

Assistant Director, Risk and Bank Examination

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 and review of policies, guidelines, procedures and tools for the on-site and off-site examination of all commercial and microfinance banks licensed by Central Bank of Kenya for early detection of potential distress;
- ii. Coordinate the implementation and review of strategies, guidelines and procedures for undertaking stress testing for all commercial and microfinance banks licensed by Central Bank of Kenya for early detection of potential distress;
- iii. Develop strategies, methodologies and guidelines for provision of incentives for sound risk management to commercial and microfinance banks licensed and regulated by the Central Bank of Kenya;
- iv. Supervise the implementation and review of policies, strategies, guidelines, procedures, tools and frameworks to enhance financial soundness and risk minimization in the banking system, to trigger early detection of financial distress, and initiate timely intervention and corrective action for protection of depositors' interests;
- v. Coordinate the implementation and review of policies, strategies, procedures, guidelines and models, for Systemic Impact Assessment of bank failure, in the country and across the region, to plan prompt resolution of problem banks;
- vi. Supervise the development, implementation and review of policies, strategies, procedures, guidelines and models, for Viability Assessment for commercial and microfinance banks licensed and regulated by the Central Bank of Kenya, their subsidiaries and related parties, in the country and across the region, and outline prompt resolution plans for problem banks;
- vii. Coordinate development, implementation and review of policies, strategies, procedures and guidelines for financial crisis preparedness and management for commercial and microfinance

banks licensed and regulated by the Central Bank of Kenya, and financial sector regulators, in the country and regional agencies;

- viii. Supervise the development, implementation and review of policies, strategies, procedures and guidelines, for Bank Resolution Planning for commercial and microfinance banks licensed and regulated by the Central Bank of Kenya, their subsidiaries and related parties, in the country and across the region for prompt resolution of problem banks;
- ix. Coordinate the development, implementation and review of policies, strategies, procedures, guidelines and collaboration agreements for Resolvability Assessment of commercial and microfinance banks licensed and regulated by the Central Bank of Kenya, their subsidiaries and related parties;
- x. Coordinate development, implementation and review of strategies to leverage innovation, technology and business process re-engineering to enhance service delivery to stakeholders and address emerging global trends in bank examination and risk management;
- xi. Coordinate implementation and review of policies, strategies, guidelines and procedures for identification of emerging global trends and risks, and offer strategic direction on bank risk minimization in the country and regional agencies;
- xii. Coordinate the planning, organization and implementation of on-site and off-site examination schedules and work plans for commercial and microfinance banks,
- xiii. Manage the preparation and subsequent access of relevant bank examination reports, and use of findings to advise policy and guidelines;
- xiv. Implement procedures, tools and work plans for the on-site and off-site examination of all commercial and microfinance banks licensed by Central Bank of Kenya;
- xv. Guide in the calibration and parameterization of premium assessment models and methodologies;
- xvi. Coordinate stress testing of all commercial and microfinance banks;
- xvii. Implement training and capacity-building programs on crisis preparedness, management, and spearhead crisis simulation exercises for the Corporation, financial sector regulators and regional agencies;
- xviii. Supervise the development, implementation and review of guidelines for data and information sharing, and collaboration agreements by financial safety-net players, strategic and development partners to foster financial stability in the country;

- xix. Supervise monthly, quarterly and annual Data Analysis and Reporting of the financial performance of all commercial and microfinance banks licensed by the Central Bank of Kenya;
- xx. Implement policies and procedures for dispute and complaint resolution to protect the interests and reputation of the Corporation in the execution of risk minimization and prompt resolution mandate;
- xxi. Implement data protection and management processes and guidelines in line with approved policies;
- xxii. Implement procedures for risk-based assessment, rating and reporting of all commercial and microfinance banks licensed by the Central Bank of Kenya;
- xxiii. Articulate the Corporation's mandate in stakeholders' forums held to discuss industry topical issues including assessment tools, models, reports, crisis preparedness and management;
- xxiv. Coordinate all activities and manage the day-to-day operations for the smooth functioning and efficiency of the Department;
- xxv. Develop and review the Department's strategic objectives;
- xxvi. Manage the implementation and review of performance management systems to monitor, evaluate, report and reward performance in line with agreed performance targets and service standards of the Department;
- xxvii. Draft policy proposals on all matters related to Bank Examination and prompt resolution of troubled banks to inform and advise the Deputy Director as appropriate;
- xxviii. Implement strategies for effective collaborations and partnerships with commercial and microfinance banks licensed and regulated by the Central Bank of Kenya, financial safety-net players, strategic and development partners, Government agencies, the private sector and any other relevant stakeholders aimed towards adoption of best practice;
- xxix. Implement Board resolutions relevant to the Department;
- xxx. Draft responses and coordinate the implementation of internal and external audit recommendations for the Department;
- xxxi. Provide regular reports and updates to the Deputy Director, Bank Examination on matters related to the Department;
- xxxii. Appraise the performance of direct reports in the Department;
- xxxiii. Draft position papers on the Corporation's mandate for the Financial Sector Regulators' Forum, Financial Sector Crisis Management Committee and other relevant forums;

- xxxiv. Implement change management and business process re-engineering programs in the Department;
- xxxv. Manage the development, implementation, review and enforcement of effective internal monitoring and control systems to support the Department's operations;
- xxxvi. Supervise the development, implementation, monitoring and review of the Department's annual budgets, annual work plan, annual procurement and disposal plan, annual performance contract and the Department's periodic reports;
- xxxvii. Manage resolution of public complaints and processing of requests for access to information from the Department to enhance public confidence in relation to the Corporation's mandate.
- xxxviii. Develop, monitor and review Quality Management Systems, Information Security Management Systems, risk management and other ISO Standards for process improvement and enhanced service delivery in the Department;
- xxxix. Draft procedures for harnessing, conservation, and dissemination of knowledge and information on Bank Risk minimization and prompt resolution;
 - xl. Supervise the development, implementation and review of the Department's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders;
 - xli. Implement corruption prevention and mitigation strategies in the Department;
 - xlii. Implement principles of Corporate Governance, relevant national policies, guidelines and directives in the Department; and
 - xliii. Manage supervision, coaching, mentoring, training and development programs for all staff to ensure an efficient and motivated team in the Department.
- xliv.

b) Requirements for Appointment;

For a candidate to be appointed to this grade they must have:

- i. At least eight (8) years relevant work experience, five (5) years of which must have been in a managerial role;
- ii. Bachelor's Degree in Commerce, Finance, Economics, Actuarial Science, Business Information Technology, Business Management, Business Administration or equivalent from a recognized institution;

- iii. Masters' degree in the same fields is added advantage.
- iv. Professional qualification in accounting, risk management, actuarial science, financial analysis, or fraud examination
- v. Management course from a recognized institution is added advantage.
- vi. Proficiency in computer applications;
- vii. Professional membership in either the Institute of Certified Public Accountant of Kenya (ICPAK), Global Association of Risk Professionals (GARP), Institute Certified Investment and Financial Analysts (ICIFA), Institute of Risk Management (IRM), Chartered Financial Analysts (CFA), Association of certified Fraud Examiners (ACFE), Professional Risk Managers' International Association (PRMIA), Institute of Internal Auditors (IIA), Information Systems Audit and Control Association (ISACA), CRM or Actuarial Society;
- viii. Professional qualification in accountancy, risk management, financial analysis, fraud examination, internal audit, information technology or actuarial science