li> <li>• Ensure prudent investment and reporting on surplus funds for insurers under liquidation as per approved investment policy.</li> <li>• Review and making proposals on liquidation cases for consideration by Management and Board.</li> <li>• Provide advisory role to the Technical and Public Policy Committee of the Board on liquidation.</li> <li>• Oversee implementation of Board's decisions and audit recommendations.</li> <li>• Ensure compliance with PCF policies and relevant laws.</li> <li>• Ensure effective communication of relevant policies in the department.</li> <li>• Participate in the activities of International Forum of Insurance Guarantee Schemes (IFIGS) and other agencies.</li> <li>• Provide leadership in the day to day running of the department.</li> <li>• Oversee performance management of the Department;</li> <li>• Coordinate implementation of Board resolutions and audit recommendations;</li> <li>• Assessing performance, mentoring and coaching of staff under the Officer's purview.</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• Minimum period of ten (10) relevant work experience, five (5) years of which must have been in a supervisory role.</li> </ul>



	<ul style="list-style-type: none"> <li>• A Bachelors Degree in any of the following disciplines:- Commerce, Actuarial Science, Finance, Insurance, Economics, Business Administration or its equivalent from a recognized and accredited institution;</li> <li>• A Masters Degree in any of the following disciplines: Commerce, Actuarial Science, Finance, Insurance, Economics, Business Administration or its equivalent from a recognized and accredited institution;</li> <li>• Professional qualifications in Insurance or equivalent.</li> <li>• <i>Diploma in Insurance or its equivalent</i></li> <li>• Membership to the Chartered Insurance Institute or Insurance Institute of Kenya or institute of certified investments and Financial Analysts or law society of Kenya.</li> <li>• Leadership course lasting no less than six (6) weeks from a recognized institution.</li> <li>• Proficiency in computer applications</li> <li>• Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>
<b>JOB TITLE</b>	<b>PRINCIPAL FINANCE &amp; ACCOUNTS OFFICER</b>
<b>Job Ref</b>	PCF/04/2022
<b>Job Purpose</b>	The position is responsible for promoting sound financial planning, management, analysis, reporting practices, management of the Fund's financial information and management of the Organization's funds. The position is reports to the Deputy Director, Finance & Accounts
<b>Job Grade</b>	PCF4
<b>Terms of Service</b>	Permanent & Pensionable
<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Prepare budget for the recurrent and development votes.</li> <li>• Develop and implement appropriate accounting system as a means of maintaining sound financial records.</li> <li>• Assist in the development, implementation and review of departmental strategies, policies, procedures, annual work plans, performance contracts, procurement plans and budget.</li> <li>• Prepare periodic performance reports on revenues and budget forecasts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recommend and advise on reallocation of voted funds during the year.</li> <li>• Monitor expenditure and projects including programme implementation on periodic basis and ensuring that timely corrective action is taken.</li> <li>• Prepare cash flow forecast and management of the investments.</li> <li>• Review the monthly accounts reconciliations for cash, bank and accounts receivables.</li> <li>• Implement effective internal control systems of accounting.</li> <li>• Ensure timely remittance of all statutory deductions.</li> <li>• Ensure compliance with prevailing laws, rules and regulations.</li> <li>• Review the performance of the Fund's investment portfolio.</li> <li>• Manage of annual audit process.</li> <li>• Assess performance, mentor and coach of staff under the his/her purview</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>▪ A Minimum period of eight (8) relevant work experience, three (3) years of which must have been in a supervisory role.</li> <li>▪ A bachelor's degree in any of the following fields: Finance, Accounts, Investment, Internal Audit or related field from a recognized Institution.</li> <li>▪ A Masters Degree in any of the following fields: Finance, Accounts, Investment, Internal Audit or related field from a recognized Institution.</li> <li>▪ Senior Management course lasting no less than four (4) weeks from a recognized institution.</li> <li>▪ CPA (K)</li> <li>▪ Certified Financial/Investment analyst.</li> <li>▪ Member of ICPAK in good standing.</li> <li>▪ Proficiency in computer applications</li> <li>▪ Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>
<b>JOB TITLE</b>	<b>PRINCIPAL INVESTMENT OFFICER</b>
<b>Job Ref</b>	PCF/05/2022
<b>Job Purpose</b>	The position is responsible for promoting sound financial and investment systems, analysis and reporting practices. The position reports to the Deputy Director Finance & Accounts.
<b>Job Grade</b>	PCF4

<b>Terms of Service</b>	Permanent & Pensionable
<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Develop, review and implement policies and strategies relating to financial investment</li> <li>• Undertake investment planning to ensure compensation amounts to claimants are available as and when required.</li> <li>• Facilitate transfer of amounts required to finance activities, plans and programmes of the Fund as contained in approved budgetary estimates in a given financial year.</li> <li>• Invest surplus funds in securities which for the time being trustees may by law invest in, or any other securities which the Treasury may, from time to time approve.</li> <li>• Advise the Managing Trustee on sound investment systems and procedures.</li> <li>• Mobilize internal financial resources.</li> <li>• Prepare and submit investment reports.</li> <li>• Design, monitor, supervise and implement internal controls to safeguard the Fund's properties and assets.</li> <li>• Ensure compliance with all statutory obligations; and</li> <li>• Coordinate investment audits and ensure implementation of recommendations thereof.</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>▪ A Minimum period of eight (8) relevant work experience, three (3) years of which must have been in a supervisory role.</li> <li>▪ A bachelor's degree in any of the following fields: Finance, Accounts, Investment, Internal Audit or related field from a recognized Institution.</li> <li>▪ A Masters Degree in any of the following fields: Finance, Accounts, Investment, Internal Audit or related field from a recognized Institution.</li> <li>▪ Senior Management course lasting no less than four (4) weeks from a recognized institution.</li> <li>▪ CPA (K)</li> <li>▪ Certified Financial/Investment analyst.</li> <li>▪ Member of ICPAK in good standing.</li> <li>▪ Proficiency in computer applications</li> <li>▪ Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>

<b>JOB TITLE</b>	<b>INSURANCE OFFICERS</b>
<b>Job Ref</b>	PCF/06/2022
<b>Job Purpose</b>	The position is responsible for developing appropriate resolution mechanisms for insurers in distress, protecting and preserving their assets and properties, and verifying & settling claims of policyholders, claimants and creditors. The Position reports to the Deputy Director of the department deployed to (Compensation/Insurance Risk Monitoring/Statutory Management/Liquidation).
<b>Job Grade</b>	PCF6
<b>Terms of Service</b>	Permanent & Pensionable
<b>No. of positions</b>	Four (4)
<b>Job Specifications</b>	<p><b>In the case of:</b></p> <p><b>1. Compensation</b></p> <ul style="list-style-type: none"> <li>• Receive and review claim documents for purposes of compensation to claimants of insurers under management and dividends to creditors of liquidated insurers;</li> <li>• Maintain an up-to-date inventory of assets of distressed insurers;</li> <li>• Maintain investment schedules and reports on surplus funds for insurers' in statutory management and liquidation as per approved investment policy;</li> <li>• Assist in analyzing and recommending compensation, statutory management and liquidation cases for consideration by management; and</li> <li>• Prepare statutory returns for the distressed insurers for filing with the Registrar of Companies.</li> <li>• Assist in the development and maintenance of claimants' database</li> </ul> <p><b>2. Insurance Risk Monitoring</b></p> <ul style="list-style-type: none"> <li>• Initiate risk assessment activities including analysis, measurement and reporting of insurers risks for the allocated portfolio and preparing reports;</li> </ul>

- Initiate special on-site examination and off-site surveillance of the insurers for the allocated portfolio and preparing reports;
- Assess, collect, reconcile and prepare reports of contribution levy by insurers for the allocated portfolio; and
- Participate in monitoring and analyzing insurance risk profiles for the allocated portfolio.
- Assist in development, implementation and review of policies, strategies and procedures, regulations and guidelines on insurance risk monitoring.
- Participate in on-site inspection of insurers
- Maintain departmental records

### **3. Statutory Management**

- Assist in development, implementation and review of policies, strategies and procedures, regulations and guidelines on statutory management.
- Assist in preparing reports on the financial affairs of the insurer.
- Establish the status of affairs of the Company at the time of appointment.
- Assist in tracing, preserving and securing all the assets and property of the company under statutory management.
- Establish any debts and sums of money due to and owing to the company under statutory management.
- Draft routine correspondences.
- Conduct due diligence on the liabilities of the Company under management.
- Prepare regular reports on progress made.
- Assist in the development and implementation of the departments annual work plans, procurement plans and budgets.
- Maintain departmental records

### **4. Liquidation**

- Participate in the development, review, and implementation of departmental policies, strategies and procedures, regulations, and guidelines.

	<ul style="list-style-type: none"> <li>• Assist in recovery of debts and sums of money due to and owing to the company including reinsurance recoveries and deposit such proceeds with the Bank of Kenya under lien.</li> <li>• Receive and review claim documents for purposes of paying dividends to creditors of liquidated insurers.</li> <li>• Maintain an up-to-date inventory of assets of distressed insurers.</li> <li>• Maintaining investment schedules and reports on surplus funds for insurers in liquidation as per approved investment policy.</li> <li>• Assist in establishment of a framework for the process of matching assets with the existing liabilities of the Company with a view to eventual settlement.</li> <li>• Assisting in analyzing and recommending liquidation cases for consideration by management.</li> <li>• Preparing statutory returns for the distressed insurers for filing with the Registrar of Companies.</li> <li>• Participate in the development and implementation of departmental policies, procedures, strategies, work plans, procurement plans and budgets.</li> <li>• Maintain departmental records.</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• <i>Bachelor's degree in Commerce, Finance, Insurance, Economics, Insurance, actuarial science, Business Administration or its equivalent from a recognized and accredited institution.</i></li> <li>• <i>Proficiency in computer applications.</i></li> <li>• Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>
<b>JOB TITLE</b>	<b>PLANNING OFFICER</b>
<b>Job Ref</b>	PCF/07/2022
<b>Job Purpose</b>	The position is responsible for implementing the Fund's quality management and strategy management processes, corporate performance management, as well as identifying and implementing innovation and key process improvements, corporate research and benchmarking. The position reports to the Deputy Director, Planning, Research and Strategy.
<b>Job Grade</b>	PCF6

<b>Terms of Service</b>	Permanent & Pensionable
<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Compile data related to implementation of the Fund's Strategic Plan; Work Plan and Performance Contract;</li> <li>• Undertake economic analysis on the Fund's planned activities and projects;</li> <li>• Assist in the initiation of market inquiries, research and studies;</li> <li>• Liaise with Consultants and other Stakeholders on economic matters and market inquiries, research and studies;</li> <li>• Compile the Annual Work Plan and realigning them to the budget;</li> <li>• Compile data and information for M&amp;E and Impact Assessment;</li> <li>• Assist in undertaking the preparation of Annual Report;</li> <li>• Assist in conducting impact assessment on the Authority's decisions; and</li> <li>• Implement the Departmental deliverables, policies and procedures;</li> <li>• Assist in implementing the Departmental deliverables, policies and procedures;</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any of the following disciplines:- Economics, Statistics or Business related discipline from a recognized institution;</li> <li>• Proficiency in computer applications;</li> <li>• Fulfilled the requirements of Chapter Six of the Constitution.</li> </ul>
<b>JOB TITLE</b>	<b>RECORDS MANAGEMENT OFFICER</b>
<b>Job Ref</b>	PCF/08/2022
<b>Job Purpose</b>	The position is responsible for ensuring that letters are appropriately filed and marked to action officers; controlling and opening of files and updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records. The position reports to the Deputy Director, Human Resource & Administration
<b>Job Grade</b>	PCF6
<b>Terms of Service</b>	Permanent & Pensionable

<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Supervision of the Fund's Records Management Office, filing systems, facilities, equipment and tools</li> <li>• Management of correspondences i.e. receiving, identifying, classifying, indexing, arranging, distribution and storing of records</li> <li>• Facilitate appropriate access to information</li> <li>• Guiding all staff in the management of their records and use of the Fund's records management of the system</li> <li>• Ensure the registry is cleaned and fumigated regularly to rid of dust and pests that can destroy files and records</li> <li>• Timely response to internal and/or external information enquiries</li> <li>• Manage the delivery and distribution of mail to all stakeholders</li> <li>• Ensure proper management of archived and closed files, disposal and destruction procedures as provided by the Government Policy and procedures</li> <li>• Maintain, review and document records systems</li> <li>• Maintain records safety and access control measures</li> <li>• Supervise the digitization of the Authority's records</li> <li>• Maintain file records using file index and file movement register the Authority's records management system</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• Bachelors degree in Information Science Management/ Records Management/Knowledge Management or equivalent from a recognized Institution;</li> <li>• <i>Proficiency in computer applications.</i></li> <li>• Fulfilled the requirements of Chapter six of the Constitution of Kenya (2010)</li> </ul>
<b>JOB TITLE</b>	<b>SENIOR ASSISTANT OFFICE ADMINISTRATOR</b>
<b>Job Ref</b>	PCF/09/2022
<b>Job Purpose</b>	The role is responsible for ensuring all the support services in the Fund are fully operational and both external and internal customers are attended to including delivery of internal and external mail and correspondences. The position reports to the Deputy Director, Human Resource & Administration.
<b>Job Grade</b>	PCF7
<b>Terms of Service</b>	Permanent & Pensionable



<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Conduct inspection of office facilities and report on any equipment or electrical and mechanical systems that may require repairs;</li> <li>• Ensure that the offices are accessible during office hours or as needed;</li> <li>• Check and report on the cleanliness of office facilities and availability of convenient room supplies;</li> <li>• Monitor safety status of the premises by inspecting safety appliances to ensure they are well serviced.</li> <li>• Maintain and update a record of all incidents and related reports for purposes of decision making;</li> <li>• Manage office supplies (drinking water, beverages and other utilities)</li> <li>• Manage office protocol;</li> <li>• Ensure security of office records, documents and equipment;</li> <li>• Maintain an up to date filing system in the office;</li> <li>• Handle telephone calls;</li> <li>• Prepare responses to routine correspondence and process data;</li> <li>• Operate office equipment; and</li> <li>• Attend to visitors/clients and undertaking other administrative duties that may be assigned.</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• Minimum 4 years relevant work experience.</li> <li>• Diploma in Secretarial Studies, Office Administration, or its equivalent from a recognized institution.</li> <li>• Computer proficiency</li> <li>• Meet requirements of Chapter 6 of the Constitution of Kenya (2010)</li> </ul>
<b>JOB TITLE</b>	<b>DRIVER</b>
<b>Job Ref</b>	PCF/10/2022
<b>Job Purpose</b>	The position is responsible for driving staff to assigned duty stations, performing routine checks and maintenance of vehicles. The position reports to the Deputy Director, Human Resource & Administration.
<b>Job Grade</b>	PCF9
<b>Terms of Service</b>	Permanent & Pensionable

<b>No. of positions</b>	One (1)
<b>Job Specifications</b>	<ul style="list-style-type: none"> <li>• Carrying out routine checks on the vehicle’s cooling and oil systems, electrical system, tyre pressure and brakes;</li> <li>• Detecting and report malfunctioning of vehicle systems;</li> <li>• Maintaining work ticket;</li> <li>• Driving the vehicles as authorized;</li> <li>• Carrying out minor mechanical adjustments;</li> <li>• Ensuring security and safety of the vehicle on and off the road;</li> <li>• Maintaining safety of the passengers and/or goods therein;</li> <li>• Messengerial duties and</li> <li>• Maintaining cleanliness of the vehicle.</li> </ul>
<b>Person Specifications</b>	<ul style="list-style-type: none"> <li>• Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or its approved equivalent from a recognized institution;</li> <li>• At least three (3) years previous satisfactory driving experience after obtaining the driving license;</li> <li>• Valid driving license for any of the classes of vehicles which the candidate is required to drive;</li> <li>• Refresher course for drivers lasting not less than one (1) week every three (3) years from Kenya Institute of Highways and Building Technology or any other recognized institution;</li> <li>• First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;</li> <li>• Passed suitability test for Drivers Grade III</li> <li>• Valid Certificate of Good Conduct from the Kenya Police Service.</li> <li>• Meet requirements of chapter 6 of the Constitution of Kenya (2010)</li> </ul>
<p><b>GENERAL APPLICATION REQUIREMENTS</b></p> <p>Interested candidates, who must be Kenyan citizens, should submit their applications including copies of their academic and professional certificates, a copy of the National Identity Card or valid passport, an updated Curriculum Vitae (CV) detailing current position, qualifications, working experience, current and expected salary, an email address and a daytime telephone number. The CV should also include the email and telephone contacts of three (3) professional referees who can speak on your competence, character and integrity. All application must contain the</p>	

reference number and job title on the subject matter (on letter or email) and on the envelope

### **OTHER KEY REQUIREMENTS**

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

- a) A certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- b) A Clearance Certificate from the Higher Education Loans Board (HELB)
- c) A Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- d) Clearance certificates from the Ethics and Anti-Corruption Commission (EACC).
- e) A clearance Certificate from an Approved Credit Reference Bureau (CRB) in Kenya

### **APPLICATION**

Applications should be received on or before close of business **Tuesday 19<sup>th</sup> April 2022** via post/courier services, hand delivery or email to:

The Managing Trustee  
Policyholders Compensation Fund  
KWFT Center, 6<sup>th</sup> Floor  
Masaba Road - Upper Hill  
P O Box 24203 - 00100  
**NAIROBI**  
Email: [recruitment@pcf.go.ke](mailto:recruitment@pcf.go.ke)

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

*Only shortlisted candidates will be contacted.*