



REPUBLIC OF KENYA



**UNCLAIMED
FINANCIAL
ASSETS
AUTHORITY**

JOB OPPORTUNITIES - INTERNAL ADVERTISEMENT

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 Authority's core mandate is to receive, safeguard, and reunite unclaimed financial assets with their rightful owners.

As part of its commitment to talent development, succession planning, and career progression, the Authority invites applications from suitably qualified, experienced, and high-performing members of staff with demonstrated competence, integrity, and a proven track record of results to fill the following positions on permanent and pensionable terms of service. Only staff currently employed by the Authority are eligible to apply.

1. **Assistant Manager Compliance, Job Grade UFAA 4 - UFAA/AMC/9/2026 - 1 Post**
2. **Assistant Manager Claims, Job Grade UFAA 4 - UFAA/AMCL/9/2026 - 1 Post**
3. **Assistant Manager Finance & Accounts, Job Grade UFAA 4 - UFAA/AMF&A/9/2026 - 1 Post**
4. **Assistant Manager Administration, Job Grade UFAA 4 - UFAA/AMAD/9/2026 - 1 Post**
5. **Principal Internal Audit & Risk Management Officer, Job Grade UFAA 5 - UFAA/PIA&R-MO/9/2026 - 1 Post**
6. **Senior Claims Officer, Job Grade UFAA 6 - UFAA/CLO/9/2026 - 1 Post**
7. **Senior Compliance Officer, Job Grade UFAA 6 - UFAA/SCOMO/9/2026 - 1 Post**
8. **Senior Research, Policy & Strategy Officer, Job Grade UFAA 6 - UFAA/SRP&SO/9/2026 - 1 Post**
9. **Senior Public Communication Officer - Job Grade UFAA 6 - UFAA/SPCO/9/2026 - 2 Posts**
10. **Senior Corporate Communications Officer, Job Grade UFAA 6 - UFAA/SCCO/9/2026 - 1 Post**
11. **Senior Internal Audit & Risk Management Officer, Job Grade UFAA 6 - UFAA/SIA&RMO/9/2026 - 1 Post**
12. **Senior Accountant, Job Grade UFAA 6 - UFAA/SNRACCT/09/2026 - 1 Post**
13. **Claims Officer II, Job Grade UFAA 8 - UFAA/CLOII/09/2026 - 4 Posts**
14. **Compliance Officer II, Job Grade UFAA 8 - UFAA/COMOII/09/2026 - 2 Posts**
15. **Internal Audit & Risk Management Officer II, Job Grade UFAA 8 - UFAA/IARMOII/9/2026 - 1 Post**
16. **Public Communication Officer II, Job Grade UFAA 8 - UFAA/PCOII/9/2026 - 5 Posts**
17. **Accountant II- Job Grade UFAA 8 Job - UFAA/ACCTII/09/2026 - 2 Posts**

Assistant Manager Compliance - UFAA Job Grade 4 Job Ref: UFAA/AMC/9/2026 - 1 Post

a. Job Purpose

To implement the Authority's compliance strategy to strengthen regulatory compliance and support the Authority's reunification mandate.

b. Job Description

Duties and responsibilities at this level will entail: -

- Advising the holders of unclaimed financial assets on the processes to be followed in making deposits into the Trust Fund and arranging for auctions, depending upon nature of the unclaimed financial asset;
- Managing unclaimed financial assets submitted /reported to the authority;
- Receiving and safeguarding the holders' information submitted/reported to the Authority;
- Assuming custody rights of unclaimed financial assets reported/submitted by holders;
- Coordinating the identification of categories of categories of potential unclaimed financial assets and the potential holders;

- Formulating and implementation of unclaimed financial assets policies and procedures;
- Initiating audits on holders of unclaimed assets; and
- Coordinating the preparation of unclaimed financial assets periodic and annual reports.

c. Job Specifications

For appointment to this grade, an officer must have: -

- Served for a cumulative period of twelve (12) years of relevant work experience, three (3) of which must have been at the grade of Principal Compliance Officer or in a comparable position;
- Bachelors degree in: Finance, Statistics, Accounting, Commerce, Law, Economics, or any business-related field from a recognized university;
- Masters degree in: - Law, statistics, Accounting, Commerce or any business- related field from a recognized university;
- Certified Fraud Examiner (CFE) certification, CPA (K), ACCA, CISA, ICIFA, or an equivalent professional qualification;
- Membership to a relevant professional body and in good standing where applicable;
- Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

d. Key Competencies and Skills

- Sound knowledge of the Unclaimed Financial Assets Act, 2011 and related regulatory frameworks;
- Strong analytical and investigative skills for identifying and auditing holders of unclaimed financial assets;
- Excellent leadership, supervisory and team management skills;
- Strong negotiation, advisory and stakeholder management skills;
- Excellent report writing and communication skills;
- High level of integrity, confidentiality and professionalism;
- Proficiency in computer applications and relevant compliance systems; and
- Ability to work under pressure and meet strict deadlines.

Assistant Manager Claims - UFAA Job Grade 4

Job Ref: UFAA/AMCL/9/2026 - 1 Post

a. Job Purpose

To implement the Authority's claims and reunification function to ensure that unclaimed financial assets are promptly and transparently reunited with their rightful owners.

b. Job Description

Duties and Responsibilities will entail: -

- Coordinating the location and notifying owners of the unclaimed financial assets;
- Providing leadership in processing of claims, according to results of investigation or other evidence of ownership;
- Providing appropriate information to claimants on assets held by the Authority and undertaking that all necessary procedures of reunification are prompt, transparent and user friendly;
- Formulating and implementing reunification policies and procedures;
- Participating in Authority's performance reviews, reunifications improvement process, as well as undertake special investigations aimed at improving Authority's effectiveness as whole;
- Developing procedures for making a claim by persons with interest in any unclaimed financial assets held by the Authority;
- Supporting forums to interact and educate beneficiaries on unclaimed financial assets on their duties and obligations to raise public awareness in order to increase the reunification rate;
- Formulating processes and procedures of identifying possible reunification agents and licensing requirements for reunification agents; and

c. Job Specifications

For appointment to this grade, an officer must have: -

- Served for a cumulative period of twelve (12) years of relevant work experience, three (3) of which must have been in the grade of Principal Claims Officer or in a comparable position;
- Bachelor's degree in finance, Accounting, Commerce, Economics or any other business-related field from a recognized University;
- Masters degree in Finance, Accounting, Commerce, Economics or any other business- related field, from a recognized University;
- Certified Fraud Examiner (CFE) certification, CPA (K), ACCA, CISA, ICIFA, or an equivalent professional qualification;
- Membership to a relevant professional body and in good standing where applicable;
- Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

d. Key Competencies and Skills

- Sound knowledge of claims processing and reunification procedures;
- Strong leadership, supervisory and team management skills;
- Excellent analytical, investigative and problem-solving skills;
- Strong stakeholder engagement and public education/communication skills;
- High level of integrity and a customer-centric orientation;
- Excellent report writing and documentation skills;
- Proficiency in computer applications; and
- Ability to manage teams and meet performance targets.

Assistant Manager Finance & Accounts - UFAA Job Grade 4 **Job Ref: UFAA/AMF&A/9/2026 - 1 Post**

a. Job Purpose

To implement the Authority's finance and Accounts' strategy to ensure compliance with public financial management laws and regulations and support sound financial stewardship.

b. Job Description

Duties and responsibilities at this level will entail: -

- Reviewing budget submissions as per guidelines issued by the National Treasury and the Parent Ministry;
- Checking expenditure and payments and sign bank and other payment instructions/cheques;
- Reviewing resource mobilization and funding proposals for approval;
- Bank liaison and supporting management of relationships with banks and other financiers;
- Consolidating financial reports of the Authority and support on the advice of financial implications and consequences of management/business decisions;
- Supporting the development and review of financial policies and procedures in management of financial resources;
- Ensuring compliance with relevant, laws, regulations and procedures in management of financial resources;
- Ensuring the Authority's liquidity position is appropriate and may liaise with the Parent Ministry and Treasury for release of allocated funds;
- Support the management of cash flows and investment of funds;
- Reviewing of audit queries and implementing corrective actions;
- Support in controlling the Authority's finances to ensure that they are utilized in a lawful and efficient manner;
- Preparing the annual budget execution reports, quarterly financial statements for programme and operational budgets; and
- Ensuring the provision of adequate financial resources for the Authority's programme and activities.

c. Job Specifications

For appointment to this grade, an officer must have: -

- Served for a cumulative period of twelve (12) years of relevant work experience, three (3) of which must have been in the grade of Principal Accountant or in a comparable position;
- Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting /Finance) Option, Business Administration (Accounting/Finance) Option or equivalent qualification from a recognized University;
- Master's degree in finance/accounting, Business Administration or equivalent qualifications, from a recognized University;
- Certified Public Accountant, CPA (K) or it's equivalent;
- Membership to the Institute of Certified Public Accountants of Kenya (CPAK) or a relevant professional body and in good standing;
- Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

d. Key Competencies and Skills

- Sound knowledge of public financial management laws, regulations and standards;
- Strong financial analysis, budgeting and reporting skills;
- Excellent leadership and supervisory skills;
- High level of integrity, accountability and professionalism;
- Strong analytical and problem-solving skills with keen attention to detail;
- Excellent communication and stakeholder management skills;
- Proficiency in computer applications and financial management systems; and
- Ability to work under pressure and meet strict deadlines.

Assistant Manager Administration - UFAA Job Grade 4

Job Ref: UFAA/AMAD/9/2026 - 1 Post

a. Job Purpose

To implement the Authority's administrative services strategy; including property and asset management, transport, security, insurance and general office administration to ensure efficient and effective service delivery.

b. Job Description

Duties and responsibilities at this level will entail: -

- Coordinating the insurance of assets and equipment of the Authority;
- Supervising general and outsources administrative services;
- Coordinating transport services of staff in the Authority for efficient service delivery of services;
- Overseeing the coordination of administrative activities in the Authority;
- Coordinating management of the Authority's property;
- Overseeing maintenance, a property profile including land details, lease terms, size of property, usage, income generated among other details;
- Guiding development and implementation of property maintenance schedule;
- Overseeing maintenance of the Organization's administration vehicles and office equipment;
- Supervising security services in the Authority;
- Supervising maintenance of administrative inventory register;
- Ensuring effective management and custody of the Authority's assets in order to have accurate record inventory and safety of all property;
- Guiding in the management of grounds maintenance and custodial services;
- Instituting transport services including repairs, maintenance, insurance and licensing of vehicles;
- Ensuring the administration of division of staff to ensure efficient delivery of quality services through performance evaluation;
- Coordinating the preparation of the division's budget;

- Ensuring timely response to administrative issues by communicating to stakeholders in a timely manner; and
- Overseeing regular inspection of the Authority's property to ensure a report is done in a timely manner.

c. Job Specifications

For appointment to this grade, an officer must have: -

- Served for a cumulative period of twelve (12) years of relevant work experience, three (3) of which must have been in the grade of Principal Administration Officer or in a comparable position;
- Bachelor's degree in any of the following: - Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management, Social Sciences, or its equivalent qualification from a recognized University;
- Master's degree in any of the following disciplines: - Business Administration, Public Administration, Business Management, Political Science, Community Development, Education, Governance, Conflict Management or its equivalent qualification from a recognized University;
- Certificate in Leadership course lasting not less than four (4) weeks from a recognised institution;
- Membership to a relevant professional body where applicable in good standing;
- A valid practicing license where applicable;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

d. Key Competencies and Skills

- Strong knowledge of administrative, facilities and property management practices;
- Excellent leadership, supervisory and people management skills;
- Strong organizational, planning and coordination skills;
- Good knowledge of procurement, asset and property management;
- Excellent communication and interpersonal skills;
- High level of integrity and professionalism;
- Proficiency in computer applications; and
- Ability to multitask and work under pressure to meet deadlines.

Principal Internal Audit & Risk Management Officer - UFAA Job Grade 5

Job Ref: UFAA/PIA&RMO/9/2026 - 1 Post

a. Job Purpose

To provide independent and objective assurance and advisory services on the effectiveness of governance, risk management, and internal control systems, with a view to enhancing accountability, operational efficiency, regulatory compliance, and achievement of the organization's strategic objectives.

b. Job Description

- Implementing fraud investigation and anti corruption policies, guidelines, strategies and plans;
- Analyzing data in financial records, systems and processes;
- Undertaking comprehensive audits at the Authority;
- Stocktaking and undertaking risk assessment, corruption risk assessment and anti corruption awareness activities;
- Reviewing internal controls in the Authority;
- Evaluating the adequacy of system controls and recommending improvements;
- Carrying out audit checks and identifying any accounting errors;
- Undertaking spot-checks and cash survey;
- Undertaking audit investigations;
- Carrying out audit, follow up on implementation of recommendations on audit reports;
- Assessing compliance with internal policies, tax regulations and other statutory guidelines;
- Implementing Quality Assurance and Improvement Programme (QAIP);
- Consolidating primary audit reports/queries in Authority's financial statements;
- Carrying out compliance tests; and
- Monitoring and evaluating audit reports.

c. Job Specifications

For appointment to this grade, one must have;

- Served for cumulative period of nine (9) years relevant work experience, three (3) of which must have been at the grade of Senior Internal Audit & Risk Management Officer or in a comparable position;
- Bachelors degree in any of the following disciplines; Accounting, Finance, Commerce, Economics, Business Administration, Business Management or its equivalent from a recognized institution;
- Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing;
- Management course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in computer applications; and
- Show merit and ability as reflected in work performance results.

d. Key Competencies and Skills

- Expertise in risk assessment, internal control evaluation, and execution of audits in line with professional standards;
- Strong capability in audit planning, testing, analysis, documentation, and reporting to support effective assurance outcomes;
- Sound knowledge of regulatory, compliance, and governance frameworks, supported by proficiency in audit tools and technology;
- Demonstrated objectivity, integrity, confidentiality, and adherence to ethical standards;
- Excellent communication, stakeholder engagement, and interpersonal skills, with the ability to influence and collaborate effectively across all levels;
- Strong organizational, analytical, and problem-solving skills, with keen attention to detail and the ability to manage priorities and meet deadlines; and
- Ability to work independently and collaboratively in dynamic environments, demonstrating adaptability, sound judgment, and resilience under pressure.

Senior Claims Officer - UFAA Job Grade 6 Job Ref: UFAA/CLO/9/2026 - 1 Post

a. Job Purpose

To undertake processing of claims and reunification activities, ensuring that the reunification of unclaimed financial assets with their rightful owners is prompt, transparent and user-friendly.

b. Job Description

Duties and responsibilities at this level will entail: -

- Locating and notifying owners of the unclaimed financial assets;
- Supervising processing of claims according to results of investigation or other evidence of ownership;
- Providing appropriate information to claimants on assets held by the Authority and undertaking that all necessary procedures of reunification are prompt, transparent and user friendly;
- Formulating and implementing reunification policies and procedures;
- Participating in Authority's performance reviews, reunifications improvement processes, as well as undertaking special investigations aimed at improving the Authority's effectiveness as a whole;
- Supporting forums to interact and educate beneficiaries of unclaimed financial assets on their duties and obligations to raise awareness in order to increase the reunification rate; and
- Preparing periodic and annual reports.

c. Job Specifications

For appointment to this grade, one must have;

- Served for cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Claims Officer I or in a comparable position;

- Bachelors degree in Finance, Accounting, Commerce, Economics or any other business -related field from a recognized University;
- Certified Fraud Examiner Certification, CPA (K), ACCA, CISA, ICIFA or an equivalent professional qualification;
- Membership to a relevant professional body in good standing;
- Proficiency in computer applications; and
- Show merit and ability as reflected in work performance results.

d. Key Competencies and Skills

- Good knowledge of claims processing and reunification procedures;
- Strong supervisory and team leadership skills;
- Excellent analytical and investigative skills;
- Strong communication and public education skills;
- High level of integrity and customer service orientation;
- Proficiency in computer applications; and
- Ability to work under pressure and meet deadlines.

Senior Compliance Officer - UFAA Job Grade 6 **Job Ref: UFAA/SCOMO/9/2026 - 1 Post**

a. Job Purpose

To support holders of unclaimed financial assets in complying with the provisions of the Unclaimed Financial Assets Act, 2011, through advisory services, research, technical guidance and safeguarding of reported holder information.

b. Job Description

Duties and responsibilities at this level will entail: -

- Assisting holders of unclaimed financial assets with matters including compliance, annual reporting, developing policies and procedures, and consulting on compliance with provisions of UFAA Act 2011;
- Researching and drafting technical memoranda regarding unclaimed assets compliance rules;
- Advising the holders of unclaimed financial assets on the processes to be followed in making deposits into the Trust Fund and arranging for auctions, depending on the nature of the unclaimed financial asset;
- Receiving and safeguarding the holders' information reported and submitted to the Authority;
- Assuming custody rights of unclaimed financial assets as reported/received from holders;
- Identifying categories of potential unclaimed financial assets and potential holders; and
- Preparing Unclaimed financial assets and annual reports.

c. Job Specifications

For appointment to this grade, one must have;

- Served for cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Compliance Officer I or in a comparable position;
- Bachelors degree in: - Finance, Statistics, Accounting, Commerce, Law, Economics or any business-related field from a recognized University;
- Certified Fraud Examiner Certification, CPA (K), ACCA, CISA, ICIFA or an equivalent professional qualification;
- Membership to a relevant professional body in good standing;
- Proficiency in computer applications; and
- Show merit and ability as reflected in work performance results.

d. Key Competencies and Skills

- Sound knowledge of the Unclaimed Financial Assets Act, 2011 and related regulations;
- Strong research, analytical and report writing skills;

- Excellent communication and advisory skills;
- High level of integrity and confidentiality;
- Strong attention to detail and organizational skills;
- Proficiency in computer applications; and
- Ability to work independently and meet deadlines.

Senior Research, Policy & Strategy Officer - UFAA Job Grade 6
Job Ref: UFAA/SRP&SO/9/2026 - 1 Post

a. Job Purpose

To undertake research, policy review and strategy implementation activities in support of the Authority's Strategic Plan, Performance Contract and corporate performance management systems.

b. Job Description

Duties and responsibilities at this level will entail: -

- Undertaking reviews of Authority internal policies, regulations, guidelines in respect to corporate strategy, corporate performance, research, Knowledge management, business continuity and innovation;
- Analysing reviews of the Authority's Strategic Plan in respect to its mandate and priorities;
- Undertaking research studies as per the Authority's Strategic Plan and Performance Contract;
- Carrying out corporate monitoring, evaluation and reporting;
- Preparing, implementing, monitoring and evaluating the Authority's workplans and Performance Contract;
- Development of M&E tools, Research and Innovation; and
- Participating in the establishment of the Quality Management System as well as Knowledge Management in the Department and the Authority.

c. Job Specifications

For appointment to this grade, one must have;

- Served for cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Research, Policy and Strategy Officer I or in a comparable position;
- Bachelors degree in:- Economics, Public Policy, Statistics, Mathematics, Economics, Public Administration, International Relations, Project Planning and Management or related disciplines from a recognized university;
- Membership to a relevant professional body in good standing where applicable;
- Proficiency in computer applications; and
- Show merit and ability as reflected in work performance results.

d. Key Competencies and Skills

- Strong research, analytical and report writing skills;
- Sound knowledge of strategic planning, monitoring and evaluation tools and techniques;
- Excellent policy analysis and drafting skills;
- Strong project management skills;
- High level of integrity and innovative thinking;
- Proficiency in computer applications; and
- Ability to work independently and collaboratively to meet deadlines.

Senior Public Communication Officer - UFAA Job Grade 6
Job Ref: UFAA/SPCO/9/2026 - 2 Posts

a. Job Purpose

To implement customer service delivery and public communication activities at the Authority's service centres, ensuring quality standards, stakeholder awareness and public education on unclaimed financial assets.

b. Job Description

Duties and responsibilities at this level will entail: -

- Measuring and reporting performance of all physical customer service touch- points and assess against goals (ROI & KPIs)
- Identifying trends and insights, and optimize performance based on insights;
- Implementing service centre campaigns with the aim of achieving the business objectives;
- Ensuring consistent standards, compliance with set regulations and uniformity in service delivery within the service centre;
- Monitoring service delivery within service centres to ensure that customers are served promptly and professionally;
- Identifying and escalating service delivery gaps in the service centres and proposing mechanisms to close the gaps;
- Circulating and briefing staff on awareness of the service delivery charter, customer service policies, customer service standards, and Service Centre standard operating procedures;
- Documenting on daily basis customer complaint and tracking action taken to resolve the complaint (where back – office intervention is required for resolution);
- Ensuring that internal and external customer queries and complaints are handled and responded in line with internal service standards;
- Developing Customer Satisfaction surveys and other M&E tools to ensure high quality service at Service Centres;
- Designing, Planning, coordinating and implementing stakeholder education and awareness programmes;
- Developing sector specific UFAA Information and Education Communication (IEC) materials and their distribution;
- Organizing events such as; shows, barazas, exhibitions and commissioning;
- Creating awareness on new services or products, managing and improving the flow of internal and external communication.

c. Job Specifications

For appointment to this grade, one must have;

- Served for cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Public Communication Officer I or in a comparable position;
- Bachelor's degree in communication, Public Relations, Education, Business Administration or it's equivalent from a recognized University;
- Membership to a relevant professional body in good standing where applicable;
- Proficiency in computer applications; and
- Show merit and ability as reflected in work performance results.

d. Key Competencies and Skills

- Strong customer service and public relations skills;
- Excellent oral and written communication skills;
- Good knowledge of monitoring and evaluation tools for service delivery;
- Strong organizational and event coordination skills;
- High level of integrity and professionalism; and
- Ability to work under pressure and meet deadlines.

Senior Corporate Communication Officer - UFAA Job Grade 6
Job Ref: UFAA/SCCO/9/2026 - 1 Post

a. Job Purpose

To build and sustain a positive public image of UFAA through effective media relations, communication content, branding, digital platforms and public engagement, so that stakeholders and the public understand the Authority's mandate and their concerns are handled promptly and professionally.

b. Job Description

Duties and responsibilities at this level will entail: -

- Liaising with the media on communication initiatives in promotion of a positive image of the Authority;
- Developing content for production of communication materials, e.g. newsletters and publications;
- Reviewing content for press releases, media briefs and features;
- Placing Authority articles, advertisements or announcements in the electronic or print media;
- Implementing branding activities;
- Undertaking daily media monitoring, review and analysis;
- Coordinating media relations;
- Coordinating photography and filming of UFAA's activities;
- Organizing events, e.g. CSRs, shows, barazas, exhibitions and commissioning;
- Responding to customer complaints; and
- Updating and managing the website and social media.

c. Job Specifications

For appointment to this grade an officer must have:-

- Served for a cumulative period of six (6) years of relevant work experience, three (3) of which must have been at the grade of Corporate Communication Officer I or in a comparable position;
- A bachelor's degree in journalism and mass communication, Public Relations or its equivalent from a recognized university;
- Membership of a relevant professional body and in good standing, where applicable;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

OR

- A Bachelor's degree in Social Science from a recognized university;
- A diploma in Journalism and Mass Communication, Public Relations or its equivalent from a recognized institution;
- Membership of a relevant professional body and in good standing, where applicable;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance and results.

d. Key Competencies and Skills

- Excellent written and verbal communication skills, including editing, proofreading and content development for print, broadcast and digital media (newsletters, press releases, features, speeches);
- Media relations, media monitoring and analysis, and stakeholder engagement skills;
- Knowledge of branding, corporate identity and reputation management;
- Proficiency in social media, website management and computer applications (MS Office, content management systems, analytics tools);
- Basic photography, videography and graphic design appreciation;
- Event planning and coordination skills;
- Creativity and innovation in developing communication campaigns;
- Interpersonal and customer service skills, including handling complaints with tact and empathy; and
- Analytical, problem-solving and time management skills.

Senior Internal Audit & Risk Management Officer - UFAA Job Grade 6
Job Ref: UFAA/SIA&RMO/9/2026 - 1 Post

a. Job Purpose

To provide independent and objective assurance and advisory services on the effectiveness of governance, risk management, and internal control systems, with a view to enhancing accountability, operational efficiency, regulatory compliance, and achievement of the organization's strategic objectives.

b. Job Description

- Implementing fraud investigation and anti- corruption policies, strategies, guidelines and plans;
- Analyzing data for preparing annual internal audit plan;
- Performing information processed and system audits;
- Carrying out audit checks and identifying any accounting errors;
- Examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions;
- Undertaking spot-checks and cash surveys;
- Auditing annual accounts;
- Undertaking spot checks and cash surveys;
- Auditing annual accounts;
- Undertaking audit investigations;
- Carrying out audit inspections of the Authority's records;
- Undertaking audits on compliance of statutory provisions and internal regulations;
- Preparing documents and taking minutes of the Risk and Audit Committee of the Authority; and
- Preparing Internal Audit reports.

c. Job Specifications

For appointment to this grade, one must have;

- Served for a cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Internal Audit & Risk management Officer I or in a comparable position;
- Bachelors degree in any of the following disciplines; Accounting, Finance, Commerce, Economics, Business Administration, Business Management or it's equivalent qualification from a recognized institution;
- Membership to Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in performance and results.

d. Key Competencies and Skills

- Expertise in risk assessment, internal control evaluation, and execution of audits in line with professional standards;
- Strong capability in audit planning, testing, analysis, documentation, and reporting to support effective assurance outcomes;
- Sound knowledge of regulatory, compliance, and governance frameworks, supported by proficiency in audit tools and technology;
- Demonstrated objectivity, integrity, confidentiality, and adherence to ethical standards;
- Excellent communication, stakeholder engagement, and interpersonal skills, with the ability to influence and collaborate effectively across all levels;
- Strong organizational, analytical, and problem-solving skills, with keen attention to detail and the ability to manage priorities and meet deadlines; and
- Ability to work independently and collaboratively in dynamic environments, demonstrating adaptability, sound judgment, and resilience under pressure.

Senior Accountant - UFAA Job Grade 6
Job Ref: UFAA/SNRACCT/09/2026 - 1 Post

a. Job Purpose

To implement financial management and reporting processes, compliance with applicable public sector financial regulations and standards, and provide accurate financial information to support prudent resource stewardship, decision-making, and achievement of organizational objectives.

b. Job Description

- Examining payment vouchers and posting in the vote book/budget control records;
- Processing imprests, advances and other disbursements and remitting statutory deductions;

- Examining cash and Bank reconciliation statements;
- Preparation of cash flow projections and investment proposals;
- Preparing financial reports and statements;
- Providing safe custody of accounting records, documents and assets;
- Maintaining imprest ledger and follow up on surrender of imprests;
- Safe custody of authority records and assets under his/her jurisdiction;
- Preparing budgets for recurrent and development votes;
- Compiling expenditure proposals;
- Monitoring expenditure of projects and programs on a periodic basis; compiling information required in the budgetary process;
- Processing medium term expenditure and revised estimate budgets;
- Preparing fiscal reports and ensuring timely disbursement of funds;
- Undertaking variance analysis and recommending remedial measures; and
- Preparing funding and resource mobilization proposals.

c. Job Specifications

For appointment to this grade, one must have;

- Served for a cumulative period of six (6) years relevant work experience, three (3) of which must have been at the grade of Accountant I or in a comparable position;
- Bachelors degree in any of the following disciplines: Commerce (Accounting Option), Business Management (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- CPA II/ ACCA II or an equivalent accounting qualification from a recognized institution;
- Membership to Institute of Certified Accountants of Kenya (CPAK) or relevant professional body and in good standing;
- Proficiency in computer applications; and
- Shown merit and ability as reflected in work performance results.

d. Key Competencies and Skills

- Strong knowledge of PFM Act, accounting standards, financial reporting requirements, and regulatory compliance;
- Proficiency in accounting systems, financial analysis tools, and advanced spreadsheet applications to support informed decision-making;
- Demonstrated integrity, professionalism, and commitment to ethical stewardship and confidentiality;
- Strong analytical, problem-solving, and sound judgment capabilities, with a focus on accuracy and attention to detail;
- Excellent communication and stakeholder engagement skills, with the ability to build effective working relationships across diverse teams;
- Proven ability to manage priorities, deliver results within strict timelines, and maintain high performance in demanding environments;and
- Adaptability and resilience, with the capacity to work both independently and collaboratively to achieve organizational objectives.

Claims Officer II - UFAA Job Grade 8

Job Ref: UFAA/CLOII/09/2026 - 4 Posts

a. Job Purpose

To receive, verify and process claims lodged at the Authority and provide accurate information to claimants on assets held by the Authority, in support of the Authority's reunification mandate.

b. Job Description

Duties and responsibilities at this level will entail: -

- Receiving all claims lodged at the Authority and ensuring they are fully supported as per the UFAA regulations requirements;

- Maintaining records of received claims;
- Acting as a liaison person between the Claims Division and other functional areas;
- Handling queries from claimants; and
- Providing appropriate information to claimants on assets held by the Authority.

c. Job Specifications

For appointment to this grade, a candidate must have: -

- Bachelor's degree in finance, Accounting, Commerce, Economics or any other business- related field from a recognized university; and
- Proficiency in computer applications.

d. Key Competencies and Skills

- Strong customer service and interpersonal skills;
- Strong written communication;
- Good organizational skills;
- High level of integrity and confidentiality; and
- Ability to work under minimal supervision.

Compliance Officer II - UFAA Job Grade 8

Job Ref: UFAA/COMOII/09/2026 - 2 Posts

a. Job Purpose

To support holders of unclaimed financial assets in meeting their compliance and reporting obligations under the Unclaimed Financial Assets Act, 2011, through preparation of correspondence, audit work plans and periodic reports.

b. Job Description

Duties and responsibilities at this level will entail: -

- Preparing draft correspondences to holders to assist them in compliance and annual reporting;
- Advising the holders of unclaimed financial assets on the processes to be followed in making deposits into the Trust Fund and arranging for auctions, depending on the nature of the unclaimed financial assets;
- Receiving and safeguarding the holders' information submitted by the Authority;
- Preparing draft Holders' Audit Work Plans; and
- Preparing unclaimed financial assets periodic

c. Job Specifications

For appointment to this grade, a candidate must have: -

- Bachelor's degree in Finance, Statistics, Accounting, Commerce, Law, Economics or any business- related field from a recognized university; and
- Proficiency in computer applications.

d. Key Competencies and Skills

- Strong customer service and interpersonal skills;
- Strong written communication;
- Good organizational skills;
- High level of integrity and confidentiality; and
- Ability to work under minimal supervision.

Internal Audit & Risk Management Officer II - UFAA Job Grade 8
Job Ref: UFAA/IARMOII/9/2026 - 1 Post

a. Job Purpose

To support the execution of internal audit assignments by reviewing controls, assessing compliance, and documenting audit findings, thereby contributing to effective risk management, good governance, and continuous improvement of organizational processes.

b. Job Description

- Implementing fraud investigation and anti- corruption policies, guidelines, strategies and plans;
- Collecting and collating data on financial records, systems and processes;
- Undertaking spot-checks and cash surveys;
- Undertaking audit investigations;
- Assessing track of actual expenditure against budget allocations and report variances; and
- Carrying out audit follow- ups on implementation of recommendations on audit reports.

c. Job Specifications

For appointment to this grade, one must have;

- Bachelors degree in any of the following disciplines; Accounting, Finance, Commerce, Economics, Business Administration, Business Management or it's equivalent qualification from a recognized institution; and
- Proficiency in Computer applications.

d. Key Competencies and Skills

- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams;
- Demonstrated integrity, professionalism, and commitment to confidentiality;
- Strong organizational, time management, and prioritization skills, with the ability to deliver results under pressure;
- Sound analytical, problem-solving, and decision-making abilities, supported by keen attention to detail and accuracy;
- Basic knowledge of internal audit standards and risk assessment techniques; and
- Ability to work effectively both independently and within a team environment, demonstrating adaptability and resilience.

Public Communication Officer II - UFAA Job Grade 8
Job Ref: UFAA/PCOII/9/2026 - 5 Posts

a. Job Purpose

To provide frontline customer service to clients at the Authority's service centres, ensuring accurate information provision, data entry and support in claims processing.

b. Job Description

Duties and responsibilities at this level will entail: -

- Acting as the first point of contact resolution for customers and ensure the delivery of quality service by projecting a professional and warm image;
- Providing accurate, valid, complete and educative information to customers using the right methods, skills and tools;
- Encouraging customers to participate by giving feedback using the provided service quality tools;
- Ensuring good housekeeping of Customer Centres and service desks;
- Supporting customers with claim application, amend, and validate supporting documents received for further processing;

- Completing data entry verification tasks for amendment applications;
- Following up potential stakeholders through telephone calls, emails and text messages means to get them registered;
- Providing accurate, timely and reliable data collection for management reports; and
- Recording all complaints and escalate the same as recommended.

c. Job Specifications

For appointment to this grade, a candidate must have: -

- Bachelor's degree in Communication, Public Relations, Education, Business Administration or it's equivalent from a recognized university; and
- Proficiency in computer applications.

d. Key Competencies and Skills

- Strong customer service and interpersonal skills;
- Good oral and written communication skills;
- Good data entry and record-keeping skills;
- High level of integrity and professionalism; and
- Ability to work under minimal supervision and as part of a team.

Accountant II - UFAA Job Grade 8 **Job Ref: UFAA/ACCTII/09/2026 - 2 Posts**

a. Job Purpose

To support the preparation, processing, and maintenance of financial records and transactions, ensuring accuracy, compliance, and timely financial reporting to facilitate effective financial management and accountability within the organization.

b. Job Description

- Preparing payment vouchers and committal documents for examination'
- Verifying data Recorded in the cashbook;
- Validating bank transactions and entries in bank statements;
- Validating receipts and payments;
- Updating ledgers and supporting preparation of financial reports;
- Verifying balance cashbooks, imprests, and advance ledgers;
- Undertaking bank deposits, dispatch of cheques and cash withdrawal; and
- Preparing bank reconciliation statements;

c. Person Specification

For appointment to this grade, a candidate must have: -

- Bachelors degree in any of the following disciplines: Commerce (Accounting Option), Business Management (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- CPA II/ ACCA II or an equivalent accounting qualification from a recognized institution and
- Proficiency in computer Applications.

d. Key Competencies and Skills

- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams;
- Demonstrated integrity, professionalism, and commitment to confidentiality;
- Strong organizational, time management, and prioritization skills, with the ability to deliver results under pressure;

- Sound analytical, problem-solving, and decision-making abilities, supported by keen attention to detail and accuracy;
- Working knowledge of accounting systems and financial record-keeping; and
- Ability to work effectively both independently and within a team environment, demonstrating adaptability and resilience.

APPLICATION PROCEDURE

1. Interested candidates are advised to visit the Authority's website (**www.ufaa.go.ke**) to obtain the full job description and specifications for the respective positions.
2. Candidates who meet the stipulated requirements are required to visit the careers page on the Authority's website and register by creating an account using a valid email address, after which they should log in to proceed with the application.
3. All applications must be in PDF format and submitted online and must reach the Authority not later than **12:00 noon (East African Time) on 9th October 2026**. Applications received after the stipulated deadline will not be considered.
4. Applicants are advised to ensure that they provide accurate and complete information and attach all relevant supporting documents as specified in the advertisement. Incomplete applications or applications that do not meet the prescribed requirements will not be considered.

NOTES

1. Only shortlisted candidates will be contacted.
2. The Authority is an equal opportunity employer committed to fair competition, merit, the representation of Kenya's diverse communities, and equal employment opportunities.
3. Persons living with disabilities, members of marginalized groups, and minorities are encouraged to apply.

Please note: Successful candidates must meet the requirements for Leadership and Integrity as set out in Chapter Six (6) of the Constitution of Kenya. UFAA is an equal opportunity employer. Canvassing will lead to automatic disqualification.

