



CAREER OPPORTUNITY

JOB TITLE: DIRECTOR, CORPORATE SERVICES (JOB GRADE 2)

About ICIFA

The Institute of Certified Investment and Financial Analysts (ICIFA) is the only professional body mandated to regulate the Investment and Financial Analysis profession in Kenya. ICIFA registers and licenses Certified Investment and Financial Analysts (CIFAs) both in private and public practice under the Investment and Financial Analysts Act (No.13 of 2015).

Vision: The leading institute for investment and finance professionals

Mission: To promote excellence and professionalism amongst its members and the financial industry.

Job Summary:

The Director, Corporate Services will report to the CEO.

Duties and responsibilities of the Director, Corporate Services will entail:

a) Job Purpose

The Director, Corporate Services provides strategic leadership and advice to ensure optimal utilization and management of ICIFA's resources in the functional areas of Finance and Accounts; Human Resource Management and Administration, Corporate Communication; and ICT.

b) Job Specifications

- i. Coordinating the development and implementation of administrative policies, strategies and programmes of the Institute;
- ii. Overseeing the implementation of all necessary accounting standards and requirements;
- iii. Analyzing and making recommendations related to all major financial and business decisions;

- iv. Overseeing the forecasting and planning of the needs of Finance and Accounts; Human Resource Management and Administration, Corporate Communication; and ICT functions in order to achieve strategic objectives of the directorate;
- v. Overseeing the implementation of Finance, Human Resource Management regulations and circulars as issued from time to time by the relevant authorities;
- vi. Overseeing the preparation, implementation and monitoring of the Budget;
- vii. Managing the Institute's financial investment and assets;
- viii. Overseeing the overall administration, planning, coordination and execution of all corporate communications functions and promotional activities;
- ix. Ensuring the preparation and interpretation of financial statements, management accounts and reports;
- x. Coordinating general administrative services of the Institute and ensuring prudent utilizations of resources;
- xi. Providing leadership in Human Resource Management, including succession management, and administration and property management functions the Institute;
- xii. Spearheading change management programmes in the Institute;
- xiii. Ensuring compliance with statutory obligations and requirements; and
- xiv. Supervising, mentoring and coaching staff.
- xv. Carrying out any other relevant duties and responsibilities as may be assigned by Management.

c) Person Specifications

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

- i. At least fifteen (15) Years cumulative relevant work experience, five (5) of which must be at senior management level in a reputable organization.
- ii. Bachelors degree in any of the following: Finance, Commerce, Business Administration, Human Resource Management, Accounting, Marketing, Communication, Public Administration, Public Relations, or equivalent qualification from a recognized institution.
- iii. Masters degree in any of the following: Business Administration, Accounting, Finance, Human Resource Management, Marketing, Strategic Management, Public Relations, Public Administration or equivalent qualification from a recognized institution.
- iv. Undertaken a relevant leadership course from a recognized institution.
- v. Relevant professional qualifications. Members of ICIFA, ICPAK and ICS in good standing will have an added advantage.
- vi. Shown Merit and ability in work performance.

- vii. Proficiency in computer applications.
- viii. Ability to work with and supervise multigenerational staff; and
- ix. Evidence to show compliance with the requirements of Chapter Six of the Constitution.

Applications details:

Applicants should submit their applications (including scanned copies of academic and professional certificates, testimonials, updated detailed CV and cover letter) in PDF format indicating expected remuneration to the following email address: **hr@icifa.co.ke** by **Friday, 31st October 2025** at **5.00 p.m.**

Only shortlisted candidates will be contacted. Canvassing will lead to disqualification.