



## UNCLAIMED FINANCIAL ASSETS AUTHORITY

# CAREER OPPORTUNITIES

The Unclaimed Financial Assets Authority (UFAA) is a State Corporation established under the National Treasury pursuant to the Unclaimed Financial Assets Act No. 40 of 2011. The primary mandate of the Authority is to receive unclaimed financial assets from the holders of such assets on behalf of the Government, safeguard and re-unite the assets with their rightful owners.

UFAA invites applications from suitably qualified and experienced persons to fill the following positions:

### **1. General Manager, Reunification - UFAA Grade 2- Job Ref: UFAA/01/2022 - (1 Post)**

#### ***Job Purpose***

The General Manager, Reunification is responsible for the development and implementation of reunification strategies, policies, practices and other initiatives that will enhance reunification of unclaimed financial assets in accordance to the UFA Act 2011.

#### ***Duties and Responsibilities***

- i. Reviewing reunification activities, costs and Authority's operations in order to determine progress towards stated goals and objectives and taking the necessary steps to ensure that any deviations are immediately acted upon.
- ii. Developing strategies for locating and reuniting owners of Unclaimed Financial Assets.
- iii. Developing strategic alliances to strengthen collaborative partnerships and networks with relevant stakeholders in order to advocate, represent and influence policies for Unclaimed Financial Assets.
- iv. Developing and overseeing the implementation of claimants' awareness strategies.
- v. Undertaking long-term planning, including an initiative geared toward operational excellence.
- vi. Initiating and participating in Authority's performance reviews, reunification improvement process, as well as undertake special investigations aimed at improving Authority's effectiveness as a whole.
- vii. Developing and implementing a quality control framework.
- viii. Monitoring adherence to rules, regulations and procedures.
- ix. Developing strategies for further classification of Unclaimed Financial Assets.
- x. Developing procedures for appointing service providers in collaboration with the procurement department.
- xi. Ensuring improvement of the operational systems, processes and policies in support of Authority's mission - specifically, support better management reporting, information flow and management, business process and organizational planning.
- xii. Contributing to short and long-term organizational planning and strategy for the Authority.
- xiii. Developing and maintaining Risk Registers for the processes and operations.
- xiv. Ensuring safe custody of all the data and documents from holders held by the authority as well as claims document.
- xiv. Ensuring safe custody of all the data and documents from holders held by the authority as well as claims document.

---

### **Qualifications**

For appointment to this grade a candidate must have: -

- i. Bachelors Degree in Finance, Accounting, Commerce, Economics, Statistics or any Business-related field, from a recognized University.
- ii. Masters Degree in Finance, Accounting, Commerce, Economics, Statistics or any Business-related field, from a recognized University.
- iii. Professional qualification and membership where applicable.
- iv. At least twelve (12) years' work experience in Financial Services Sector.
- v. At least five (5) Years' experience must have been in senior management.
- vi. Leadership course lasting not less than four (4) weeks
- vii. Demonstrated results in work performance.
- viii. Proficiency in computer applications from a recognized institution.
- ix. Meets the provision of Chapter Six of Constitution.

### **Key Competencies, skills and attributes**

<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"><li>• Analytical and keen to details</li><li>• Report writing skills</li><li>• Proficiency in computer applications</li><li>• Good understanding of relevant Acts and regulations that affect the Authority</li></ul>	<ul style="list-style-type: none"><li>• Leadership skills</li><li>• Mentorship and coaching skills</li><li>• Supervision skills</li><li>• Team player</li><li>• Communication and presentation skills</li><li>• Problem solving skills</li><li>• Negotiation skills</li><li>• Good Inter-personal skills</li><li>• Self-motivated</li><li>• Ability to work under pressure.</li></ul>

## **2. General Manager, Internal Audit & Risk-UFAA Grade 2-Job Ref: UFAA/02/2022-(1 Post)**

### ***Job Purpose***

The position will be responsible for reviewing and evaluating budgetary performance, financial management, transparency and accountability mechanisms and processes at the Authority and also providing reasonable assurance through the audit committee on the state of risk management.

### ***Duties and Responsibilities;***

- i. Developing and managing an integrated internal audit function covering all the areas of the operations.
- ii. Reviewing and presenting to the Audit and Risk Committee of the Board flexible risk based annual audit plan for approval.
- iii. Reviewing the governance mechanism for transparency and accountability with regard to finance and asset of the entity.
- iv. Coordinating the conduct of risk based, value for money and systems audit.
- v. Preparing and submitting quarterly reports to the Chief Executive Officer and the Audit and Risk Committee of the Board summarizing the results of the audit activities.
- vi. Reviewing reports of programs implemented by the Corporation's to ascertain whether results are consistent with the established strategic objectives and goals and whether the operations or programs are being carried out as planned.
- vii. Providing secretarial services to the Audit and Risk Committee of the Board.
- viii. Coordinating the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by management and the Audit and Risk Committee of the Board.
- ix. Identifying areas of improvement and making appropriate recommendations. Formulating and coordinating the implementation of internal audit policies and strategies.
- x. Formulating and coordinating the implementation of internal audit policies and strategies;
- xi. Identifying areas that offer opportunities for improvement and make appropriate recommendations.
- xii. Reviewing the effectiveness of the financial and non-financial performance management system.
- xiii. Carrying out special audits and investigations (ad-hoc) as may be required from time to time and submit report of findings to the Authority.
- xiv. Performing consulting services beyond internal audit's assurance services to assist management in meeting its objectives.
- xv. Supporting the Board in the oversight of the development of the Authority's risk appetite and risk appetite framework.

### ***Qualifications***

#### ***For appointment to this grade, a candidate must have: -***

- i. At least twelve (12) years relevant working experience, five (5) of which must have been at a managerial or senior level in Auditing.
- ii. Bachelors Degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution.
- iii. Masters Degree in Business Administration or related disciplines;
- iv. CPA (K), or, CIA (K), or Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution.
- v. Be a Certified Information System Auditors (C.I.S.A) from a recognized institution.

- vi. Certificate in Strategic Leadership course lasting not less than four (4) weeks from a recognized institution.
- vii. Must be a member with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal auditors in good standing.
- viii. Proficiency in computer applications from a recognized institution and,
- ix. Meets the requirements of Chapter Six of the Constitution of Kenya.

### **Key Competencies, skills and attitudes**

<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>• Analytical and keen to details</li> <li>• Report writing skills</li> <li>• Proficiency in computer applications</li> <li>• Understanding of relevant Acts and regulations that affect the Authority</li> <li>• Understanding of the International Standards for the Professional Practice of Internal Auditing (Standards)</li> </ul>	<ul style="list-style-type: none"> <li>• Mentorship and coaching skills</li> <li>• Supervision skills</li> <li>• Team player</li> <li>• Communication and presentation skills</li> <li>• Problem solving skills</li> <li>• Negotiation skills</li> <li>• Inter-personal skills</li> <li>• Self-motivated</li> <li>• Ability to work under pressure.</li> </ul>

### **3. Manager, Primary Beneficiaries - UFAA Grade 3- Job Ref: UFAA/03/2022 - (1 Post)**

The Manager, Primary Beneficiaries is responsible for assisting in the development and implementation of reunification strategies, policies, practices and other initiatives that will enhance reunification of unclaimed financial assets in accordance to the UFA Act 2011.

#### ***Duties and Responsibilities***

- (i) Developing procedures for making a claim by persons with interest in any unclaimed financial assets held by the Authority.
- (ii) Providing leadership in locating and notifying owners of the unclaimed financial assets.
- (iii) Formulating processes and procedures of identifying possible reunification agents and approval requirements for the appointment of reunification agents.
- (iv) Initiating and participating in Authority's performance reviews, reunifications improvement processes, as well as undertake special investigations aimed at improving Authority's Reunification effectiveness.
- (v) Ensuring all necessary procedures of reunification are prompt, transparent and user friendly.
- (vi) Organizing forums to interact and educate holders and beneficiaries of unclaimed financial assets on their duties and obligations to raise public awareness in order to increase the reunification rate.
- (vii) Liaising closely with the holders of unclaimed financial assets on the processes to be followed in remitting unclaimed financial assets to the authority and identify areas of improvement in order to increase Reunification rate.

- (viii) Arranging for consultative forums between the Authority and authorized Reunification agents so as to have periodic reviews on Reunification processes and procedures aimed at increasing Reunification rate.
- (ix) Receiving and safeguarding the beneficiary's information submitted to the Authority by the holders and Reunification Agents.
- (x) Preparing unclaimed financial assets periodic and annual reports on Reunification status.

**Qualifications**

**For appointment to this grade an officer must have: -**

- (i) Bachelors Degree in Finance, Accounting, Commerce, Economics or any other Business related field, from a recognized University.
- (ii) Masters Degree in Finance, Accounting, Commerce, Economics or any other Business related field, from a recognized University.
- (iii) Proficiency in computer applications from a recognized institution.
- (iv) Professional qualification and membership where applicable.
- (v) Management course lasting not less four (4) weeks.
- (vi) At least ten (10) years' work experience 5 of which must be in management role.
- (vii) Meets the requirements of chapter six of the constitution.

**Key Competencies, skills and attributes**

Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> <li>• Analytical and keen to details</li> <li>• Report writing skills</li> <li>• Proficiency in computer applications</li> <li>• Good understanding of relevant Acts and regulations that affect the Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Mentorship and coaching skills</li> <li>• Supervision skills</li> <li>• Team player</li> <li>• Communication and presentation skills</li> <li>• Problem solving skills</li> <li>• Negotiation skills</li> <li>• Good Inter-personal skills</li> <li>• Self-motivated</li> <li>• Ability to work under pressure.</li> </ul>

**NOTE:** Terms of employment for General Manager, Reunification and General Manager, Internal Audit & Risk and Manager, Primary Beneficiaries positions are on contract. The details shall be stated in the appointment letters for successful candidates.

#### **4. Compliance Officers - UFAA Grade 6- Job Ref: UFAA/04/2022 - (5 Posts)**

##### ***Job Purpose***

The Job of Compliance and Reunification entails improving the operational systems, processes and policies in support of Authority's mandate of receiving and reunification of unclaimed financial assets specifically, support better management of reporting, information flow and management, business process and organizational planning.

**NOTE:** Officers employed under this category can be deployed either in Holder Compliance or Reunification Departments respectively.

##### **HOLDER COMPLIANCE Department**

An officer at this level may be deployed in any of the following functional areas: -

1. Banks and Saccos
2. Pensions and Insurances
3. Public Institutions & Others

##### ***Duties and responsibilities at this level will entail: -***

- i. Ensuring that all relevant information on unclaimed financial assets are submitted to the Authority and maintained and accessible in the database.
- ii. Implementation of unclaimed financial assets policies and standard operational procedures manuals.
- iii. Ensuring that holders of unclaimed financial assets surrender them to the Authority.
- iv. Carrying out inspection of unclaimed financial assets to ensure accurate reporting.
- v. Liaise with Holders Management department to ascertain all relevant information on unclaimed financial assets are submitted to the Authority.
- vi. Assisting with formulation and implementation of unclaimed financial assets policies and procedures.

##### **REUNIFICATION Department**

An officer at this level may be deployed in any of the following functional areas: -

1. Primary Beneficiaries
2. Secondary Beneficiaries

##### ***Duties and responsibilities at this level will entail: -***

- i. Supporting better management reporting, information flow and management, business process and organizational planning.
- ii. Reviewing reunification activities, costs and Authority's operations in order to determine progress towards stated goals and objectives and taking the necessary steps to ensure that any deviations are immediately acted upon.
- iii. Developing procedures for making a claim by persons with interest in any unclaimed financial assets held by the Authority.
- iv. Strengthening collaborative partnerships and networks with relevant stakeholders in order to advocate, represent and influence policies for Unclaimed Financial Assets.
- v. Implementation of holders' education and claimants' awareness strategies.
- vi. Implementing a quality control framework.
- vii. Monitoring adherence to rules, regulations and procedures.
- viii. Ensuring safety custody of all the data held by the Authority.

## **Qualifications**

For appointment to this grade a candidate must have: -

- i. Bachelors Degree in any of the following disciplines: Finance, Accounting, Commerce, Statistics, Law or any other Business related field;
- ii. Professional qualification and membership where applicable;
- iii. Proficiency in computer applications from a recognized institution;
- iv. Fulfill the requirements of Chapter 6 of the Constitution.

## **5. Internal Auditor and Risk Officer - UFAA Grade 6- Job Ref: UFAA/05/2022 Permanent and Pensionable(1 Post)**

### **Job Purpose**

Internal Auditor & Risk Officers are responsible for reviewing and evaluating budgetary performance, financial management, transparency and accountability mechanisms and processes at the Authority.

### **Duties and Responsibilities**

- i. Carrying out routine Audit tests as per audit programs.
- ii. Drafting audit reports on assignment for review with supervisor.
- iii. Verifications of payment documents as per approved procedures.
- iv. Checking maintenance of accurate accounting records.
- v. Conducting special audit assignments as assigned.
- vi. Undertake follow-up audits to determine whether agreed recommendations on the past reviews are being undertaken by the process owner; and
- vii. Participating in preparation of annual audit programme.

### **Qualifications**

For appointment to this grade, a candidate must have: -

- i. Bachelor's Degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution.
- ii. CPA (K), or, CIA (K), or Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution.
- iii. Be a Certified Information System Auditors (C.I.S.A) from a recognized institution. for Information System Auditors.
- iv. Be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal auditors or Information System Auditors Control Association (ISACA) and in good standing.
- v. Proficiency in computer applications from a recognized institution.
- vi. At least 3 years' work experience in financial auditing is an advantage.
- vii. Meet the provision of chapter six of the constitution.

## Key Competencies, skills and attributes

Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"><li>• Analytical and keen to details</li><li>• Report writing skills</li><li>• Proficiency in computer applications</li><li>• Understanding of relevant Acts and regulations that affect the Fund.</li><li>• Understanding of the International Standards for the Professional Practice of Internal Auditing (Standards)</li></ul>	<ul style="list-style-type: none"><li>• Communication and presentation skills</li><li>• Inter-personal skills</li><li>• Negotiation skills</li><li>• Problem solving skills</li><li>• Team player</li><li>• Ability to work under pressure</li></ul>

**NOTE:** Employment for Compliance Officers and Internal Auditor and Risk Officer positions are on permanent and pensionable terms.

### APPLICATION PROCESS

If you possess the above qualifications, please submit application quoting the Job Reference and Title accompanied by up-to-date curriculum vitae, indicating your current and expected remuneration and other benefits, academic and professional qualifications, work experience, your e-mail and telephone contacts. Your curriculum vitae should indicate name, phone numbers, postal and email addresses of at least three (3) referees who are familiar with your previous academic/work experience. Please attach copies of your educational, professional certificates, identity card or passport.

The applications should either be sent by Registered post, e-mail, or hand delivered to the Authority's offices located at **2nd Floor Pacis Centre, Westlands to be received on or before 28th June 2022 at 5:00 P.M.** addressed to:

**The Chief Executive Officer  
Unclaimed Financial Assets Authority  
P.O. Box 28235-00200**

**Nairobi**

**E-mail: [recruitment@ufaa.go.ke](mailto:recruitment@ufaa.go.ke)**

Applications without relevant qualifications, copies of required documents will not be considered. Please note that only shortlisted candidates will be contacted.

UFAA is "an Equal Opportunity Employer" Women and Persons with Disability are encouraged to apply. Canvassing of any form will lead to automatic disqualification.