REPUBLIC OF KENYA

FINANCIAL INCLUSION FUND (HUSTLER FUND)

ADVERTISEMENT FOR VACANT POSITION OF THE CHIEF EXECUTIVE OFFICER OF THE FINANCIAL INCLUSION FUND (FIF)

The Financial Inclusion Fund was established under the Public Finance Management (Financial Inclusion Fund) Regulations 2022 (hereinafter the Regulations) vide the Executive Order No. 1 of 2023. The core objective of Hustler Fund is to offer financial solutions targeting people at the bottom of the economic pyramid. As per the Regulations, the Fund shall innovate, develop and deploy bottom of the pyramid financial services and products that are affordable, accessible and appropriate for the unserved and underserved persons, including credit, saving, insurance and investment products.

The Financial Inclusion Fund is seeking to engage dynamic, highly driven and result oriented individuals to submit their applications to fill the position of the Chief Executive Officer to further deepen financial inclusion in Kenya as per the prescribed Mandate.

ROLE SUMMARY

Reporting directly to the Board and responsible to the Cabinet Secretary in the respective Ministry, the Chief Executive Officer will be responsible for overseeing the strategic, operational and financial performance perspective of the Fund, through effective management and team work. 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 Fund's Mandate, Vision, Values and Objectives. The CEO shall also serve as the Administrator of the Fund, Secretary to the Board and Head of Secretariat.

RESPONSIBILITIES

The job will entail the following Key Roles and Responsibilities:

The duties and responsibilities of the Chief Executive Officer shall be as provided for in the Public Finance Management (Financial Inclusion Fund) Regulations, 2022 which include: -

(a) Provide strategic leadership in accordance with the mandate of Fund as stipulated in the (Financial Inclusion Fund) Regulations, 2022 and Rules and/or any other enabling Legislation in the anchoring Ministry of Cooperatives and MSMEs Development or otherwise;
b. Provide oversight of all activities of the Fund and manage the day-to-day operations for a smooth functioning and efficiency of the Fund;
c. Efficient and prudent management of funds and custodian of the assets and properties in line with the policies, procedures, and best practice in consultation and approval of the Board, National Treasury and the Cabinet Secretary;
d. Develop strategies and such policies as may be necessary for the attainment of the objects and purpose of the Fund in consultation and recommend the same to the Board for approval;
e. Being the Accounting Officer of the Fund and responsible for collection of loans and other debts for Fund Beneficiaries;
f. Implement policies, programs, activities and projects of the Fund as approved by the Board;
g. Foster Strategic partnerships with Stakeholders of the Fund;
h. With the approval of the Board, outsourcing services and entering into and signing commercial contracts or agreements in furtherance of the objects and purpose of the Fund;
i. Liaise with the Chairperson of the Board to enable the Board fulfil its governance functions and facilitate the optimal performance by the Board, its committees and individual members while promptly implementing the Board's resolutions, decisions and recommendations;
j. Ensure effective communication between the Secretariat, Stakeholders and the Board;
k. Maintain a conducive work environment to attract, retain and motivate employees and foster a corporate culture that promotes ethical practices and good corporate citizenship;
(l). Perform any other duties as may be assigned from time to time by the Board and the Cabinet Secretary.

QUALIFICATIONS

i. A Kenyan Citizen
ii. First Degree from a reputable accredited University in economics, accounting, finance, commerce, social science or any other relevant degree from an institution recognized in Kenya;
iii. Master's Degree in economics, accounting, finance, commerce, social science or any other relevant field from an institution recognized in Kenya;
iv. At least fifteen (15) years' relevant work experience, ten (10) of which must have been in a senior management position;
v. Membership to a relevant professional body in Kenya where applicable and in good standing;
vi. Leadership training from a recognized institution is an added advantage;
vii. Proficiency in computer applications;
viii. Demonstrated experience in digital financial services is an added advantage;
ix. Demonstrated managerial, administrative and professional competence in work performance and results; and
x. Meet the requirements of Chapter Six (6) of the Constitution for shortlisted candidates.

KEY COMPETENCIES

- Demonstrate ability in strategic and visionary thinking
- Ability to steer the Fund to steady and positive growth
- Ability to conceive, communicate and implement initiatives with broad strategic impact.
- Serve as transformation catalyst and possess the ability to drive innovation.
- Ability to effect positive culture change in the Fund.
- Be performance driven with ability to optimize results through teams.
- Demonstrate ability to liaise and influence with top level officials of the Fund's stakeholders.
- Have a strong ability to persuade and influence others.
- Possess high standards of integrity and ability to instill the same among teams.
- Demonstrate strong problem-solving skills.
- Possess strong interpersonal, team building and communication skills.

Terms of Service and Remuneration

The successful candidate shall be engaged on a four (4) year contract renewable once subject to satisfactory performance.

The remuneration attached to this position shall be determined in accordance with Section 5(3) of the State Corporation Act and the career Guidelines and other Human Resource instruments of the Fund.

APPLICATION REQUIREMENTS

- Application letter;
- Curriculum vitae.
- Names, telephone numbers and email addresses of three referees.
- Certified copies of academic and professional certificates, testimonials, National Identity Card and other relevant supporting documents

HOW TO APPLY

(a) The application should be accompanied by a detailed Curriculum Vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application.

(b) Applications shall be submitted on or before **Tuesday, 22nd April, 2025, 5:00 p.m** (East African Time) in any of the following ways: -

(i) Manual applications should be hand delivered to Financial Inclusion Fund Offices situated at Kenya Institute of Business Training (KIBT) Building along Ojijo Road, Parklands, 4th Floor)
(ii) Online applications should be e-mailed in PDF format to: **vacancy@hustlerfund.go.ke.**
(iii) Postal applications should be addressed to:

Chairperson,
Financial Inclusion Fund Advisory Board.
KIBT Building (Ojijo Rd), 4TH Floor.
P.O Box 30547-00100
NAIROBI.

Note:

(a) Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic, Professional Certificates and Transcripts during interviews.
(b) Shortlisted candidates are expected to get clearance from the following institutions:

i. Kenya Revenue Authority
ii. Higher Education Loans Board
iii. Ethics and Anticorruption Commission
iv. Directorate of Criminal Investigation (Certificate of Good Conduct)
v. A registered Credit Reference Bureau.
(c) Only shortlisted candidates will be contacted.

Financial Inclusion Fund is an equal opportunity employer committed to Diversity and Gender equality. Minority, Persons with disability and Women are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification.

KENYA VISION 2030