

CHIEF EXECUTIVE OFFICER VACANCY

LAPFUND is a State Corporation established under the Local Authorities Provident Fund Act Cap.272 as a Retirement Benefits Scheme for employees of County Governments and associated companies. The Board of Directors seek to fill the position of **CHIEF EXECUTIVE OFFICER**.

ROLE SUMMARY

Reporting to the Board of Directors, the Chief Executive Officer is the Administrator of the LAPFUND Retirement Benefits Scheme and will provide strategic leadership in the day-to-day operations of the Scheme Secretariat. The Chief Executive Officer has the overall responsibility for developing and implementing the Strategic Plan, as well as the effective management of resources towards the achievement of the LAPFUND'S Mandate, Vision, and Objectives.

The successful candidate shall be engaged on a three-year contract, renewable once.

KEY RESPONSIBILITIES

- i. Provide strategic leadership in accordance with the mandate of LAPFUND as stipulated in the Local Authorities Provident Fund Act Cap 272 and/or any other enabling legislation.
- ii. Develop strategies and business proposals and recommend the same to the Board for approval.
- iii. Implement the Board's decisions.
- iv. Implement policies, programs, and projects of LAPFUND as approved by the Board.
- v. Prudent management of financial and other resources of LAPFUND in line with Government policies, procedures, and best practice.
- vi. Fostering Strategic partnerships with Stakeholders and relevant Organizations locally and internationally.
- vii. Effective enterprise risk management through development and implementation of effective and efficient internal control systems that ensure business continuity.
- viii. Staff management and ensuring adequate staffing and succession plans at LAPFUND.
- ix. Foster a culture that promotes performance, ethical practices, and good governance.
- x. Compliance with relevant Laws, Regulations, Guidelines and Circulars issued from time to time by the Government.
- xi. Perform any other duties as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- i. Bachelor's degree in economics, finance, actuarial science, mathematics, commerce, social sciences, or an equivalent qualification from a recognized institution.
- ii. Minimum of fifteen (15) years' work experience in any of the following fields: Pension Retirement Schemes, Insurance, Accounting, Banking, Finance, Law, Commerce, Strategy or Human Resources with at least ten (10) years in a senior / top management position
- iii. Good appreciation and knowledge of the Pension Industry, latest market trends as well as challenges.
- iv. Relevant professional qualification in (1) Corporate governance training and (2) Trustee Development Program Kenya.
- v. Membership to a professional body, in good standing, where applicable.
- vi. Proficiency in ICT applications.
- v. Meet the requirements of Chapter Six of the Constitution of Kenya 2010.

APPLICATION REQUIREMENTS

- i. Application letter
- ii. Curriculum vitae
- iii. Names, telephone numbers and email addresses of three referees
- iv. Certified copies of academic and professional certificates, testimonials, and National ID card
- v. A valid Tax Compliance Certificate from Kenya Revenue Authority
- vi. A valid Clearance Certificate from Higher Education Loans Board
- vii. A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (not more than 6 months)
- viii. A current clearance from the Ethics and Anti-Corruption Commission
- ix. A current clearance from the Credit Reference Bureau

MODE OF APPLICATION

Applications should be submitted through the appointed.

Consultant, A&J Global Limited as follows:

If interested and meets the above qualifications, submit your application complete with your curriculum vitae and accompanying documentation to recruitment@ajglobalconsult.com/ OR make job application by post to the address below:

**Human Resource Division
A&J Global Ltd
P.O Box 852-00618, Ruaraka**



Response should be submitted with a plain sealed envelope clearly marked with the reference of the advert. The application should be received on or before **18th December 2023 at 1700hrs**.

Only shortlisted candidates will be contacted and invited for interviews.

NB: By Applying, you consent that the Consultant or the Employer may reach out to any relevant reference cited in your application and any state organ in line with Chapter 6 of the Kenyan Constitution.