



REPUBLIC OF KENYA



**UNCLAIMED  
FINANCIAL  
ASSETS  
AUTHORITY**

# JOB OPPORTUNITIES

## Introduction

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

The Authority seeks to recruit a competent, results-oriented, knowledgeable, visionary, and experienced professional for the following positions on a five (5) year contract renewable once:

**General Manager, Claims and Stakeholder Relations - UFAA Grade 2 -  
Job Ref: UFAA/GMC&SR/2/06/2026 - (1 Post)**

## Job Purpose

The General Manager, Claims and Stakeholder Relations is responsible for the development and implementation of organizational strategies, policies, practices and other initiatives that will enhance claims management and Stakeholder Relations, undertake reunification of unclaimed financial assets in accordance to the UFA Act 2011 and ensuring sound and robust Authority's stakeholders engagement.

## a) Functions

- Developing policies, strategies, regulations and procedures for claims management;
- Monitoring adherence to rules, regulations and procedures on claims management;
- Locating and notifying owners of the unclaimed financial assets;
- Management of reunification agents and other relevant service providers;
- Developing and maintaining UFA database;
- Fostering partnerships and stakeholders' engagement;
- Formulating and implementing Stakeholder Education and Awareness Policy and Strategies;
- Preparation of reports on unclaimed financial assets and reunification status;
- Coordinating development of content, production and dissemination of Information Education and Communication materials;
- Designing and implementing Service Delivery and Service Quality standards;
- Designing and implementing ICT systems, policies and strategies;
- Developing, maintaining and reviewing risk registers.

## b) Job Description

Duties and responsibilities at this level will entail: -

- Developing policies, strategies, regulations and procedures for claims management;
- Monitoring adherence to rules, regulations and procedures on claims management;
- Locating and notifying owners of the unclaimed financial assets;
- Management of reunification agents and other relevant service providers;
- Developing and maintaining UFA database;
- Fostering partnerships and stakeholders' engagement;
- Formulating and implementing Stakeholder Education and Awareness Policy and Strategies;
- Preparation of reports on unclaimed financial assets and reunification status;

- Coordinating development of content, production and dissemination of Information Education and Communication materials;
- Designing and implementing Service Delivery and Service Quality standards;
- Designing and implementing ICT systems, policies and strategies;
- Developing, maintaining and reviewing risk registers.

### **c) Person Specification**

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

- At least fifteen (15) years' cumulative work experience five (5) of which must have been in senior management;
- Bachelor's degree in Business related field, Finance, Accounting, Commerce, Economics, Statistics from a recognized University;
- Master's Degree in Finance, Commerce or any Business-related field from a recognized University;
- CPA (K), ACCA, CISA, ICIFA, International relations or an equivalent qualification;
- Membership to a professional body where applicable;
- Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in Computer Applications; and
- Demonstrated managerial, administrative and professional competence in work performance and results.

### **d) Key competencies and skills**

- Organizational skills.
- Interpersonal skills.
- Professionalism.
- Team player.
- Responsiveness.

## **General Manager, Compliance, Research, Policy and Strategy - UFAA Grade 2 - Job Ref: UFAA/GMCRP&S/2/06/2026 - (1 Post)**

### **Job Purpose**

The General Manager, Compliance, Research, Policy & Strategy is responsible for the development and implementation of organizational operational strategies, policies, practices and other initiatives that will enhance compliance and enforcement mechanisms, in accordance to the UFA Act 2011.

### **a) Functions**

The General Manager is responsible for the following functions: -

- Formulate and implement policies and strategies on compliance and enforcement of the Act;
- Enforce compliance to the UFA Act through various enforcement mechanisms in partnership with relevant investigating agencies;
- Conduct holders' compliance audits to ascertain compliance levels with UFA Act;
- Administration of penalties and fines against non-compliance in accordance with the UFA Act;
- Administration of Voluntary Disclosure Programmes (VDP) on unclaimed financial assets;
- Receive the unclaimed financial assets records and update the database in accordance with the provisions of the UFA Act;
- Carry out market surveillance on compliance by holders in line with the provisions of the UFA Act;
- Conduct capacity building programmes among stakeholders on compliance and enforcement in line with the provisions of the UFA Act;
- Develop, review and implement policies, procedures, strategies and programmes relating to Corporate Planning, Corporate Performance Management, Quality Management, Knowledge Management, and Corporate Research & Innovation.

- Development, implementation, monitoring and evaluation of the Authority's strategic plan and annual work plans.
- Corporate planning and corporate performance management.
- Implementation and maintenance of the Authority's Quality Management System in line with the relevant applicable Standard(s);
- Development and Coordination of the implementation of the Authority's Research Policy
- Development and maintenance of the Authority's knowledge management framework.

## **b) Job Description**

Duties and responsibilities at this level will entail: -

- Formulating and implement policies and strategies on compliance and enforcement of the Act;
- Enforcing compliance to the UFA Act through various enforcement mechanisms in partnership with relevant investigating agencies;
- Conducting of holders' compliance audits to ascertain compliance levels with UFA Act;
- Administration of penalties and fines against non-compliance in accordance with the UFA Act;
- Administration of Voluntary Disclosure Programmes (VDP) on unclaimed financial assets;
- Receive the unclaimed financial assets records and update the database in accordance with the provisions of the UFA Act;
- Carrying out market surveillance on compliance by holders in line with the provisions of the UFA Act;
- Conducting capacity building programmes among stakeholders on compliance and enforcement in line with the provisions of the UFA Act;
- Developing, reviewing and implementation of policies, procedures, strategies and programmes relating to Corporate Planning, Corporate Performance Management, Quality Management, Knowledge Management, and Corporate Research & Innovation.
- Development, implementation, monitoring and evaluation of the Authority's strategic plan and annual work plans.
- Corporate planning and corporate performance management
- Implementation and maintenance of the Authority's Quality Management System in line with the relevant applicable Standard(s);
- Development and Coordination of the implementation of the Authority's Research Policy;
- Development and maintenance of the Authority's knowledge management framework.

## **c) Person Specification**

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

- Served for cumulative fifteen (15) years relevant work experience five (5) of which must have been in senior management level or in a comparable position;
- Bachelor's degree in Finance, Accounting, Commerce, Economics, Statistics or any Business-related field, from a recognized University;
- Master's degree in Finance, Accounting, Commerce, Economics, Statistics or any Business-related field, from a recognized University;
- Certified Fraud Examiner (CFE) certification CPA (K), ACCA, CISA or an equivalent qualification;
- Membership to a relevant professional body where applicable;
- Leadership course certificate lasting not less than four (4) weeks from a recognised institution;
- Proficiency in computer applications; and
- Demonstrated managerial, administrative and professional competence in work performance and results.

## **d) Key competencies and skills**

- Strong communication skills and self confidence
- Strong analytical skills
- Good interpersonal skills
- Strong customer focus and responsiveness in problem-solving.

**General Manager, Fund Management and Finance - UFAA Grade 2 -  
Job Ref: UFAA/GMFM&F/2/06/2026 - (1 Post)**

**Job Purpose**

The General Manager, Fund Management and Finance is responsible for the provision of strategic leadership and policy direction for the overall management of the Unclaimed Financial Assets Trust Fund.

**a) Functions**

- Establish financial policies, systems and procedures in line with statutory regulations.
- Advise the Authority on Financial Management for the Trust Fund and Authority financial resources.
- Develop and implement effective financial control systems, policies and strategies.
- Design and implement Accounting and Financial management system.
- Receive payments made to the Fund in line with the provisions of UFA Act;
- Make payments out of the Fund to the rightful owners in accordance with the provisions of UFA Act;
- Manage the investment function for both the Trust Fund and the Authority;
- Develop and coordinate partnerships with financial institutions, custodial agents and other service providers ;
- Coordinate Budget planning, implementation, monitoring, control and review;
- Coordinate resource mobilization programs for the Authority;
- Manage funds of the Authority and Trust Fund in line with applicable Government financial laws and regulations;
- Develop and implement Trust Fund and Authority's financial strategies;
- Process financial transactions including commitment of funds, expenditure and revenue management;
- Prepare financial reports, financial statements and submit to relevant institutions in line with the provisions of PFM Act and UFA Act; and
- Coordinate external audit of financial reports and statements for the Trust Fund and the Authority.

**b) Job Description**

Duties and responsibilities at this level will entail: -

- Establishing financial policies, systems and procedures in line with statutory regulations.
- Advising the Authority on Financial Management for the Trust Fund and Authority financial resources.
- Developing and implement effective financial control systems, policies and strategies.
- Overseeing the design and implementation of Accounting and Financial management system.
- Receiving payments made to the Fund in line with the provisions of UFA Act;
- Coordinating payments out of the Fund to the rightful owners in accordance with the provisions of UFA Act;
- Managing the investment function for both the Trust Fund and the Authority;
- Developing and coordinate partnerships with financial institutions, custodial agents and other service providers ;
- Coordinating Budget planning, implementation, monitoring, control and review;
- Coordinating resource mobilization programs for the Authority;
- Managing funds of the Authority and Trust Fund in line with applicable Government financial laws and regulations;
- Developing and implementing Trust Fund and Authority's financial strategies;
- Spearheading the processing of financial transactions including commitment of funds, expenditure and revenue management;
- Overseeing the preparation of financial reports, financial statements and submit to relevant institutions in line with the provisions of PFM Act and UFA Act; and
- Coordinating external audit of financial reports and statements for the Trust Fund and the Authority.

### **c) Person Specification**

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

- Served for a cumulative period of fifteen (15) years relevant work experience five (5) of which must have been in senior management level or in a comparable position;
- A Bachelor's degree in any of the following fields: Business Management, Business Administration, Accounting, Finance, Commerce or equivalent from a recognized university;
- A Master's degree in any of the following fields: Business Management, Business Administration, Accounting, Finance, Commerce or equivalent from a recognized university;
- CPA (K), CFA, FA, ACCA
- Membership to a relevant professional body where applicable;
- Leadership Course lasting not less than 6 weeks from a recognized institution;
- Proficiency in Computer applications; and
- Demonstrated managerial, administrative and professional competence in work performance and results.

### **d) Key competencies and skills**

- Analytical skills.
- Report writing and presentation skills
- Investment skills
- Numerical skills

### **Application procedure**

Qualified and interested applicants who meet the requirements should visit the Authority's careers page on the website and register by creating an account using a valid email address. Applicants should then log in using their email and password, complete their profile, and submit their application.

Applications should be submitted in PDF format not later than **5 pm Tuesday, July 14, 2026 (East Africa Time)**.

**UFAA is an equal opportunity employer. Canvassing will lead to automatic disqualification.**

**RECEIVE. SAFEGUARD. REUNITE.**