



## RE-ADVERTISEMENT OF VACANT SENIOR POSITIONS

*Join our team and contribute to our effort of making education more accessible to Kenyans*

The Higher Education Loans Board (HELB) was established in 1995 through an Act of Parliament CAP 213A of the laws of Kenya. The mandate of HELB is to source for funds and provide financing (through loans, scholarships and bursaries) to Kenyans pursuing higher education in institutions of higher learning in and outside Kenya as recognized by Commission for University Education (CUE) and/or the Technical, Vocational Education and Training Authority (TVETA), and recover funds loaned to create a National Revolving Fund. HELB is an innovative institution in the education sector whose focus is to leapfrog how Financing higher education is executed in Kenya by amalgamating public and private sector resources in the country.

HELB is seeking to recruit competent, self-driven individuals with an innate dynamism towards the success and fulfilment of HELB's mandate and objectives. The successful persons to fill the positions will join a highly performing team should not only be passionate, innovative, and qualified but also, be of high integrity, highly competent, have high dependability and high emotional intelligence, excellent interpersonal & communication skills, self-driven with innate dynamism and able to demonstrate strong leadership skills.

### 1. CHIEF FINANCE OFFICER (CFO) – HELB GRADE 2

#### **Job Purpose:**

Reporting to the Chief Executive Officer, **Chief Finance Officer (CFO)** is responsible for providing leadership in prudent financial management, planning and development of financial and operational strategy, regulatory and financial reporting of a balance sheet of over Kshs.93 Billion, formulation of an annual budget of over Kshs.19 Billion and efficiently managing Treasury Operations to generate annual income of over Kshs.90 Million from short-term placement by developing risk, internal control policies & procedures to preserve the institution's assets, while ensuring alignment to the core mandate.

#### **Key Duties and Responsibilities**

- Overseeing the development and implementation of sound financial and accounting policies in compliance to the Constitution, Public Finance Management (PFM) Act 2012 and other relevant legal frameworks to enhance accountability and transparency, preparation of estimates of expenditure and revenues of the institution in conformity with the Strategic Plan and The National Treasury guidelines, formulation of the institutional annual budget of over Kshs.19 Billion to enhance planning and control of the institution's finances appropriate financing of the institution's operations;
- Overseeing the reporting of financial operations of the institution, devolved units and diaspora operations in accordance with the Public Finance Management (PFM) Act 2012, International Public Sector Accounting Standards (IPSAS) to ensure compliance, facilitating collaborations and partnerships with financial institutions for management of Institution's funds and sponsorship of events that lead to cost management;
- Overseeing the valuation of the Institution's assets worth over Kshs.1billion to ensure that they are fairly valued, development of appropriate key performance indicators to monitor and

drive the financial performance of the Institution, providing leadership and professional advice on all Financial Strategic Planning issues and supporting strategic initiatives to ensure that adequate resources are assigned for execution of the institution's strategy;

- Overseeing the formulation and implementation of financial performance measures that support the Institution's strategic direction to enhance performance, formulation of policy guidelines including risk analysis for short-term placements that generate returns of over Kshs.90 Million to achieve optimal returns, driving cashflow forecasting to ensure tracking of the expected cash movements over a period of time in the future and to ensure adequacy of financial resources;
- Overseeing the maintenance and strengthening of internal controls to prevent and detect fraud and corruption, development of the directorate's Quality Management Systems (QMS) to streamline internal processes and ensure consistency in the day-to-day operational activities and providing leadership in the management of the institution's assets worth over Kshs.93 Billion to ensure achievement of value for money in acquiring, utilization and disposal of the assets, improve cost efficiency and formulation of interdepartmental Service Level Agreements (SLA's) to enhance service delivery;
- Overseeing the formulation and implementation of Directorate work plan to ensure efficient and effective execution of Institutional strategy, spearheading the implementation of the Enterprise Risk Management framework for governance and risk compliance within the Directorate and participating in Association of African Higher Education Financing Agency (AAHEFA) finance committee for bench marking on best practices;
- Driving key roles in various committees in the Institution to realize corporate objectives, overseeing the development of financial statements with a balance sheet of over Kshs.93 Billion that comply with requirements of The National Treasury and International Public Sector Accounting Standards (IPSAS), ensure the information communicated to the public fairly portrays the position of the institution and translating strategy into actionable goals for performance and growth, ensure implementation of Institution-wide goal setting, performance management and directorates' action plan;
- Overseeing implementation of accounting and operational standards to ensure adherence to best practices and relevant laws and regulations, driving development of accounting systems which ensure that all financial and accounting records are adequately protected, backed up thus enhancing the integrity of the institutions financial information and directing the implementation of annual business plans to ensure that they are in line with the Institution's strategic plan;
- Spearheading the generation of short-term placement proposals to optimize returns and balance sheet growth, coaching and mentoring strategies to unlock staff potential to boost productivity, overseeing all expenditure incurred by the entity to ensure compliance with the Public Finance Management PFM Act 2012 and overseeing the development and implementation of financial and tax management strategies to ensure tax efficiency and
- Overseeing the directorate people management to ensure succession planning, monitor performance and build working teams and participating in key decisions as a member of the senior management team on financial matters.

### Minimum Qualifications

- Bachelor's Degree in Business related field such as Commerce, Accounting and Finance or its equivalent from a recognized institution;
- Master's Degree in a business-related field such as Commerce, Accounting, Finance and equivalent qualification from a recognized institution;
- Certified Public Accountant of Kenya (CPAK) or Association of Chartered Certified Accountants (ACCA) or Certified Financial Analyst (CFA);
- Member of Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant professional body and in good standing;
- At least fifteen (15) years' relevant work experience five (5) of which should be in a senior management level in a comparable institution.

### Added Advantage

Leadership course lasting not less four (4) weeks from a recognized institution.

Detailed job requirements, duties and responsibilities for this position are accessible online through HELB's [www.helb.co.ke](http://www.helb.co.ke) or jobs portal.

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please send your application, copy of identity card, detailed Curriculum Vitae, relevant copies of testimonials certificates, daytime contact, and contacts of three referees, to reach the office of the Chief Executive Officer to P.O Box 69489 – 00400, Anniversary Towers, 18th Floor, Nairobi or email to [recruitmentfo@helb.co.ke](mailto:recruitmentfo@helb.co.ke) not later than **6<sup>th</sup> April, 2021**.

## **2. CHIEF OPERATIONS OFFICER (COO) – HELB GRADE 2**

### **Job Purpose:**

Reporting to the Chief Executive Officer, **Chief Operations Officer (COO)** is responsible for spearheading the formulation of sound policies, strategies and systems that will drive the vision of the institution, ensure effective and efficient execution of Credit Management function with a loan book in excess of Kshs.93 Billion and customer base in excess of 1,000,000, timely and equitable annual processing and disbursement of loans, bursaries and scholarships to over 394,000 students in 342 local and foreign higher learning institutions with an annual budget of over Kshs.17 Billion and 31 partner funds worth over Kshs.1.4 Billion. Overseeing timely repayment of all matured loans worth Kshs. 69 Billion from over 560,000 past beneficiaries to create a sustainable revolving fund, provision of accurate data for processing of all products applications and management of all institutional documents for ease of storage, retrieval and utilization to support the HELB's operations and overseeing optimization of digital service delivery to improve customer satisfaction index and aligning the Directorate to the institution's enterprise risk management framework.

### **Key Duties and Responsibilities**

- Overseeing the setting and driving institution's vision and operational strategy, spearheading the monitoring of all credit management, Enterprise Electronic Data & Documents Management, business development and institutional relationship management functions to ensure conformity to institutions objectives and the formulation of Institution's strategic direction to support the strategic initiatives on the core mandate of the institution;
- Overseeing preparation, co-ordination and monitoring of Operations directorate's annual work plans to achieve set divisional targets and overall institutions objectives, overseeing formulation, implementation and monitoring of directorate action plan, policies and systems for efficient and effective execution of the divisional functions by ensuring it is aligned to the Institution's overall Strategic Plan;
- Spearheading the formulation, implementation and evaluation of market penetration strategies for existing and new markets through recruitment of new customers and product development to drive business growth in line with the set institution's targets, strategic and operational management of both electronic and manual records to support the institution's operations in achieving its objective and the coordination and efficient management of the digitization process including managing the process of change and review, and implementation of the strategic and operational plans;
- Spearheading the management of institutional digitization framework for efficient service delivery, formulation and promotional programs and other special event activities to grow student numbers as per the institution's Strategic Plan and quality assurance for product development, creating awareness and uptake in the targeted markets;
- Overseeing the motivation and retention of staff with the aim of enhancing service delivery within the directorate, execution and review of the approved divisional budgets, ensuring alignment to the institutions budget, setting of comprehensive annual performance goals in the division to meet the overall objectives of the institution;
- Spearheading continuous re-engineering of business processes within the division for process improvement, evaluating all periodic performance reports from all business units within the

directorate for informed decision making, creating and fostering a sustainable success-oriented, accountable environment within the directorate for attainment of divisional and institutional objectives;

- Spearheading the formulation and review of Service Level Agreements (SLAs) and Memorandum of Understanding with strategic partners to ensure compliance, development and implementation of the division Business Continuity Plan in alignment to the institution's Business Continuity Management Framework, implementation of the Enterprise Risk Management framework for governance and risk compliance within the directorate;
- Overseeing strategic planning, student's loan budget and forecasting of business requirements, decision-making process, negotiations with the various stakeholders for additional student funding and translating strategy into actionable goals for performance and growth to ensure implementation of institution-wide goal setting, performance management and divisional action plan;
- Overseeing credit management of over **1,000,000** current and former students with loans totaling over **Kes. 113 Billion** since inception, disbursement of funds to over 342 in local and foreign higher learning institutions of over 31 external partner funds, management of Self Protection Scheme with annual premium contributions of over **110 Million** to mitigate against credit risk exposure; and
- Approving simulation, allocation and disbursement of loans, Scholarships and Bursaries, oversee the determination of number of eligible persons to be granted loans, scholarships, and bursaries annually and advising the Chief Executive Officer accordingly to ensure prudent management of the annual student loans budget, bursary, scholarship, and other partner funded programs of over **17 Billion**, overseeing the development of the criteria and conditions governing the granting of loans, scholarships and bursaries, loan repayment and recovery function of over **69 Billion** mature loans from past beneficiaries, facilitating partnership with financial institutions, development partners and other relevant stakeholders for the purpose of disbursement and recovery of mature loans to ensure business continuity;
- Spearheading development & implementation of succession planning policies for business continuity, inculcating the culture of mentoring and coaching across the directorate as a cornerstone to talent management, succession planning and business continuity, oversee the implementation of enterprise risk management framework within the Directorate and the preparation of Performance reports and emerging issue to ensure institutional and divisional targets are met; and
- Recommending loan waiver requests to the Board where applicable, participating in international duty through Association of African Higher Education Financing Agencies (AAHEFA) operations committee for benchmarking on best practices, coordinating preparation of Loan Disbursement and Recovery Committee Board papers in line with corporate governance practices, spearheading the implementation of the Credit Policy, HELB Act and any legislative and regulatory framework in managing the institution's products.

### Minimum Qualifications

- Bachelor's Degree in Social Sciences or related field from a recognized institution
- Master's Degree in Social Sciences or related field
- At least fifteen (15) years' relevant work experience five (5) of which should be in a senior management level in a comparable institution.

### Added Advantage

Leadership course lasting not less four (4) weeks from a recognized institution.

Detailed job requirements, duties and responsibilities for these positions are accessible online through HELB's [www.helb.co.ke](http://www.helb.co.ke) or jobs portal.

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please send your application, copy of identity card, detailed Curriculum Vitae, relevant copies of testimonials

certificates, daytime contact, and contacts of three referees, to reach the office of the Chief Executive Officer to P.O Box 69489 – 00400, Anniversary Towers, 18th Floor, Nairobi or email to [recruitmentcoo@helb.co.ke](mailto:recruitmentcoo@helb.co.ke) not later than **6<sup>th</sup> April, 2021**.

### **Ethics and Integrity**

Shortlisted candidates shall be expected to prove their compliance with Chapter 6 of the Constitution of Kenya, 2010 by obtaining and presenting the documents during interview clearance/compliance certificate from the following organizations:

1. Kenya Revenue Authority;
2. Higher Education Loans Board;
3. Ethics and Anti-Corruption Commission.
4. Directorate of Criminal Investigations (Certificate of Good Conduct) and;
5. Credit Reference Bureau.

*HELB is an equal opportunity employer. Persons with disabilities are encouraged to apply.  
Only successful candidates will be contacted.*