

Investigation Officer

Gross salary: Consolidated (KDIC Scale 7)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Providing support in developing and ensuring Implementation of the developed policies and procedures that guides day operations of the Investigations department.
- ii. Preparing department work plans and budget in line with the approved directorate budget.
- iii. Conducting forensic and asset tracing Investigations on corruption and economic crimes in line with the established guidelines.
- iv. Carrying out preliminary forensic investigations on reported cases by examining and reviewing the existing records from a troubled financial institution.
- v. Providing information required by Bank Fraud Investigation department to support non-conviction-based recovery.
- vi. Collaborating evidence collected by other parties on corruption and economic crimes cases for troubled financial institutions.
- vii. Responding to complaints and correspondences from relevant government agencies on the issues arising from investigations undertaken by the department.
- viii. Attending assigned court cases to give testimony on behalf of the troubled financial institutions.
- ix. Compiling information required to facilitate preservation of identified assets deemed to belong to the troubled institutions pending court determination of ownership in the interest of depositors and creditors.
- x. Compiling status report on troubled institution cases been investigated by other government investigation agencies to enable management make timely decisions on recovery options.

b) Requirements for Appointment;

- i. At least three (3) years' relevant work experience;
- ii. Bachelor's degree in any of the following disciplines: Criminology, Law, Political Science, Social Sciences or equivalent qualifications from a recognized institution;
- iii. Diploma in Criminology, Forensic Auditing or related field
- iv. Certification in fraud examination or any other equivalent professional qualification
- v. Proficiency in computer applications;
- vi. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010.