



2. Director, Corporate Services (FCA 2) – NIFC/CS/2/2025

a) Job Specifications

The Director Corporate Services is responsible for overseeing effective and efficient utilization and management of resources in the areas of finance, human resource & administration, and Information Communication Technology.

b) Job Descriptions

The following are the duties and responsibilities: –

- (i) Formulate and develop policies, plans and strategies in the functional areas of Finance, Information & Communication Technology, Corporate Communications and Human Resource & Administration;
- (ii) Ensure compliance with relevant laws, regulations and government circulars pertaining to employment and public finance;
- (iii) Oversee the selection and implementation of suitable technology systems to optimize service delivery;
- (iv) Champion value-for-money systems and model cost-effective measurement techniques for assessing the quality of output delivered by the Authority;
- (v) Champion financial prudence and discipline through financial accounting, planning, treasury management and budgetary controls;
- (vi) Coordinate with development partners and other external parties on all financial matters;
- (vii) Formulate and implement creative communications and public relations strategies;
- (viii) Promote a positive corporate image of the Authority;
- (ix) Manage corporate social responsibility programs, gauging their impact and ensure compliance with corporate citizenship policies;
- (x) Coordinate manpower planning, recruitment, placement, employee performance management, development and reward management at the Authority;
- (xi) Coordinate change in management programs at the Authority;
- (xii) Oversee the administration functions at the Authority; and
- (xiii) Monitor and report on performance progress and risk mitigation activities at the Directorate.

c) Person Specifications



The following are the recognized qualifications for appointment in this cadre: -

- (i) Bachelor's Degree in any of the following disciplines: human resource management, business administration, public administration, finance, commerce, Information Communication Technology or any other relevant qualification from a recognized institution;
- (ii) Master's Degree in any of the following disciplines: human resource management, business administration, public administration, finance, commerce, Information Communication Technology or any other relevant qualification from a recognized institution;
- (iii) Professional Qualification in the following fields as applicable: Certified Public Accountant (CPA (K)), Certified Secretary (CS (K)), Certified Financial Analyst (CFA), PG. Dip. HRM (K), ICT certification or any other relevant qualification;
- (iv) Membership to a professional body e.g., ICPAK, ICS, ICIFA, IHRM and any other relevant body;
- (v) At least twelve (12) years' relevant work experience with at least five (5) years' experience in a managerial role;
- (vi) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications; and
- (viii) Fulfil the requirements of chapter six (6) of the Constitution.

d) Key Competencies and Skills

- (i) Strategic thinking and operational leadership skills;
- (ii) Financial acumen and budget management;
- (iii) People management;
- (iv) Technology and digital transformation understanding;
- (v) Risk and compliance management;
- (vi) Project and change management
- (vii) Resource optimization and process improvement;
- (viii) Analytical and interpersonal skills;
- (ix) Communication and negotiation skills;
- (x) Stakeholder engagement; and
- (xi) Team player.

e) Terms of Service



NAIROBI INTERNATIONAL
FINANCIAL CENTRE

Contract for (5) five years renewable once, subject to performance and retirement age



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.