

Principal Bank Resolution Officer,

Gross salary: Consolidated (KDIC Scale 5)

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. Facilitate take - over of all assets, liabilities and businesses of distressed banks and financial institutions as the sole and exclusive receiver/ appointed liquidator;
- ii. Implement agreed action plans for timely collection of debts and disposal of the assets for the benefit of depositors and creditors of banks in receivership and financial institutions under liquidation;
- iii. Implement agreed activities in order to preserve the assets of banks placed in receivership and minimize financial loss;
- iv. Coordinate and conduct financial crisis simulation exercises and prepare progress reports on adequacy of the financial crisis framework;
- v. Maintain custody of ownership documents of all assets and records of banks in receivership, financial institutions under liquidation and wound-up financial institutions to ensure safety and facilitate timely realisation for the benefit of the depositors and creditors;
- vi. Compile and consolidate investment proposals to ensure timely investment of funds for banks in receivership and institutions under liquidation in compliance with developed policies, guidelines and procedures in order to preserve the value of the banks and increase the pay-out to depositors and creditor;
- vii. Undertake approved activities in support of the selected optimal resolution option which minimizes financial loss to the Deposit Insurance Fund;
- viii. Implement approved policies, guidelines, procedures and frameworks for disposal of subsidiaries and other assets of banks and financial institutions under resolution and wound-up institutions;

- ix. Implement approved policies, guidelines, procedures and frameworks to manage residual assets of wound-up institutions for the benefit of the Deposit Insurance Fund;
- x. Coordinate business process re-engineering activities leveraging on technology to enhance service delivery to depositors and creditors;
- xi. Maintain the core banking and other operating systems for assigned banks in receivership for data confidentiality, integrity and availability;
- xii. Develop winding up checklists and coordinate winding up process of identified financial institutions in line with approved policies, guidelines, procedures and frameworks;
- xiii. Carry out identified Alternative Dispute Resolution activities to enhance loan collections, minimize running costs and ensure effective and efficient receivership process and fast-track liquidation process for the benefit of depositors and creditors of banks in receivership and institutions under liquidation;
- xiv. Ensure compliance with developed performance management system to monitor, evaluate, report and reward performance in line with agreed performance targets and service standards of the Corporation and
- xv. Implement and undertake review of the approved risk management policy to ensure the unit has a robust system and processes of accountability, enterprise risk management and business continuity;
- xvi. Review submitted documents to facilitate execution, discharge and release of securities for fully settled debts for banks in receivership, institutions under liquidation and wound-up institutions;
- xvii. Generate proposals for payments of protected deposits and additional payments to depositors/ creditors and ensure timely processing;
- xviii. Ensure compliance with developed financial, accounting policies, relevant laws and regulations for timely reporting for assigned banks in receivership and institutions under liquidation;
- xix. Review proposals for disposal of assets of fully wound-up institutions;
- xx. Facilitate the process of collection of witness statements for key court matters for banks in receivership and institutions under liquidation to facilitate recoveries for the benefit of depositors, creditors and the Corporation;

- xxi. Ensure compliance with developed financial, accounting policies, relevant laws and regulations for timely reporting for assigned banks in receivership, institutions in liquidation and wound-up institutions;
- xxii. Implement and ensure compliance with the approved framework of engagement and evaluation of service providers in furtherance of the directorate's objective of increase in debt recovery rate for banks in receivership and institutions under liquidation;
- xxiii. Provide information required to evaluate progress in implementation of Board resolutions and audit recommendations for the unit;
- xxiv. Supervise and facilitate training and development of direct reports staff to ensure an efficient and motivated team;
- xxv. Appraise the direct reports;
- xxvi. Generate and compile information and data required for presentation to relevant financial sector committees articulating the Corporation's mandates of receivership, liquidation and winding up;
- xxvii. Review revenue, expenditure, assets and liabilities reports of the assigned banks in receivership and institutions in liquidation to enhance their liquidity, value preservation and ensure their sustainability;
- xxviii. Coordinate activities to support in management of assets of fully wound-up institutions for the benefit of the Corporation;
- xxix. Coordinate provision of information for identified research areas relating to relating to banks receivership, liquidation and winding up processes;
- xxx. Implement and facilitate review of identified commitments in the citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders;
- xxxi. Resolve public complaints and coordinate processing of requests for access to information to enhance public confidence in relation to the receivership, liquidation and winding up processes;
- xxxii. Provide information to facilitate preparation and review of the unit's annual work plan and annual performance contract in line with the directorate's objectives and
- xxxiii. Ensure compliance with Quality Management Systems and other ISO Standards for process improvement and enhanced service delivery in the directorate.
- xxxiv. Responsible for collection of loans and other debts for assigned banks in receivership, institutions in liquidation and wound-up institutions;

xxxv. Transfer surplus funds for wound-up institutions to the Deposit Insurance Fund

b) Requirements for Appointment;

- i. At least eight (8) years' work experience in financial reporting or analysis, risk management, forensic or fraud investigation, actuarial analysis, financial reporting;
- ii. Bachelor's Degree in Commerce, Banking, Finance, Economics, Business Administration or an equivalent qualification from a recognized institution
- iii. Masters' degree in Commerce, Banking, Finance, Economics, Business Administration or an equivalent qualification from a recognized institution will be added advantage;
- iv. Professional qualification in Commerce, Banking, Finance, Economics, Business Administration or an equivalent from a recognized Professional body;
- v. Membership to a relevant professional body;
- vi. Supervisory course from a recognized institution will be an added advantage;
- vii. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010