



CAREER OPPORTUNITY

JOB TITLE: PRINCIPAL COMPLIANCE OFFICER (JOB GRADE 4)

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:

Duties and responsibilities of the Principal Compliance Officer will entail:

i. Surveillance & Enforcement

- Enforcing the provisions of the Investment and Financial Analysts Act (No.13 of 2015)
- Liaising with other relevant agencies in respect to compliance and enforcement;
- Initiating the development of guidelines and procedures for compliance;
- Conducting inquiry on complaints with regard to any professional misconduct;
- Prepare procedure for compliance;
- Conducting compliance checks;
- Monitoring compliance with professional, quality assurance and other standards published by the Council for observance by the members of ICIFA.

ii. Person Specifications

- At least eight (8) years relevant working experience, three (3) years of which must have been in a supervisory role.
- Bachelor's degree in any of the following disciplines: - Commerce, Finance, Business Administration/Business Management (Accounting/Finance Option) or equivalent qualifications from a recognized institution

- Master's degree in any of the following disciplines: Commerce, Finance, Business Administration/Business Management (Accounting/Finance Option) or equivalent qualifications from a recognized institution
- Attended a management course lasting not less than four (4) weeks from a recognized institution.
- Registered by a relevant professional body/ society where applicable. ICIFA Membership is an added advantage.
- Proficiency in computer applications.
- Meet the requirements of Chapter 6 of the Constitution of Kenya

Functional Skills, Behavioral Competencies and Attributes:

- Leadership skills;
- Strategic management skills;
- Problem-solving skills;
- Conflict management skills;
- Communication skills;
- Interpersonal skills;
- Organizational skills;
- Negotiation skills;
- Team building; and Analytical skills.

Behavioral competencies/Attributes

- Critical thinking;
- Strategic thinking;
- Ability to work under pressure;
- Knowledge of statistical software for data entry, analysis, extraction and reporting;

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, 13th December 2024** at **5.00 p.m.**

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