

CAREER OPPORTUNITIES

The Nairobi International Financial Centre Authority (NIFCA) is a state corporation established under the Nairobi International Financial Centre Act of 2017 to manage the Nairobi International Financial Centre (NIFC). The NIFC has been established to create a more efficient and predictable operating environment in order to attract increased finance, investment, as well as support green growth and innovation. The NIFC framework provides firms with the conditions to flourish in Kenya and offers an efficient gateway into the Sub-Saharan Africa region.

Against this backdrop NIFCA is seeking to recruit the following qualified and competent staff to help achieve the aspirations of NIFCA to make Nairobi a regional financial hub.

No	Position	Grade	Ref no	Terms of service
1.	Chief Executive Officer	FCA 1	NIFC/CEO/1/2024	3 YEARS CONTRACT
2.	Deputy Director, Human Resources & Administration	FCA 3	NIFC/DDHRA/2/2024	5 YEARS CONTRACT
3.	Manager, Supply Chain Management	FCA 3	NIFC/DDSCM/3/2024	5 YEARS CONTRACT

Full details for these positions are available below and overleaf.

The successful candidates shall be required to provide the following documents before issuance of the offer letter in compliance with chapter six of the Constitution of Kenya 2010: Certificates of clearance from the Kenya Revenue Authority (KRA), Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Credit Reference Bureau (CRB) and a valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).

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), copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to: chairman@nifc.ke or physically to:

Chairman Board of Directors
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P.O. Box 30007-00100
Nairobi, Kenya

Please note:

- i. Applications must be received by **Wednesday 19th June 2024 at 5pm.**
- ii. 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.

1. Chief Executive Officer

Job Title	Chief Executive Officer
Grade	FCA 1
Job Purpose	
subject to the directions of the Board, be responsible for the day-to-day management of the Authority.	
Job Specifications	
<ul style="list-style-type: none"> i. Serve as the Accounting officer ii. Implement the provisions of the Act through the guidance of the board iii. Facilitate the preparation and implementation of the Authority's strategic and annual work plans; iv. Oversee the implementation of the Authority's policies and plans governing the Authority in liaison with the Board and other relevant authorities; v. Comply with the provisions of the Public Procurement & Disposal Act and Regulations; vi. Report on the status of compliance with relevant international financial obligations to which Kenya is a party; vii. Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya, 2010; viii. Provide leadership to staff and create a corporate environment that attracts, retains and motivates employees to perform ix. Provide leadership in the development of the Authority's programs; assure quality program and organizational stability through development and implementation of standards, controls, systems and procedures; and regular evaluation and performance management system; x. Develop and oversee efficient and effective strategies for recruitment, selection, retention and evaluation of staff; xi. Promote values and principles as spelt out in Articles 10 and 232 of the Constitution of Kenya, 2010 in the operations of the Authority; xii. Leverage on ICT for efficient service delivery; xiii. Leverage on communication in promotion of the Authority's Mandate; xiv. Provide the Strategic Direction of the Authority; xv. Serve as the spokesperson of the Authority; and xvi. Be responsible for stakeholder management and the enhancement of the corporate image of the Authority. 	
Person Specifications	
<ul style="list-style-type: none"> i. Masters Degree from a recognized Institution or any other equivalent qualification; ii. Bachelors Degree or any other equivalent qualification from a recognized Institution; iii. Have knowledge and experience of not less than fifteen (15) years of relevant work, with at least ten (10) years served in a managerial/leadership role; iv. Be a member of a recognized professional body where applicable and in good standing; v. Leadership course lasting not less than four (4) weeks; 	

vi.	Experience in Strategic Leadership Development and/or Corporate Governance;
vii.	Have a thorough understanding of public sector policy and reforms, corporate planning and relevant legislations;
viii.	Proficiency in Computer Applications; and
ix.	Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.
Skills & competencies	
i.	Broad knowledge of corporate governance, Public Finance Management, Procurement, labour laws and current industry related issues and trends at national, regional, and international levels;
ii.	Skills in people management and administration;
iii.	Excellent communication and presentation skills;
iv.	High level interpersonal and cross-cultural skills including ability to build alliances and collaborative relationships with sensitivity to diversity;
v.	Strong analytical skills;
vi.	Strategic and innovative thinking;
vii.	Ability to mobilize resources;
viii.	Strong leadership skills; and
ix.	Negotiation skills.
Remuneration	
Basic salary between Kshs. 420,000 to 620,000 per month	

2. Deputy Director, Human Resources & Administration

Job Title	Deputy Director, Human Resource & Administration
Grade	FCA 3
Directorate	Corporate Services
Department	Human Resource and Administration
Job Purpose	
The Job shall be responsible for the planning, directing and executing human resources strategies, policies and programmes.	
Job Specifications	
i.	Providing guidance in the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
ii.	Ensuring implementation of Terms and Conditions of service for the Authority; coordinating organizational development and job reviews;
iii.	Managing staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Authority;
iv.	Monitoring the implementation of performance management systems; analysing the staffing levels in the Authority and recommending proposals for succession planning and proper deployment;



v. Coordinating the development and implementation of grievance handling mechanisms;
vi. Initiating best practices in the management of human resource function;
vii. Championing change management programmes in the Authority;
viii. Monitoring and evaluating the effectiveness of training and development programmes; and
ix. Leading the Authority in formulating and implementing efficient Performance Management Systems.
Person Specifications
i. A minimum period of ten (10) years relevant work experience and at least five (5) years in a senior management role in comparable and relevant position;
ii. Have a Bachelors degree in any of the following disciplines: Human Resource Management or equivalent qualifications from a recognized institution;
iii. Have a Masters degree in any of the following disciplines: Human Resource Management, Administration, Business Administration, qualifications or equivalent qualification from recognized institution;
iv. Attended a Management Course or its equivalent lasting not less than four (4) weeks;
v. Membership of the Institute of Human Resource Management in good standing
vi. Proficiency in computer applications;
vii. Demonstrated results in work performance;
viii. Good communication skills,
ix. Meet the provision of Chapter Six of Constitution.
Key competencies and skills
i. Strategic and analytical skills
ii. Leadership and planning skills
iii. Proficiency in writing, communication, and reporting skills
iv. managerial skills and ability to lead teams;
v. Mentoring and coaching skills;
vi. Interpersonal skills; and
vii. Team player
Remuneration
Basic salary between Kshs. 231,100 to 337,300 per month

3. Manager, Supply Chain Management

Job Title	Manager, Supply Chain Management
Grade	FCA 3
Department	Supply Chain Management
Reporting Relationship	
Reports to	Chief Executive Officer
Job Purpose	
	Assist the Authority to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.
Job Specifications	



- i. Developing and coordinating the preparation of annual procurement and disposal plans and their implementation;
- ii. Coordinating procurement and disposal activities in the Authority;
- iii. Preparing contract documents for goods, works and services;
- iv. Custodian of contract documents;
- v. Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- vi. Providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets;
- vii. Coordinating disposal of assets activities;
- viii. Providing professional advice on procurement of goods, works and services and disposal of assets;
- ix. Preparing statutory reports to PPRA; and
- x. Reviewing procurement needs of the Authority.

Requirements for Appointment

- i. Have ten (10) years relevant work experience in public or private institution five (5) of which should have been in a management role;
- ii. Have Bachelors Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- iii. Have Master's Degree in Supply Chain Management, logistics or equivalent qualification from a recognized institution;
- iv. Have Diploma in Supplies Management or its equivalent qualification from a recognized institution;
- v. Be a member of professional body either KISM or CIPS in good standing;
- vi. Proficiency in computer applications;
- vii. Have a management course lasting not less than four (4) weeks from a recognized institution;
- viii. Have Demonstrated results in work performance; and
- ix. Fulfill the requirements of Chapter Six of the Constitution.

Key competencies and skills

- i. Strong analytical skills;
- ii. Communication skills;
- iii. Strategic and innovative thinking;
- iv. Strong interpersonal skills;
- v. Ability to mobilize resources; and
- vi. Negotiation skills.

Remuneration

Basic salary between Kshs. 231,100 to 337,300 per month