



NATIONAL SOCIAL SECURITY FUND

JOB VACANCY

MANAGING TRUSTEE

The National Social Security Fund Board of Trustees (NSSF), one of the largest public funds in Kenya seeks to recruit a result oriented and visionary leader to fill the position of Managing Trustee.

JOB PROFILE

As the Fund's Managing Trustee, the holder will be responsible for the day to day running of the Fund under the direction of the Board of Trustees to ensure contributors funds are optimally managed and released to enable members to retire with dignity. This shall be done by formulating a clear strategy and setting agreed tasks and targets which shall be reviewed with the Board on a regular basis. The Managing Trustee will therefore provide leadership, motivation and guidance to ensure that staff are motivated and focused.

RESPONSIBILITIES

The job will involve the following responsibilities:

- (i) Ensure that contributions by members are paid in full and on time;
- (ii) Determine claims to benefits, and make payments thereof;
- (iii) With the approval of the Board, initiate programmes and strategies for advancing the objectives of the Fund in general or for educating and mobilizing members of the public, or organized groups to become members of the Fund;
- (iv) Facilitate the preparation of the budget, strategies, operational proposals, annual plans and corporate policies for discussion by the Board and implement decisions and resolutions adopted by the Board;
- (v) Consistently strive to achieve the financial and operating goals of the Fund;
- (vi) Ensure the effective management of the Fund, foster a conducive corporate culture that promotes ethical practices in respect to the Fund;
- (vii) Ensure there is effective communication between Management and the Board, between different levels of Management as well as between the Fund, Government and the other stakeholders;
- (viii) Be in charge of all the staff of the Fund;
- (ix) Maintain a conducive work environment to attract, retain and motivate employees, and foster a corporate culture that promotes ethical practices and good corporate citizenship;
- (x) Be the accounting officer of the Fund and, in that capacity keep proper books of account and cause, under the general guidance of the Board, the annual accounts of the Fund to be prepared in accordance with the provisions of the NSSF Act;
- (xi) Under the guidance of the Board, cause the Fund's Annual General Meeting to be convened as provided under the NSSF Act; and
- (xii) Perform such other functions as assigned by the Board from time to time.

QUALIFICATIONS

- (i) Be a Kenyan Citizen;
- (ii) Master's Degree in any one of the following; Insurance, Law, Accounting, Actuarial Science, Economics, Banking, Finance or Commerce, Strategy, Human Resource or any other related field of study from a university recognised in Kenya;
- (iii) Not less than ten (10) years of working experience at Senior Management level in any one of the following; insurance, law, accounting, actuarial science, economics, banking, finance or commerce, strategy, human resource, pensions or administration of schemes;
- (iv) Have Certification in Corporate Governance/Leadership;
- (v) Registered with a recognized professional body; and
- (vi) Compliant to the requirements of Chapters Six and Thirteen of the Constitution of Kenya.

KEY COMPETENCIES

- (i) Strategic Leadership and Direction
- (ii) Customer Centricity
- (iii) Business Transformation/Turnaround
- (iv) Financial and Investment Risks
- (v) Strategic Partnerships and Stakeholder Management
- (vi) People, Culture and Change Management
- (vii) Proficiency in Computer Applications

APPLICATION REQUIREMENTS

1. Candidates interested in the above position must submit the following:
 - i) Application letter;
 - ii) Curriculum vitae;
 - iii) Names, telephone numbers and e-mail addresses of three (3) Referees;
 - iv) Certified copies of Certificates and National Identity Card;
 - v) Current and valid Tax Compliance Certificate from Kenya Revenue Authority;
 - vi) Current and valid Clearance Certificate from Higher Educations Loans Board;
 - vii) Current and valid Clearance from the Ethics and Anti-Corruption Commission;
 - viii) Current and valid Certificate of Good Conduct from the Directorate of Criminal Investigations; and
 - ix) Current clearance from the Credit Reference Bureau.
2. Shortlisted Candidates will be required to present originals of the documents listed above in 1 (iv) to (ix) during the interviews.

PACKAGE DETAILS

A contract of employment with an attractive and competitive package will be offered to the successful candidate. This position is on a three year contract, renewable once based on performance.

The applications should be addressed to:

The Chairman
National Social Security Fund Board of Trustees
NSSF Building, Block A, 3rd Floor
P.O Box 30599- 00100
NAIROBI

Interested candidates should drop their applications in the tender box located at the Chairman's Office, Social Security Building, Block A, Western Wing, 3rd Floor and also send applications by email to the address below: mtrecruitment@nssfkenya.co.ke

All applications must be received on or before **27th February, 2023**.

NSSF is an equal opportunity employer committed to diversity and gender equality. Canvassing will lead to automatic disqualification. Note only shortlisted candidates shall be contacted.

DIAL *303# FOR NSSF SERVICES

Tel: 020 2729911 / 2710552

Toll-Free Line: 0800 221244

Cell Phone: 0709 583 000 / 0730 882 000

Email: info@nssfkenya.co.ke

NSSF Kenya NSSF_ke

Website: www.nssf.or.ke

