



REPUBLIC OF KENYA

FINANCIAL REPORTING CENTRE

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

DIRECTOR GENERAL

Vacancy No. FRC/1/2017

Number of Posts: One (1)

Description

The Director General is the Chief Executive Officer of the Financial Reporting Centre (FRC) responsible for overseeing the effective implementation and compliance of domestic and international Anti – Money Laundering (AML)/Combating the Financing Terrorism (CFT) laws and objectives by Reporting Institutions in Kenya. The Director General is the Secretary to the Anti-Money Laundering Advisory Board (AMLAB).

Duties and Responsibilities

- Formation and development of an efficient and performance driven administration
- Control and maintenance of discipline of staff
- Taking all decisions of the Centre in the exercise, discharge and performance of the Centre's objectives, powers, functions and duties
- Oversee the overall administration and management of the FRC, including operational, fiscal and strategic matters
- Oversee the preparation of monthly and annual financial statements, budgets, check's and protocols, including accountability
- Ensure compliance with domestic and international AML/CFT laws and standards by Reporting Institutions
- Establish, implement and supervise policies and procedures throughout the FRC to ensure that the institution is effective and efficient in identifying and detecting non-compliance with regulatory requirements
- Establish and maintain strong relationships with key stakeholders to promote an effective and synchronized approach to AML/CFT compliance in Kenya
- Facilitate collaboration and cooperation with regional and global institutions involved in AML/CFT compliance through effective exchange of information and system integration as necessary
- Utilise data analysis systems and methodologies to support monitoring and evaluation of information received from Reporting Institutions;
- Report to the AMLAB on progress in implementation of the objectives of the institution, its operations, identified control weaknesses and resolution planning.
- Ensuring the Centre's control systems are effective at all times

Requirements for Consideration

For consideration for appointment to this position, applicants must have the following:

a) Qualifications

- A degree in law, public administration, management, international relations, economics or finance from a recognized institution.
- A Master's degree in law, public administration, management, international relations finance, or economics will be an added advantage

b) Experience

- At least ten years work experience in the relevant field, of which at least three, shall be in senior management
- Experience in law, public administration, management, international relations, economics or finance, business management planning, personnel management and financial oversight.
- Excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to manage and supervise staff at all levels.
- Effective decision making, problem solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Demonstrated proficiency in data analytics
- Experience in developing compliance testing policies and standards.

c) 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.

Interested applicants who meet the above requirements are advised to submit their applications via email to the email address info@amlab.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 **7th April 2017 at 1700Hours.**

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 information visit our website <http://www.frc.go.ke>