



UNCLAIMED FINANCIAL ASSETS AUTHORITY

CAREER OPPORTUNITY

The Unclaimed Financial Assets Authority (UFAA) is a State Corporation established under the National Treasury pursuant to the Unclaimed Financial Assets Act No. 40 of 2011. The primary mandate of the Authority is to obtain unclaimed financial assets from the holders of such assets on behalf of the Government, safeguard and re-unite the assets with their rightful owners.

UFAA invites applications from suitably qualified and experienced persons to fill the following position:

CORPORATION SECRETARY/HEAD OF LEGAL - Job Ref: UFAA/01/2020

Purpose of the job

The Corporation Secretary is responsible for ensuring compliance with the Constitution, statutory requirements and establishing risk management procedures to prevent and mitigate against governance and legal risks, fulfilment of contractual obligations, as well as advising on all corporate governance matters.

Duties and Responsibilities

- Advise the Board and Management on all corporate governance matters duly guided by the Constitution, statutes (**in particular the Unclaimed Financial Act, 2011**) and the Mwongozo Code on Corporate Governance for State Corporations
- Organise Board and Board Committee Meetings in consultation with the Board
- Prepare Board Minutes and Resolutions and ensure the implementation of all Board Resolutions with due regard to guiding statutes where applicable
- Board Management including induction, training and development of Directors
- Maintain custody of the corporation seal and account to the Board for its use
- Maintain custody of corporate records relating to the Authority as recommended under the Mwongozo Code on Corporate Governance for State Corporations
- Deliver high level governance and legal strategy to enable the Authority meet its strategic objectives
- Support the long-term growth of the Authority by providing pragmatic and effective legal advice to the Board and Management
- Draft and review contracts, memoranda of understanding, and all other legal agreements to which the Authority is party
- Advise the Board, Management and staff of relevant legal and statutory developments that have a bearing on the industry and the Authority's operations in a timely and responsive manner.
- Provide legal opinions to the Board and Management and personnel regarding legal questions, case management, personnel problems and recommend appropriate courses of action;
- Identify potential governance, legal and regulatory risks and determine appropriate mitigation measures;
- Liaise with all divisions to establish appropriate checks and balances to facilitate verifiable review of contracts to mitigate potential legal risks;
- Provide robust professional and timely representation for the Authority before courts, administrative tribunals and commissions in the defence/prosecution of litigation or matters filed by or against the Authority (including all areas of regulatory enforcement);

Qualifications

- Bachelor of Laws degree (LLB) from an institution recognised by the Commission for University Education
- Master's degree in Law or Business Administration or any related field from an institution recognised by the Commission for University Education
- Advocate of the High Court of Kenya
- Member of the Law Society of Kenya in good standing
- Member of Institute of Certified Public Secretaries of Kenya (ICPSK) in good standing
- Possess a minimum of 10 years' relevant experience with 7 years in both the company secretarial services and legal fields

Competencies/Knowledge & other attributes:

Conversant with the laws of Kenya; skills in advocacy; sound interpersonal and communication skills; demonstrable analytical skills; tact and diplomacy; negotiation skills; and demonstrable proficiency in the use of ICT.

Terms and Conditions

Appointments will be for a contractual period of three (3) years renewable subject to satisfactory performance, and successful candidates will be offered a competitive remuneration package.

APPLICATION PROCESS

If you possess the above qualifications, please write quoting the **Job Reference and Title on the application letter** accompanied by an up-to-date curriculum vitae, indicating your current and expected remuneration and other benefits, academic and professional qualifications, work experience, your e-mail and telephone contacts. Your curriculum vitae should indicate names, phone numbers, postal and email addresses of at least two (2) referees who are familiar with your previous academic/work experience. Please attach copies of your educational, professional certificates, identity card or passport.

Applicants should also attach clearances from: Kenya Revenue Authority; Higher Education Loans Board; Credit Reference Bureau; Ethics & Anti-Corruption Commission and Police Clearance Certificate from Directorate of Criminal Investigations.

The applications should be sent by email to be received on or before **4th August, 2020 at 5:00 P.M.** addressed to:

Chief Executive Officer
Unclaimed Financial Assets Authority
P.O. Box 28235-00200
Nairobi
E-mail: recruitment@ufaa.go.ke

Applications without relevant qualifications and copies of required documentation will not be considered.

UFAA is "an Equal Opportunity Employer": Women and Persons with Disability are encouraged to apply. Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted.