

NATIONAL SOCIAL SECURITY FUND

MANAGER VACANCIES

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

MANAGER, LEGAL & REGULATORY SERVICES

Reporting to the General Manager (Corporation Secretary and Legal Services), he/she will lead the legal function, offering legal advisory services on all matters related to the Fund's activities and ensuring compliance with all legal requirements.

MANAGER, FINANCE

Reporting to the General Manager (Finance & Investment), he/she will oversee the implementation of expenditure policy and coordinate expenditure budgetary control. The role involves implementing financial policies and coordinating finance-related activities, including the preparation of Budget, Annual Statements, Management and Financial reports, and ensuring prompt receipting, analysis of income sources, and reconciliation of bank accounts.

MANAGER, INVESTMENT

Reporting to the General Manager (Finance & Investment), he/she will be responsible for managing the Fund's investments in capital and money markets, Tenant Purchase Scheme (TPS) and mortgage bonds to ensure prudent investments in order that members get a competitive rate of return.

MANAGER, REGISTRATION & COMPLIANCE

Reporting to the General Manager (Social Security), he/she will oversee the registration and collection of contributions within the Fund. The role involves ensuring that Fund members' data/information is accurate, valid, secure, and managed in accordance with the relevant organizational policies and statutory/regulatory requirements.

MANAGER, BENEFITS

Reporting to the General Manager (Social Security), he/she will be responsible for overseeing the benefits payment process, re-engineering the process as required, developing related policies and ensure member benefits are paid out in a timely basis.

MANAGER, MEMBER RECORDS

Reporting to the General Manager (Social Security), he/she will be responsible for enhancing records management through efficient and effective creation, storage, retrieval, maintenance and disposition of member records.

MANAGER, RESEARCH & DEVELOPMENT

Reporting to the General Manager (Strategy, Research and Risk), he/she will be responsible for coordinating internal and external research, data analysis, leading product development, developing new and innovative ideas based on research findings and will be custodian of the innovation framework-generation, selection and implementation of value adding ideas.

MANAGER, RISK MANAGEMENT

Reporting to the General Manager (Strategy, Research and Risk), he/she will be responsible for ensuring efficiency in all areas of operations, management of risk by developing risk models and risk management framework within the Fund.

MANAGER, INTERNAL AUDIT

Reporting to the General Manager (Internal Audit), he/she will be responsible for designing, implementing, evaluating and reporting on the internal controls and oversee audits conducted within the Fund to ensure compliance.

MANAGER, SUPPLY CHAIN MANAGEMENT

Reporting to the Managing Trustee, he/she will be responsible for ensuring timely procurement of goods, works and services in line with the Public Procurement and Asset Disposal Act 2015 and the Fund's policies.

MANAGER, SECURITY

Reporting to the General Manager (Human Resources and Administration), he/she will oversee and provide security and protection of the Fund's properties, office premises and assets, both developed and undeveloped.

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

A contract of employment, with an attractive and competitive package, will be offered to successful candidates. These positions are on a five (5)-year contract, subject to renewal based on performance.

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

APPLICATION PROCESS

Interested candidates should submit their applications, along with their Curriculum Vitae, copies of academic and professional certificates, and testimonials, by **Friday, 1st December 2023, 5:00 p.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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Email: info@nssfkenya.co.ke

 NSSF Kenya  NSSF_ke

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