

NATIONAL SOCIAL SECURITY FUND

GENERAL MANAGER VACANCIES

The National Social Security Fund seeks to recruit result-oriented professional transformational leaders with drive, vision, passion and enthusiasm to fill the following positions:

GENERAL MANAGER (CORPORATION SECRETARY & LEGAL SERVICES)

Reporting to the Managing Trustee, the General Manager (Corporation Secretary and Legal Services) will oversee the provision of Company Secretarial services to the Board of Trustees, ensuring that the Fund operates in accordance with its established legal framework and complies with statutory and other regulatory requirements.

GENERAL MANAGER (SOCIAL SECURITY)

Reporting to the Managing Trustee, the General Manager (Social Security) will play a key role in formulating and coordinating the implementation of policies and strategies. These efforts are aimed at fulfilling the Fund's mandate, which includes member registration, contribution collection, and the subsequent administration of member benefits. The General Manager will supervise the operations of Registration & Compliance, Benefits, Member Records, and Marketing & Customer Experience functions within the Fund. This involves ensuring that the necessary knowledge, skills, and tools are available within these departments, enabling assigned managers to effectively fulfill their roles through the development and efficient management of human and other resources.

GENERAL MANAGER (FINANCE & INVESTMENT)

Reporting to the Managing Trustee, the General Manager (Finance & Investment) will be tasked with developing an investment management strategy for the Fund and overseeing the management of the Fund's investment portfolio in collaboration with investment/fund managers. Additionally, they will be responsible for ensuring accurate accounting, reconciliation of assets and liabilities, and the proper preparation of financial reports in accordance with leading practices, accounting principles, and standards. The General Manager will supervise the operations of Property Development & Management, Investments, and Financial functions within the Fund. This includes ensuring the availability of necessary knowledge, skills, and tools within these departments, enabling assigned managers to effectively fulfill their roles.

GENERAL MANAGER (STRATEGY, RESEARCH & RISK)

Reporting to the Managing Trustee, the General Manager (Strategy, Research, and Risk) will spearhead the articulation of the Fund's strategy, oversee business research and innovation, and monitor and evaluate its programs. They will be tasked with ensuring quality and coordinating risk management. This role involves overseeing and coordinating the operations of Strategy & Change, Research & Development, and Risk Management functions within the Fund to ensure strategic alignment.

GENERAL MANAGER (HUMAN RESOURCES & ADMINISTRATION)

Reporting to the Managing Trustee, the General Manager (Human Resources and Administration) will oversee the management of Human Resource, Administration, and Security functions within the Fund. Their responsibilities include ensuring the presence of effective strategies and processes for attracting, developing, and retaining top-tier talent to execute the Fund's strategy. Additionally, they will coordinate all general administrative services to ensure the availability of the necessary resources for supporting productivity. The General Manager will also oversee the protection of the Fund's property, office premises, and both developed and undeveloped assets.

GENERAL MANAGER (INTERNAL AUDIT)

Reporting functionally to the Board of Trustees and administratively to the Managing Trustee, the General Manager (Internal Audit) will be tasked with evaluating and providing reasonable assurance that risk management, control, and governance systems are operating as intended. This role aims to ensure that the organization's objectives and goals can be achieved effectively.

APPLICATION REQUIREMENTS

Candidates interested in the above positions must submit the following:

- (i) Application letter;
- (ii) Curriculum vitae;
- (iii) Names, telephone numbers, and email addresses of three (3) referees;
- (iv) Certified copies of academic and professional certificates and National Identity Card.

Shortlisted candidates will be required to present originals of the documents listed above, along with the following documents during the interviews:

- (i) A valid Tax Compliance Certificate from Kenya Revenue Authority;
- (ii) A valid Clearance Certificate from the Higher Education Loans Board;
- (iii) A valid Certificate of Good Conduct from the Directorate of Criminal Investigations not more than one (1) year old;
- (iv) A current clearance from the Ethics and Integrity Commission not more than one (1) year old; and
- (v) A current clearance from the Credit Reference Bureau.

PACKAGE DETAILS

The successful candidates will be offered a contract of employment with an attractive and competitive package. These positions come with a five (5) year contract, renewable based on performance.

For more information, please visit the Fund's website www.nssf.or.ke. Head over to Quick Links and then Career Opportunities, where you will find detailed job specifications and requirements for the advertised positions.

APPLICATION PROCESS

Candidates interested in these positions should submit their applications, along with their Curriculum Vitae, copies of academic and professional certificates, and testimonials by **Friday, 1st December 2023, 5:00p.m.**

The applications should be emailed to managerrecruitment@nssfkenya.co.ke OR send them via Posta OR hand-deliver in a clearly marked envelope specifying the position being applied for. Address your application to:

The Managing Trustee
National Social Security Fund
NSSF Building, Block A, 3rd Floor, Bishop Road
P O Box 30599-00100
NAIROBI

Please note that only shortlisted candidates will be contacted. Any form of canvassing will result in automatic disqualification. Candidates should note that the Fund does not engage any agents and will conduct this recruitment without charging any fees whatsoever.



NSSF is an equal opportunity employer committed to diversity and gender equality.

DIAL *303# FOR NSSF SERVICES

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