

## Assistant Director, Research & Innovation

Gross salary: Consolidated (KDIC Scale 4)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

### **a) Duties and responsibilities will entail:**

- i. Coordinate formulation, implementation and review of policies, procedures, strategies and framework relating to the Corporation's policy and research;
- ii. Design and lead research and development programs and projects across the
- iii. Corporation's strategic priorities – ensuring that objectives are delivered in time.
- iv. Coordinate research, analysis and policy formulation in areas related to deposit insurance, bank examination and resolution of troubled banks/ institutions;
- v. Coordinate research, studies, surveys, and benchmarking to ensure adoption of best practices and emerging trends on matters relating to the Corporation's mandate and dissemination of research findings and recommendations to the stakeholders;
- vi. Coordinate collaborations and partnerships with member institutions (Banks), financial safety-net players, strategic and development partners, Government agencies, private sector and any other relevant stakeholders aimed at strengthening the research and policy to inform adoption of best practices and the attainment of the Corporations' mandate of deposit insurance, Bank Examination and prompt resolution;
- vii. Coordinate development, implementation and review of strategies for identification of emerging global trends and inform topical areas for research;
- viii. Lead in the development and implementation of corruption prevention and mitigation strategies in the Unit;
- ix. Provide oversight of all activities and manage the day-to-day operations for a smooth functioning and efficiency of the Policy and Research Unit;
- x. Coordinating the formulation and implementation of targeted research initiatives and activities to support policy and decisions for a stable financial sector;

- xi. Maintaining linkages, partnerships, collaboration, and cooperation with relevant stakeholders for information sharing, and participation in research activities;
- xii. Overseeing the publication and dissemination of research findings and recommendations as well as policy briefs as may be appropriate;
- xiii. Overseeing the application of research findings in policy formulation and other decision making in the Corporation;
- xiv. Planning, implementation, monitoring, evaluation, and reporting of research projects;
- xv. Implement Board resolutions and audit recommendations relating to Unit;
- xvi. Keep up to date with key developments in policy and research on deposit insurance and resolution matters as well as on global trends.
- xvii. Develop and implement research methodologies and techniques to be adopted in various research projects in the Corporation;
- xviii. Coordinate conservation, harnessing and dissemination of knowledge and information on Corporations mandate and activities;
- xix. Appraise the direct reports in the Policy and Research Unit;
- xx. Lead change management and business process re-engineering programs in the Policy and Research Unit;
- xxi. Oversee the development, implementation and review of performance management system to monitor, evaluate, report and reward performance in line with agreed performance targets and service standards of the Unit;
- xxii. Lead in development, implementation, monitoring and review of the Unit annual budgets, corporate annual work plan, annual consolidated procurement and disposal plan, annual performance contract and the Unit's periodic reports;
- xxiii. Coordinate implementation, monitoring and review of Quality Management Systems and other ISO Standards for process improvement and enhanced service delivery in the Unit;
- xxiv. Lead supervision, coaching, mentoring, training and development of all staff to ensure an efficient and motivated team in Unit;
- xxv. Coordinate implementation, monitoring, and review of risk management policy and framework that ensures the Unit has a robust system and processes of accountability, enterprise risk management and business continuity;
- xxvi. Coordinate development, implementation and review of the citizen service delivery charter for the Unit to enhance accountability and transparency in service delivery to stakeholders;

- xxvii. Coordinate resolution of public complaints and processing of requests for access to information from the Unit to enhance public confidence in relation to the Corporation mandate.
- xxviii. Lead in the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives in the Unit;
- xxix. Coordinate the dissemination of research finding as part of the public awareness, stakeholder management/engagement and financial literacy education initiatives.
- xxx. Oversee implementation and enforcement of internal control systems within the Unit;

**b) Requirements for Appointment;**

- i. At least eight (8) years relevant work experience five (5) of which should have been at a Managerial level;
- ii. Bachelors' Degree in any of the following fields: Economics, Statistics, Economic in Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- iii. Masters' degree in the same fields will be added advantage.
- iv. Leadership Course from a recognized institution is an added advantage;
- v. Membership of relevant professional body where applicable;
- vi. Proficiency in Computer Applications; and
- vii. Meets the provisions of the Chapter 6 of the Constitution of Kenya 2010.