



VACANT POSITIONS

The National Social Security Fund has service delivery points spread across the country and is seeking to enhance capacity of its human resource to achieve its obligations of service delivery to all Kenyans. The Fund seeks to recruit experienced and energetic Kenyans to fill these vacancies from the positions as outlined below:

ASSISTANT MANAGER, LEGAL AND REGULATORY SERVICES (MG4)

Reporting to the Manager (Legal and Regulatory Services), he/she will be responsible for preparing legal opinion and advice on general issues that may arise.

KEY RESPONSIBILITIES:

- Formulate and review the Fund's legal strategies, policies, processes and procedures;
- Provide and interpret legal opinions and advise on legal issues that may arise from time to time;
- Receive summons, review the relevant files and prepare suitable instructions to external lawyers;
- Review all court documents prepared by external lawyers;
- Correspond with external lawyers/advocates on all the issues that may arise and advise on the position of the Fund;
- Vet and draft legal agreements;
- Ensure proper and safe custody of all legal documentation; and
- Represent the Fund in all legal proceedings, coordinating, preparations, filing and service of pleadings.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor of Laws Degree from a recognized institution;
- Master of Laws Degree or Social Sciences from a recognized institution as an added advantage;
- Postgraduate Diploma in Legal Studies from the Council for Legal Education;
- Admitted as an advocate of the High Court of Kenya;
- Membership to a relevant and accredited professional body such as the Law Society of Kenya (LSK) and/or Institute of Certified Secretaries (ICS) and in good standing;
- At least ten (10) years relevant cumulative work experience, three (3) of which should have been at a supervisory position;
- Management course from a recognized institution;
- Proficiency in computer applications.

ASSISTANT MANAGER, CORPORATE COMMUNICATIONS (MG4)

Reporting to the Manager (Corporate Communication) he/she will be responsible for Overseeing implementation of publicity strategies and campaigns and preparation of media press releases.

KEY RESPONSIBILITIES:

- Organize media briefings, Broadcast interviews, Press conferences on current Fund affairs;
- Analyze media coverage in regard to NSSF's targeted audience;
- Implement customer satisfaction survey recommendations;
- Supervise the production of content for internal publication from contracted service providers;
- Write and review proposals for Corporate Social Responsibility events;
- Develop customized promotional messages for publicity and advertisement;
- Analyze and monitor customer complaints lodged and developing customer value proposition strategies for handling of customer complaints effectively; and
- Implement the Fund's customer service charter and implement and monitor the communication policy.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Communications, Public Relations, Journalism or related field from a recognized institution;
- Master's Degree in any of the following disciplines: Communications, Public Relations, Journalism or related field from a recognized institution is an added advantage;
- Professional Qualification in any of the following disciplines: Communications, Public Relations, Journalism or related field from a recognized institution;
- At least ten (10) years' work experience, three (3) of which should be in a supervisory position;
- Membership to a professional accredited body related to Communications, Public Relations or Journalism or other related field, such as the Public Relations Society of Kenya (PRSK), International Association of Business Communicators (IABC) and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, ETHICS & INTEGRITY (MG4)

Reporting to the Manager, Ethics & Integrity he/she will be responsible for Coordinating the preparation of comprehensive reports and ad hoc briefs pertaining to complex investigations and, based on analysis and findings, make recommendations for corrective actions, improved controls and efficiency of NSSF operations.

KEY RESPONSIBILITIES:

- Participate in formulation and review of the Fund's investigation strategies, policies, processes and procedures;
- Assess the potential for fraud and corruption in operational activities and making recommendations for senior management decisions;
- Effectively work, collaborate and coordinate with other control and monitoring functions as appropriate;
- Oversee training and sensitizing staff and other stakeholders on ethics and corruption prevention;
- Oversee corruption risk assessments and preparing corruption mitigation plans;
- Coordinate and train staff on the two-year wealth declarations;
- Coordinate corruption prevention committees (CPCs);
- Efficiently coordinate and undertake office and field-based complex; and
- Investigate into allegations of violations of policies, procedures, standards, guidelines, and applicable rules and regulations.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Law, Finance, Business Management or a related field from a recognized institution;
- Master's Degree in Law, Finance, Business Management or a related field from a recognized institution is an added advantage.
- Professional qualification in any of the following disciplines: Law, Finance, Business Management or a related field from a recognized institution;
- At least ten (10) years relevant cumulative work experience, three (3) of which should have been at a supervisory position;
- Membership to a relevant and accredited professional body;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, REGISTRATION & COMPLIANCE (MG4)

Reporting to the Manager, Registration & Compliance he/she will be responsible for analyzing inspection reports from field offices, employer files and system compliance reports for correspondence with field offices.

KEY RESPONSIBILITIES:

- Analyze Inspection Reports from field offices, employer files and system compliance reports for correspondence with field offices;
- Ensure follow-up on customer enquiries and complaints;
- Oversee preparation of periodic departmental and field operation reports as well as inter departmental and external correspondences;
- Carry out quality assurance audits in the field offices;
- Undertake/participate in the implementation of departmental projects/committees and update the registration and collections manager;
- Carry out performance analysis and document reviews for target setting;

- Review Key Performance Indicators, targets in conjunction with Branch and Regional offices; and
- Participate in member education forums periodically.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor’s Degree in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- Master’s Degree in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- At least ten (10) years’ relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, ICT (MG4)

Reporting to the Manager, ICT, he/she will be responsible for Implementing IT project solutions for user departments.

KEY RESPONSIBILITIES:

- Develop overall change management on technological adoption;
- Research emerging Information Technology to be adopted;
- Formulate innovative solutions to the business;
- Verify proposed solutions and communicating to the users;
- Coordinate between functional users’ requests and the solution providers;
- Develop policies and procedures, within company guidelines, for the IT unit and providing guidance in the interpretation and implementation of these;
- Continuously review and improve customer service and quality assurance policies, procedures and processes;
- Ensure the integration of processes to maintain and develop the required services to support and improve effectiveness of the core activities;
- Translate business practices and processes into architectures to enable delivery of appropriate solutions;
- Review network configuration and planning cost-effective upgrades to keep up with changing technology, growth and needs of Fund’s components;
- Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts;
- Formulate and implement Information Security Section policies and procedures and ensuring compliance with IT security policy;

- Oversee the installation, testing and implementation of applications and databases;
- Coordinate the day-to-day administration of systems and user IDs including creation, deletion, modification, resets or extensions and roles assignment; and
- Conduct information risk assessments to identify gaps and give solutions to mitigate security incidents and breaches.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Computer Science, Information Technology or related field from a recognized institution;
- Masters' Degree in Computer Science, Information Technology or related field from a recognized institution is an added advantage;
- Professional qualification such as CISA, MCSE, CCNA, CCNP, CCIE, CNE or any other relevant qualification from a recognized institution;
- At least ten (10) years' work experience three (3) of which should be in a supervisory role;
- Membership to a relevant and accredited professional body and in good standing; and
- Management course from a recognized institution;
- Proficiency in computer applications.

ASSISTANT MANAGER, HUMAN RESOURCE (MG4)

Reporting to the Manager, Human Resource. He/she will be responsible for Formulating and ensuring implementation of leading human resource strategies and practices in their respective section.

KEY RESPONSIBILITIES:

- Identify the resources and skills needed to deliver on the strategic plan and leading the acquisition of those skills through recruitment, training, and employee career management;
- Ensure performance appraisals are conducted and the appraisal outputs and resolutions are implemented;
- Analyze recruitment requests against the Establishment Plan and ensure the maintenance of the approved staff complement;
- Prepare training plan for the organization in accordance with the identified training needs.
- Propose and seek for approval of the training budget;
- Constitute Joint Industrial Committees to deliberate on arising industrial issues to enhance good industrial relations;
- Ensure that disciplinary and grievance procedures are followed and participating in the disciplinary and grievance processes;
- Ensure occupational Health and Safety measure are in place and are followed;
- Oversee the effective management of the payroll, Staff Medical Scheme, Staff Loans Scheme and Staff Insurances;
- Ensure adherence to the defined culture by modelling the appropriate behavior required to meet human resource demands and performance expectations;

- Ensure collaboration amongst the staff with other Departments and relevant stakeholders for the purpose of cultivating collective responsibility to achieve Fund's objective; and
- Ensure that recognized, approved and correct benefits and allowances are processed and any necessary recovery made in line with policy and legislation.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines; Human Resource Management, Business Administration, Social Sciences or a related field from a recognized Institution;
- Master's Degree in any of the following disciplines; Human Resource Management, Business Administration, Social Sciences or a related field from a recognized institution is an added advantage;
- Professional qualification in Human Resource management, such as CHRP (K) or its equivalent from a recognized institution;
- At least ten (10) years' work experience, three (3) of which should be in a supervisory position;
- Membership in a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, SUPPLY CHAIN MANAGEMENT (MG4)

Reporting to the Manager, Supply Chain Management, he/she will be responsible for Implementing the procurement processes and procedures to ensure they are in line with the Public Procurement and Asset Disposal Act 2015 and the attendant regulations.

KEY RESPONSIBILITIES:

- Oversee stock control and order processing;
- Ensure stock control systems are updated;
- Ensure delivery, quality, cost and environmental objectives are met;
- Plan future capacity requirements;
- Produce regular reports;
- Coordinate stock taking;
- Review and approve purchase orders as per approved limits;
- Coordinate the tendering process i.e. Prepare tender document and tender Adverts; and
- Ensure the stores have adequate supplies for users' needs.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's degree in Procurement, Commerce, Economics, Finance or related Field from a recognized institution;
- Master's degree in Procurement, Commerce, Economics, Finance or related field from a recognized institution is an added advantage;
- Professional qualification in procurement or a related discipline;

- At least ten (10) years' work experience, three (3) years of which should be in a supervisory position;
- Membership to KISM and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, RISK MANAGEMENT (MG4)

The Assistant Manager, Risk Management will be reporting to the Manager, Strategy, Planning & Corporate Performance. He/she will be responsible for Plan the risk assessments comprising of preliminary surveys of processes to be reviewed, evaluation of applicable Risk Management frameworks, protocols, policies and procedures, development of risk assessment templates.

KEY RESPONSIBILITIES:

- Prepare the annual risk plan;
- Coordinate and conduct risk and control self-assessment to ensure conformity with the Enterprise Risk Management Framework and other policies;
- Participate in the review of risk assessment reports;
- Organize management meetings to discuss the observations, risk exposures and recommendations;
- Review and prepare the final risk assessment report, incorporating any revisions resulting from the management discussions;
- Conduct continuous risk assessments and generation of risk sensitization memos;
- Facilitate the preparation of the Fund's risk register and evaluating the risks in relation to agreed criteria and maintaining the register based on the Enterprise Risk Management, Business Continuity and Information Security Frameworks;
- Follow up on and track the progress of remediation of risk and control weaknesses identified by Risk Assessment, Internal Audit, self-testing, or controls assessment; and
- Provide support, education and training to staff on emerging issues in Risk Management and Compliance.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Economics, Statistics, Actuarial Science, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Master's Degree in Finance, Economics, Statistics, Actuarial Science, Project Management, Business Administration or any other relevant qualification from a recognized institution as an added advantage;
- Professional qualification such as CIA, CISA, ACCA, CPA (K), CRMA, PRM, FSA, CERA or equivalent from a recognized institution;
- At least ten (10) years' work experience, three (3) of which should be in a supervisory position;

- Membership to a relevant and accredited professional body such as ICPAK, IIA, ISACA, SoA, IFoA, ACCA, TASK or any other relevant qualification and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, SECURITY (MG4)

Reporting to the Manager (Security) he/she will be responsible for overseeing protection of the Fund's property, office premises and assets, both developed and undeveloped.

KEY RESPONSIBILITIES:

- Coordinate training of staff and other stakeholders on Safety, Health and Security awareness;
- Carryout security audits of the Fund's commercial properties;
- Prepare and forward investigation reports to Manager, Security;
- Oversee spot checks to assess/evaluate the performance of contracted security service providers;
- Coordinate surveillance on the Fund's undeveloped properties;
- Gather intelligence on potential security threats to the Fund's assets and personnel;
- Report criminal cases and incidents to police and other law enforcement organs for further action;
- Assist in the management of emergency situations; and
- Organize and Manage Annual Emergency Drills.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Criminology or any security-related field from a recognized institution;
- Master's Degree in Criminology or any security-related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Criminology, Law or any security-related field from a recognized institution;
- At least ten (10) years relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications from a recognized institution.

ASSISTANT MANAGER, FINANCE

Reporting to the Manager, Finance, he/she will be responsible for assisting in the Preparation, monitoring, controlling and reviewing annual corporate budgets for the Fund including re-allocations.

KEY RESPONSIBILITIES:

- Prepare and analyze expenditure reports;
- Review invoices for payment;
- Reconcile accounts e.g. vendor ageing report, treasury and ensuring availability of sufficient funds to all bank accounts;
- Validate and confirm collections received from branches;
- Issue debit receipts;
- Maintain cashbook;
- Prepare periodic Financial Statements and support working papers/schedules;
- Analyze financial performance for medium and long-term business planning/forecasting;
- Prepare statutory financial reports.
- Reconcile ledgers and bank statements;
- Maintain fixed assets register;
- Monitor and evaluate the financial information system

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution;
- Masters' degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution is an added advantage;
- Professional qualification such as CPA (K), ACCA and/or CFA; Membership to a relevant and accredited professional body such as ICPAK, ACCA and/or the CFA Institute and in good standing;
- At least ten (10) years' work experience three (3) of which should be in a supervisory position;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, ADMINISTRATION (MG4)

Reporting to the Manager (Administration), he/she will be responsible for assisting in coordinating and managing all administration functions In line with the funds administration policy.

KEY RESPONSIBILITIES:

- Oversee and manage office facilities and equipment;
- Manage hospitality, cleaning and mail services;
- Manage and coordinate licensing and mail services;
- Provide administrative support services to the other departments and branches;
- Initiate identification and disposal of assets;
- Compile report on the assets identified by teams for disposal to estimate expected revenue;
- Authorize transport schedules and resources to meet the changing demands;

- Manage vehicles in liaison with the Manager, Administration to determine most efficient and effective use, replacement strategy, and ensure compliance with legislation and guidelines;
- Oversee appropriate utilization of vehicles and fuel;
- Manage the renewal of applicable licenses for Fund's fleet of motor vehicles;
- Ensure all Fund vehicles are insured at all times;
- Authorize valuation of vehicles that are due for replacement and make recommendations for purchase to Procurement; and
- Ensure all contracts with service providers are well managed.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in social sciences or related field from a recognised institution;
- Master's Degree in social sciences or related field from a recognised institution is an added advantage;
- Professional qualification in any of the following disciplines: social sciences; Business Administration; Public Relations or related field from a recognized institution;
- At least ten (10) years' work experience three (3) of which should have been at a supervisory position;
- Management course from a recognized institution;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, BENEFITS (MG4)

Reporting to the Manager (Benefits), he/she will be responsible for ensuring verification of benefits claims to ensure completeness and accuracy of documentation.

KEY RESPONSIBILITIES:

- Ensure proper receipting of claims from Documentation section, sorting and batching for awarding into the system;
- Coordinate award of claims in system to determine amounts payable and bank details of payee(s);
- Ensure generation of payment information reports and filing in claim files appropriately;
- Oversee examination of payment information details, endorsement and dispatch claims in system to Authorization section; and
- Ensure customer's enquiries and complaints by Branch Officers/call centre or walk-in clients are handled effectively.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Actuarial Science; Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;

- Masters' Degree in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Social Sciences, Business Administration, Public Relations, Marketing or related field from a recognized institution;
- At least ten (10) years' relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, FINGERPRINTS (MG4)

Reporting to the Manager, Registration & Compliance he/she will be responsible for coordinating classification/searches of fingerprints records for benefit processing.

KEY RESPONSIBILITIES:

- Ensure proper maintenance of all fingerprint records in the fingerprint bureau;
- Coordinate fingerprint searches and handles customer complaints from all the branches;
- Assign daily tasks to officers in the Fingerprint Bureau;
- Handle queries concerning fingerprint searches from all the branches;
- Handle amendments of names, year of birth, misquoted identity cards on member records
- Ensure prompt customer service delivery to all members who visit the fingerprint bureau.
- Respond to customer complaints
- Provide support to National Registration Bureau
- Prepare monthly and quarterly reports for the unit.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelors' Degree in any of the following disciplines: Social Sciences; Business Administration; Marketing or related field from a recognized Institution;
- Masters' Degree in any of the following disciplines: Social Sciences; Business Administration; Marketing or related field from a recognized Institution is an added advantage;
- Professional qualification such as Fingerprints Paper A,B and C; Diploma in Fingerprints or equivalent from a recognised institution;
- At least ten (10) years relevant work experience, three (3) of which should have been in a supervisory/ middle level management position;
- Membership to a relevant and accredited professional body and in good standing; and
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, INTERNAL AUDIT (MG4)

Reporting to the Manager (Internal Audit), he/she will be responsible for Preparing audit programs and planning memorandum for individual assignments.

KEY RESPONSIBILITIES:

- Participate in audit entry and exit discussions;
- Monitor and review the execution of individual audit assignments;
- Review final audit reports and preparing the executive summary for individual audit reports;
- Prepare board papers on Internal Audit activities;
- Develop Annual Audit Plan;
- Prepare documents for use in Internal Audit and compliance committee of the Board;
- Undertake special Audit investigations as they may be required from time to time; and
- Interpret Fund's policies for sound audit planning.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Master's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution is an added advantage;
- Professional qualification such as CIA, CISA, ACCA, CPA (K), CRMA, PRM or equivalent from a recognized institution;
- At least ten (10) years' work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA or any other relevant qualification; and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, INVESTMENTS (MG4)

Reporting to the Manager, Investments, he/she will be responsible for Coordinating with consultants to prepare and/or review policy documents such as Investment Strategy, Investment Policy and Interest Declaration and Reserve Allocation Policy;

KEY RESPONSIBILITIES:

- Ensure budgets are available for investment purposes;
- Undertake actuarial valuations and insurance of insurable assets periodically when required;
- Liaise with consultants to coordinate data collection for actuarial valuation; Ensure monitoring of the performance of the portfolio, asset allocation and the compliance of the same to laws and regulations;

- Analyze technical specifications for the procurement of investment service providers. This entails the review of contracts when they fall due; and
- Coordinate portfolio construction such as asset allocation, identification and analysis of new opportunities.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Insurance, Actuarial Science, Accounting, Finance, Economics or related fields from a recognized institution;
- Master's Degree in Actuarial Science, Accounting, Finance, Economics or related fields from a recognized institution is an added advantage;
- Professional Qualification such as Certified Financial Analyst (CFA), Certified Investment and Financial Analyst (CIFA), Fellow of the Society of Actuaries (FSA), Fellow of the Institute and Faculty of Actuaries, Certification in Insurance or any other relevant qualification;
- At least ten (10) years' relevant cumulative work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, PROPERTY DEVELOPMENT (MG4)

Reporting to the Manager (Property Development) he/she will be responsible for Coordinating the preparation of plans, layouts, designs, reports and cost estimates for budgeting and property development purposes and for proposed routine maintenance works and new projects, either in house or in liaison with consultants and contractors.

KEY RESPONSIBILITIES:

- Evaluate performance standards for consultants and contractors for on-going projects and advise management on appropriate action;
- Evaluate and analyze tender and project scheduling and monitoring;
- Inspect and accept completed projects;
- Attend site meetings to evaluate project progress;
- Pursue statutory approvals in conjunction with project consultants;
- Perform project hand-over inspections and sign-off; and
- Prepare designs and supervise office sites for Branch/Regional offices when required.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- Master's Degree in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution is an added advantage;

- Professional Qualification in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- At least ten (10) years relevant work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management Course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, PROPERTY MANAGEMENT (MG4)

Reporting to the Manager Property Management, he/she will be responsible for Developing policy guidelines on all matters related to management of the Funds' properties

KEY RESPONSIBILITIES:

- Verify bid documents and targets for the property management agents' rental levels, maintenance and general procedures;
- Ensure preparation of applications for prospective tenants fronted by the Property agents;
- Liaise with agents to ensure that they advertise and rent out the Fund's properties;
- Oversee service providers' contracts;
- Coordinate monthly inspections of the buildings with the property management agents;
- Ensure forwarding of valuation requests and relevant documentation to the Chief Government Valuer and independent valuers;
- Analyze Management reports for all Fund properties and maintain all relevant logs records and information relating to the properties required;
- Ensure conflicts between tenants and the managing agents are resolved;
- Ensure the Fund properties adhere to all statutory regulations;
- Administer leases for the Fund Commercial buildings and lease offices.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Land Economics, Real Estate, Construction, Planning, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- Master's Degree in Land Economics, Real Estate, Construction, Planning, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- Professional Qualification in any of the following disciplines: Land Economics, Real Estate, Construction, Planning, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- At least ten (10) years relevant work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

ASSISTANT MANAGER, MEMBER RECORDS (MG4)

The Assistant Manager, Member Records will be reporting to the Manager, Member Records. He/she will be responsible for enhancing records management through efficient and effective creation, storage, retrieval, maintenance and disposition.

KEY RESPONSIBILITIES:

- Ensure preparation and updating of file indices is effectively done;
- Participate in conducting records surveys and appraisals for preparing and implementing records retention and disposal schedules;
- Ensure retrieval and amalgamation of files;
- Ensure preparation and updates of records management system;
- Ensure the capturing of requests, complaints and complements in the records management system (TQM, register) is done effectively;
- Process and index files/records to dispatch to the customers;
- Ensure Sorting, arranging serially and return of files into the shelves; and
- Capture of data for files outside the system.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's degree in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized institution;
- Master's degree in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized Institution;
- At least ten (10) years' relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant accredited professional body and in good standing;
- Management course from a recognized institution;
- Proficiency in computer applications.

ASSISTANT MANAGER, STRATEGY, PLANNING & CORPORATE PERFORMANCE (MG4)

Reporting to the Manager, Strategy, Planning & Corporate Performance, he/she will be responsible for reviewing the Corporate Strategic Plan (CSP) and organizational annual operating plan and ensure the integrated Management Systems (IMS) are up to date.

KEY RESPONSIBILITIES:

- Participate in developing and reviewing the Corporate Strategic Plan (CSP) and organizational annual operating plan;
- Ensure preparation of Board of Trustees' and Managing Trustee's (MT's) Performance Contracts (PC);
- Cascade MT's performance contract, and developing BSCs for heads of Divisions, Departments, Regions and Branches;
- Monitor and evaluate PC performance indicators;
- Collaborate with the other departmental teams to find ways of working together most effectively to ensure the Fund is able to solve the challenges of our partners;
- Cultivate and coordinate partnerships with Government agencies, the private sector, international agencies, civic organizations, and foreign missions; post-implementation review before project close up;
- Ensure maintenance of repository and monitoring all the Fund's partnerships and external linkages.
- Identify relationships with prospective and current partners, including but not limited to leading companies, foundations, and governments from East Africa, Africa and worldwide, that are likely to form win-win partnerships with the Fund;
- Establish close partnerships by working in collaboration with various stakeholders across different sectors;
- Organize and provide leadership to multi-stakeholder alliances, consortia, committees, task forces, or technical working groups in advancing the Fund's interests.
- Ensure internal audits and external audits are undertaken for control sustenance of the IMS; and
- Ensure capacity building of the Funds auditors periodically.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines; Strategic Management, Business Administration, Management or related field from a recognized institution;
- Master's Degree in any of the following disciplines; Strategic Management, Business Administration, Management or related field from a recognized institution is an added advantage;
- Professional qualifications in any related discipline;
- At least ten (10) years relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution;
- Proficiency in computer applications.

REGIONAL MANAGER (MG4)

Reporting to the Manager, Registration & Compliance he/she will be the overall overseer and coordinator of the Branch network within a particular Region. The job holder will oversee the work of Branch Managers in the region to ensure compliance.

KEY RESPONSIBILITIES:

- Oversee branch compliance activities; monitors and evaluates branch performance;
- Ensure follow-up on customer enquiries and complaints;
- Oversee preparation of periodic departmental and field operation reports as well as inter departmental and external correspondences
- Schedule and attend compliance visits to branch within the Region's jurisdiction;
- Plan, organize and implement Regional meetings for performance review, marketing, employers, relationship management, and staff meeting;
- Set and cascade performance targets to the Branches to enable the Fund meet her corporate strategic objectives;
- Coordinate budget planning, preparation and implementation for the regional office and across the respective Region;
- Develop and implement strategies, initiatives and innovations for business growth across the Region
- Organize and conduct stakeholder's meetings/ open days for compliance and member education;
- Ensure safe custody of Fund assets throughout the Region; Ensures safe and clean working environment within the Region;
- Coordinate the CSR activities within the Region;
- Oversee compliance activities such as prosecution and member education drives within the Region.
- Carry out quality assurance audits in the field offices;
- Undertake/participate in the implementation of regional projects/committees and update the Registration and Collections Manager;
- Carry out performance analysis and document reviews for target setting; and
- Review Key Performance Indicators, targets in conjunction with Branch and Regional offices.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- Master's Degree in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- At least ten (10) years' relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Management course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, ADMINISTRATION (MG5)

Reporting to the Assistant Manager, Administration, he/she will be responsible for management of transport services and overseeing mail office and switch board operations.

KEY RESPONSIBILITIES:

- Manage the transport services' expenditure within the agreed budget, and in line with the Transport policy;
- Adjust transport schedules and resources to meet the changing demands;
- Ensure appropriate utilization of vehicles and fuel;
- Manage the renewal of applicable licenses for Fund's fleet of motor vehicles;
- Ensure repairs and maintenance are done and the services paid for have been delivered;
- Coordinate the process of obtaining data on Fund Assets from various departments;
- Prepare specifications of insurance requirements in preparation for tenders;
- Oversee Mail office and switchboard operations;
- Coordinate staff requirements, purchases & maintenance of furniture and equipment;
- Initiate disposal of idle assets;
- Approve requisition for cleaning materials and stationery;
- Ensure reception and tea services are provided; and
- Ensure that cleaning services within the Fund offices are provided and ensuring a clean work environment.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Social Sciences or related field from a recognized institution;
- Master's Degree in Social Sciences or related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Social Sciences; Business Administration; Public Relations or related field from a recognized institution;
- At least seven (7) years' work experience three (3) of which should be at a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications;

SENIOR PRINCIPAL OFFICER, BENEFITS (MG5)

Reporting to the Assistant Manager, Benefits he/she will be responsible for ensuring proper receipting of claims from Documentation section, sorting and batching for awarding into the system.

KEY RESPONSIBILITIES:

- Ensuring verification of benefits claims to ensure completeness and accuracy of documentation;
- Coordinating award of claims in system to determine amounts payable and bank details of payee(s);
- Ensuring Generation of payment information reports and filing in claim files appropriately;
- Overseeing examination of payment information details, endorsement and dispatch claims in system to Authorization section; and
- Responding to customer's enquiries and complaints by Branch Officers/call centre or walk-in clients.
- Ensure proper receipting of claims from Documentation section, sorting and batching for awarding into the system;
- Ensure Verification of benefits claims to ensure completeness and accuracy of documentation;
- Coordinate award of claims in system to determine amounts payable and bank details of payee(s); and
- Ensure Generation of payment information reports and filing in claim files appropriately.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Actuarial Science; Social Sciences; Business Administration; Public Relations; Marketing or related field from a recognized Institution;
- Masters' Degree in any of the following disciplines: Social Sciences; Business Administration; Public Relations; Marketing or related field from a recognized Institution is an added advantage;
- Professional qualification in any of the following disciplines: Business Management; Public Relations; Marketing or related field from a recognized institution;
- At least seven (7) years' relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory Course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, CORPORATE COMMUNICATIONS (MG5)

Reporting to the Assistant Manager, Corporate Communications he/she will be responsible for Planning publicity strategies and campaigns and preparing media press releases.

KEY RESPONSIBILITIES:

- Plan media stakeholder briefings;
- Organize media briefings on current affairs at the Fund;
- Organize broadcast interviews, press conferences;

- Analyze media coverage in regards to the Fund's targeted audience;
- Develop customized promotional messages for publicity and advertisement;
- Analyze and monitor customer complaints lodged externally and internally using established complaints handling feedback mechanism; and
- Develop customer value proposition strategies for handling of customer complaints effectively.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Communications, Public Relations, Journalism or related field from a recognized institution;
- Master's Degree in any of the following disciplines: Communications, Public Relations, Journalism or related field from a recognized institution is an added advantage;
- Professional Qualification in any of the following disciplines: Communications, Public Relations, Journalism or related field from a recognized institution;
- At least seven (7) years' work experience, three (3) of which should be in a supervisory position
- Membership to a professional accredited body related to Communications, Public Relations or Journalism such as the Public Relations Society of Kenya (PRSK), International Association of Business Communicators (IABC) or other related field and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, ETHICS & INTEGRITY (MG5)

Reporting to the Assistant Manager, Ethics & Integrity he/she will be responsible for developing and disseminating corporate ethics statements, policies and supporting forms.

KEY RESPONSIBILITIES:

- Integrate the corporate ethics message throughout the ethics culture;
- Conduct annual corporate governance audits to determine the state of the corporation and presenting findings to superiors;
- Monitor compliance with ethics and integrity requirements in the Fund;
- Conduct corruption risk assessments and preparing corruption mitigation plans;
- Coordinate and training staff on the two-year wealth declarations exercise;
- Participate in the development and review of ethics and integrity policies, strategies, processes and work procedures and plans;
- Coordinate corruption prevention committees (CPCs);
- Participate in corruption perception surveys.

JOB REQUIREMENTS/SPECIFICATIONS:

Bachelor's Degree in Law, Finance, Business Management or a related field from a recognized institution;

(ii) Master's Degree in Law, Finance, Business Management or a related field from a recognized institution is an added advantage;

(iii) At least seven (7) years' work experience, three (3) of which should be at a supervisory position;

(v) Professional qualification in any of the following disciplines: Law, Finance, Business Management or a related field from a recognized institution;

(vi) Membership to a relevant and accredited professional body;

(vii) Supervisory course from a recognized institution;

(viii) Proficiency in computer applications.

SENIOR PRINCIPAL ACCOUNTANT, EXPENDITURE (MG5)

Reporting to the Assistant Manager, Finance, he/she will be responsible for validating and confirming collections received from branches.

KEY RESPONSIBILITIES:

- Issue debit receipts and maintain bounced cheque register;
- Update income cashbook;
- Support field office on revenue receipt activities;
- Reconcile SAP and M-Pesa transactions;
- Upload and post general ledger data;
- Reconcile bank reports;
- Pay benefit claims.

JOB REQUIREMENTS/SPECIFICATIONS:

• Bachelor's degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution;

• Masters' degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution is an added advantage;

• Professional qualification such as CPA (K), ACCA and/or CFA;

• At least seven (7) years' work experience three (3) of which should be in a supervisory position;

• Membership to a relevant and accredited professional body such as ICPAK, ACCA and/or the CFA Institute and in good standing;

• Supervisory Course from a recognized institution; and

• Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, FINGERPRINTS (MG5)

Reporting to the Assistant Manager, fingerprints he/she will be responsible for ensuring prompt and positive Identification of members/beneficiaries to initiate Benefit processing and payment.

KEY RESPONSIBILITIES:

- Ensure that posthumous identification of un-identified persons without record in the National Registrations Bureau is done as requested by the Police;
- Ensure proper documentation for the processing of benefits has been done; Identifying and referring multiple claims to Benefits Records Unit for amalgamation;
- Establish and refer cases of multiple registrations to the Transit & Allocation Unit for fund transfer to the effective member number or suppression of ineffective numbers;
- Establish and refer survivor benefit claims and invalid benefit claims to the Benefits Officer and the Benefits Authorization officer respectively;
- Establish and refer age/withdrawal/emigration benefit claims to the registration of employers'/employees' section for further processing;
- Ensure that incomplete application claims are returned to the field offices for completeness;
- Ensure that customer enquiries and complaints are attended to;
- Authenticate certificates of member registration records with missing details; and
- Amend fund member particulars for conformity to registration details in the database.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Forensic Science or related field from a recognized institution;
- Masters Degree in Forensic Science or related field from a recognized institution is an added advantage;
- Fingerprints analysis and examination training papers A, B and C;
- At least seven (7) years' work experience, three (3) of which should be in a supervisory position;
- Member to relevant and accredited professional body and in good standing; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, HUMAN RESOURCE (MG5)

Reporting to the Assistant Manager, Human Resource he/she will be responsible for formulating and ensuring implementation of leading practice strategies on human resource planning, talent sourcing, reward and organizational development and developing an annual training plan that is aligned to NSSF strategic ambitions.

KEY RESPONSIBILITIES:

- Ensure maintenance of staff establishment and preparation of a resourcing plan;
- Participate in the development, implementation and evaluation of HR function's strategic plan taking into consideration the Fund's strategy;
- Develop creative and innovative talent acquisition strategies;
- Participate in the review and updating of organizational structures to maximize organizational effectiveness;
- Oversee the development of talent acquisition plans that ensure availability of requisite numbers and skill categories to enable the Fund achieve its objectives;
- Ensure the induction and probation process is effective for successful onboarding experiences as well as timely confirmations of all new hires;

- Ensure implementation of an effective reward management and remuneration policies and strategies that promote talent acquisition, retention, motivation and improved productivity
- Manage the Human Resource Information System and ensuring accurate documentation process manuals are designed and updated for all HRIS processes;
- Collect, analyze and maintain data to inform talent development interventions;
- Prepare the training and development needs assessment;
- Develop relationships with relevant external trainers and training/learning institutions to facilitate and coordinate further learning programs for staff;
- Develop and manage the Performance Management Cycle/Calendar;
- Create awareness in the Fund on the requirements of the Performance Management System through trainings and other measures;
- Manage development and implementation of monitoring systems for performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements;
- Ensure effective performance reviews are undertaken; and
- Ensure that succession planning is integrated with business planning.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines; Human Resource Management, Business Administration, Social Sciences or a related field from a recognized Institution;
- Master's Degree in any of the following disciplines; Human Resource Management, Business Administration, Social Sciences or a related field from a recognized institution is an added advantage;
- Professional qualification in Human Resource Management, such as CHRP (K) or its equivalent from a recognized institution;
- At least seven (7) years' work experience, three (3) of which should be in a supervisory position;
- Membership in a relevant and accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, ICT (MG5)

Reporting to the Assistant Manager, ICT he/she will be responsible for Implementing IT project solutions.

KEY RESPONSIBILITIES:

- Develop overall change management on technological adoption;
- Research emerging Information Technology to be adopted;
- Formulate innovative solutions to the business;
- Verify proposed solutions and communicating to the users;
- Coordinate between functional users' requests and the solution providers;
- Develop policies and procedures, within company guidelines, for the IT unit and providing guidance in the interpretation and implementation of these;

- Continuously review and improve customer service and quality assurance policies, procedures and processes;
- Ensure the integration of processes to maintain and develop the required services to support and improve effectiveness of the core activities;
- Translate business practices and processes into architectures to enable delivery of appropriate solutions;
- Review network configuration and planning cost-effective upgrades to keep up with changing technology, growth and needs of Fund's components;
- Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts;
- Monitor system performance of the core Network, routers and WAN links to ensure optimum efficiency;
- Formulate and implement Information Security Section policies and procedures and ensure compliance with IT security policy;
- Oversee the installation, testing and implementation of applications and databases;
- Coordinate the day-to-day administration of systems and user IDs including creation, deletion, modification, resets or extensions and roles assignment; and
- Conduct information risk assessments to identify gaps and give solutions to mitigate security incidents and breaches;

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Computer Science, Information Technology or related field from a recognized institution;
- Masters' Degree in Computer Science, Information Technology or related field from a recognized institution is an added advantage;
- Professional qualification such as CISA, MCSE, CCNA, CCNP, CCIE, CNE or any other relevant qualification from a recognized institution;
- At least seven (7) years' work experience three (3) of which should be in a supervisory role;
- Membership in good standing to a relevant and accredited professional body and in good standing;
- Supervisory course or its equivalent;
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, INTERNAL AUDIT (MG5)

Reporting to the Assistant Manager, Internal Audit, he/she will be responsible for Coordinating and supervising the execution of all audit assignments under the department and reports.

KEY RESPONSIBILITIES:

- Participate in designing the Internal Audit process for the Fund;
- Coordinate the preparation of the annual risk plan by analyzing key activities and processes in various department and prepare a summary of the auditable areas/audit centres for all the departments;

- Review the adequacy of the audit client responses to the audit findings;
- Conduct exit meetings and lead discussions on the findings, risk exposures and recommendations;
- Review final audit report, incorporating any revisions resulting from the exit meeting discussions; and
- Conduct ad-hoc/special investigations and review arising from routine audits and/or as requested by management.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Master's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution is an added advantage;
- Professional qualification such as CIA, CISA, ACCA, CPA (K), CRMA, PRM or equivalent from a recognized institution;
- At least seven (7) years' work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA or any other relevant qualification and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, INVESTMENTS/TPS/ACTUARIAL (MG5)

Reporting to the Assistant Manager, Investments/Actuarial/Insurance he/she will be responsible for coordinating with consultants to prepare and/or review policy documents such as Investment Strategy, Investment Policy and Interest Declaration and Reserve Allocation Policy

KEY RESPONSIBILITIES:

- Conduct actuarial valuations;
- Analysis of insurable assets and the insurance contracts;
- Ensure budgets for investment purposes;
- Liaise with consultants to coordinate data collection for actuarial valuation;
- Ensure monitoring of the performance of the portfolio, asset allocation and the compliance of the same to laws and regulations;
- Analyze technical specifications for the procurement of investment service providers. This entails the review of contracts;
- Coordinate portfolio construction, for example, asset allocation, identification and analysis of new opportunities;
- Ensure Preparation of Board Papers and other ad hoc reports;
- Monitor cash flows and coordinating the transfer of surplus funds for investment;
- Monitor investment service providers;
- Analyze invoiced fees and preparing memos seeking approvals where necessary.

- Manage the Fund's portfolio of securities to ensure profitability and compliance with the Fund's risk management policy;
- Work closely with external Fund Managers and Custodians in the implementation of the Fund's investment portfolio;
- Identify sources of surplus funds for investment and/or to meet shortages, placing and monitoring investment offers;
- Undertake relevant market research to advise management on appropriate investment opportunities available;
- Increases risk adjusted returns on member funds
- Manages, leads and develops staff
- Prepares investment policy
- Manage TPS customers' accounts efficiently and effectively.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Insurance, Actuarial Science, Accounting, Finance, Economics or related field from a recognized institution;
- Masters' Degree in Insurance, Actuarial Science, Accounting, Finance, Economics or related field from a recognized institution is and added advantage;
- Professional Qualification such as Certified Financial Analyst (CFA), Certified Investment and Financial Analyst (CIFA), Certification in Insurance or any other relevant qualification;
- At least seven (7) years' relevant cumulative work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, LEGAL SERVICES (MG5)

Reporting to the Assistant Manager, Legal & Regulatory Services he/she will be responsible for ensuring the management of pre-litigation processes including collection of evidence, pre-trial procedures, preparation of witnesses, preparation of legal briefs, development of strategies and testimonies.

KEY RESPONSIBILITIES:

- Represent the Fund before any court or tribunal as a witness or to watch brief as necessary or to defend or to sue on behalf of the Fund;
- Manage relationships with external counsel to ensure co-ordination and collaboration;
- Review and assess the services of external counsel and making recommendations/reports to the Manager, Legal and Regulatory Services as appropriate.
- Review budget that relates to advisory services;
- Review legal briefs and rendering legal opinion on contract;

- Prepare/amend any policy and strategic issues as and when required;
- Review contracts both local and international including loan, mortgage, pledge, guarantees and providing warranted recommendations to protect the Fund's interest;
- Develop contract negotiation strategies and builds capacity for contract negotiation;
- Oversee, review and draft contracts and development of standard templates for the Fund's use;
- Develop and maintain a comprehensive contract management database ensuring all Fund contracts are well archived and appropriately serialized; and
- Maintain a contractual risk register and develop mechanisms to identify early warning of risk to enable early interventions and mitigation;

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor of Laws Degree from a recognized institution;
- Master of Laws Degree from a recognized institution is an added advantage;
- Postgraduate Diploma in Legal Studies from the Council for Legal Education;
- Admitted as an advocate of the High Court of Kenya;
- At least seven (7) years' relevant cumulative work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body such as the Law Society of Kenya (LSK) and/or Institute of Certified Secretaries (ICS);
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, MARKETING, MEMBER AND CUSTOMER EXPERIENCE (MG5)

Reporting to the Assistant Manager, Marketing, Member & Customer experience, he/she will be responsible for Participating in aggressive and innovative marketing campaigns, including activations, media management & experiential campaigns.

KEY RESPONSIBILITIES:

- Participate in brand building activities through extensive member education using media, road shows and sponsorships;
- Support Customer Service initiatives to ensure customer satisfaction;
- Keep inventory and oversees the distribution of marketing and sensitization materials to the branches/regions;
- Support branches and regions with their marketing activities;
- Participate in event management;
- Receive correspondences for the institution, sign for receipt and facilitate dispatch to the respective office or persons;
- Collect customer feedback and prepare weekly reports to help in improving products/services;
- Cross sell the Institute's products to potential and existing customers to aid the department in meeting its targets;

- Conduct live chats with potential customers who visit NSSF Website to ensure they are well informed, and they receive all the needed customer support;
- Manage SMS code through generating daily SMS reports and respond accordingly, to enhance efficient communication with customers;
- Follow up on online queries to convert online leads to customers; and
- Participate in marketing campaigns to create awareness of the Fund's products;

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Marketing, Business Administration or related field from a recognized institution;
- Masters' Degree in Marketing, Business Administration or related field from a recognized institution is an added advantage;
- Professional Qualification in Marketing, Business Administration or related field;
- At least seven (7) years' relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body such as the Marketing Society of Kenya (MSK) and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, PROPERTY DEVELOPMENT (MG5)

Reporting to the Assistant Manager, Property Development he/she will be responsible for Conducting project inspections and reporting on production while managing related contracts.

KEY RESPONSIBILITIES:

- Review designs and drawings;
- Conduct project inspections and report on production while managing related contracts;
- Confirm fee notes and certificates for payment;
- Prepare plans, layouts, designs, reports and cost estimates for budgeting and property development purposes and for proposed routine maintenance works and new projects, either in house or in liaison with consultants and contractors;
- Evaluate performance standards for consultants and contractors for on-going projects and advise management on appropriate action;
- Evaluate and Analyze tender and project scheduling and monitoring;
- Attend site meetings to evaluate project progress;
- Pursue statutory approvals in conjunction with project consultants; and
- Perform project hand-over inspections and sign-off.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- Master's Degree in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution is an added advantage;
- Professional Qualification in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- At least seven (7) years relevant cumulative work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, PROPERTY MANAGEMENT (MG5)

Reporting to the Assistant Manager, Property Management he/she will be responsible for managing the Fund's properties prudently and optimize returns.

KEY RESPONSIBILITIES:

- Verify bid documents and targets for the property management agents' rental levels, maintenance and general procedures;
- Ensure preparation of applications for prospective tenants fronted by the Property agents;
- Liaise with agents to ensure that they advertise and rent out the Fund's properties;
- Coordinate monthly inspections of the buildings with the property management agents;
- Ensure forwarding of valuation requests and relevant documentation to the Chief Government Valuer and independent valuers;
- Analyze Management reports for all Fund properties and maintain all relevant logs records and information relating to the properties required;
- Resolve of conflicts between tenants and the managing agents;
- Ensure the Fund properties adhere to all statutory regulations; and
- Administer leases for the Fund Commercial buildings and lease offices.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Land Economics, Real Estate, Construction, Planning, or related field from a recognized institution;
- Master's Degree in Land Economics, Real Estate, Construction, Planning or related field from a recognized institution is an added advantage;

- Professional Qualification in any of the following disciplines: Real Estate, Land Economics, Planning, Property Management or related field from a recognized institution;
- At least seven (7) years' relevant cumulative work experience, three (3) of which should have been in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, REGISTRATION & COMPLIANCE (MG5)

Reporting to the Assistant Manager, Registration & Compliance he/she will be responsible for Coordinating registration activities within the Branch/ Region;

KEY RESPONSIBILITIES:

- Validating employer returns and generating Unique Payment Numbers for receipting;
- Facilitating clearance of Suspense account by establishing correct NSSF numbers;
- Coordinating member education activities to enlighten members on NSSF scheme;
- Maintaining and ensuring safe custody of registration records including registers, Duplicate Membership Cards and B-Certificates; and
- Making follows up on delayed search cases for issuance of duplicate membership card.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Social Sciences; Business Administration; Marketing or related field from a recognized Institution;
- Master's Degree in any of the following disciplines: Social Sciences; Business Administration; Marketing or related field from a recognized Institution is an added advantage;
- Professional qualification in any of the following disciplines: Business Management; Public Relations; Marketing or related field from a recognized institution;
- At least seven (7) years' work experience, three (3) years of which should be in a supervisory position;
- Membership to a relevant accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, RESEARCH AND INNOVATION (MG5)

Reporting to the Assistant Manager, Research, Policy & Innovation, he/she will be responsible for Coordinating with external clients on requests for data and surveys from NSSF.

KEY RESPONSIBILITIES:

- Coordinate inception meetings with user departments and consultants for internal and external surveys;
- Ensure preparation and submission of data and reports to KNBS;
- Supervise data collection for the surveys in the field;
- Prepare internal survey reports for tabling in senior Management meetings;
- Participate in the development of new ideas including brand-led innovation, new business creation, new products; and
- Collate and analyze employees' ideas for further processing.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines; Finance, Economics, Mathematics, Statistics or a related field from a recognized institution;
- Masters' Degree in any of the following disciplines; Finance, Economics, Mathematics, Statistics or a related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines; Finance, Economics, Mathematics, Statistics or a related field from a recognized institution;
- At least seven (7) years' work experience, three (3) of which should be in a supervisory position;
- Membership in good standing to a professional accredited body;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications;

SENIOR PRINCIPAL ACCOUNTANT, REVENUE (MG5)

Reporting to the Assistant Manager, Finance, he/she will be responsible for validating and confirming collections received from branches.

KEY RESPONSIBILITIES:

- Issue debit receipts and maintain bounced cheque register;
- Update income cashbook;
- Support field office on revenue receipt activities;
- Reconcile SAP and M-Pesa transactions;
- Upload and post general ledger data;
- Reconcile bank reports; and
- Pay benefit claims.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution;
- Masters' degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution is an added advantage;
- At least seven (7) years' work experience three (3) of which should be in a supervisory position;

- Professional qualification such as CPA (K), ACCA and/or CFA;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA and/or the CFA Institute and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, SECURITY (MG5)

Reporting to the Assistant Manager, Security he/she will be responsible for Overseeing protection of the Fund's property, office premises and assets, both developed and undeveloped.

KEY RESPONSIBILITIES:

- Coordinate training of staff and other stakeholders on Safety, Health and Security awareness;
- Carry out security audits of the Fund's commercial properties;
- Prepare and forward investigation reports to Senior Principal Officer, Security Services;
- Oversee spot checks to assess/evaluate the performance of contracted security service providers;
- Coordinate surveillance on the Fund's undeveloped properties;
- Gather intelligence on potential security threats to the Fund's assets and personnel;
- Report criminal cases and incidents to police and other law enforcement organs for further action;
- Assist in the management of emergency situations; and
- Organize and Manage Annual Emergency Drills.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Criminology or any security-related field from a recognized institution;
- Master's Degree in Criminology or any security-related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Criminology, Law or any security-related field from a recognized institution;
- At least seven (10) years' work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory Course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, SUPPLY CHAIN MANAGEMENT (MG5)

Reporting to the Assistant Manager, Supply Chain Management, he/she will ensure procurements are made in a timely manner and in line with policies of the Fund and the Public Procurement and Asset Disposal Act 2015.

KEY RESPONSIBILITIES:

- Negotiate contracts & SLAs, write reports and upload tender documents on IFMI;
- Maintain & safeguard procurement documents;
- Review the strategic plan dashboard and strategic plan matrix reports of the department;
- Track reports for all processes in the department and report the status of all activities in the department;
- Verify purchase requisitions and raise purchase orders from field offices;
- Prepare reports on awards to special/AGPO groups;
- Monitor and evaluate supplier performance;
- Review the strategic plan dashboard and strategic plan matrix reports of the department;
- Analyze vendors on pricing, delivery reliability, delivery date adherence and quality of item for the purpose of reducing supply chain costs and improve on the quality and timeliness of the delivery of the item(s);
- Provide support in developing a vendor rating system/matrix;
- Regularly update the vendor rating system;
- Monitor the vendor database;
- Prepare correspondences with vendors;
- Prepare communication with relevant internal departments on vendor related issues;
- Check maintenance of updated records for receipts and issues; and
- Ensure annual stock-taking is done and that quarterly stock reconciliation is correctly done.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's degree in Procurement, Commerce, Economics Finance or related field from a recognized institution;
- Master's degree in Procurement, Commerce, Economics Finance or related field from a recognized institution is an added advantage;
- Professional Qualification in Procurement or related field;
- At least seven (7) years of relevant cumulative work experience, three (3) years of which should be in a supervisory role;
- Membership to Institute of Supplies Management (KISM) or Chartered Institute of Supplies in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications.

SENIOR PRINCIPAL OFFICER, ADMINISTRATION (MG5)

Reporting to the Assistant Manager, Administration, he/she will be responsible for management of transport services and overseeing mail office and switch board operations.

KEY RESPONSIBILITIES:

- Manage the transport services' expenditure within the agreed budget, and in line with the Transport policy;
- Adjust transport schedules and resources to meet the changing demands;
- Ensure appropriate utilization of vehicles and fuel;
- Manage the renewal of applicable licenses for Fund's fleet of motor vehicles;
- Ensure repairs and maintenance are done and the services paid for have been delivered;
- Coordinate the process of obtaining data on Fund Assets from various departments;
- Prepare specifications of insurance requirements in preparation for tenders;
- Oversee Mail office and switchboard operations;
- Coordinate staff requirements, purchases & maintenance of furniture and equipment;
- Initiate disposal of idle assets;
- Approve requisition for cleaning materials and stationery;
- Ensure reception and tea services are provided; and
- Ensure that cleaning services within the Fund offices are provided and ensuring a clean work environment.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Social Sciences or related field from a recognized institution;
- Master's Degree in Social Sciences or related field from a recognized institution is an added advantage;
- Professional qualification in any of the following disciplines: Social Sciences; Business Administration; Public Relations or related field from a recognized institution;
- At least seven (7) years' work experience three (3) of which should be at a supervisory position;
- Membership to a relevant and accredited professional body and in good standing;
- Supervisory course from a recognized institution; and
- Proficiency in computer applications;

BRANCH MANAGER (MG5)

Reporting to the Regional Manager, he/she will be responsible for coordinating the overall Branch operations and ensures achievement of organizational strategic objectives at the branch.

KEY RESPONSIBILITIES:

- Oversee enforcement of the NSSF Act No.45 of 2013 Laws of Kenya;
- Plan, develop and implement work schedules and targets by staff at the Branch;
- Develop and implement registration and collection plans according to zonal management principles that ensure the development of zonal plans;

- Coordinate all Benefits and Compliance activities including registration of employers/employees, collection of contributions, investigations, prosecutions and default recovery at the Branch;
- Educate members and market Fund's products;
- Build and maintain a cohesive Branch team;
- Ensure customer satisfaction by providing proactive customer care services and maintain effective follow up;
- Maintain proper and up to date records at the Branch;
- Prepare and submit monthly, quarterly, half year and annual financial, performance contracting and progress reports to management;
- Maintain a clean and safe working environment;
- Receive and ensure safe custody of accountable and sensitive documents and materials including cheques, LPOs, LSOs, employee confidential files; and
- Sign and issue notification letters and certificates to registered employers.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Social Sciences; Business Administration; Law; Public Relations; Marketing or a related field from a recognized institution;
- Master's Degree in any of the following disciplines: Social Sciences; Business Administration; Law; Public Relations; Marketing or a related field from a recognized institution is an added advantage;
- Professional qualification in a related field from a recognized institution;
- At least seven (7) years' work experienced, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body and in good standing; and
- Proficiency in computer applications.

COMPETENCIES:

The competencies required for Assistant Manager, Regional Manager and Senior Principal Officer are as follows:

- Ability to formulate policies & strategies
- Analytical Thinking
- Ability to build & work through teams
- Leadership & Management Skills
- Excellent interpersonal & communication Skills
- Initiative, Innovation and Creativity
- Adaptability

PRINCIPAL PROPERTY MANAGEMENT OFFICER (MG6)

Reporting to the Assistant Manager, Property Management he/she will be responsible for preparing bid documents.

KEY RESPONSIBILITIES:

- Monitor/make follow-ups on targets for the property management agents; rental levels, maintenance and general procedures;
- Process applications for prospective tenants fronted by the Property agents;
- Make follow-ups on agents to ensure that they and rent out the Fund's properties;
- Conduct monthly inspections of the buildings with the property management agents;
- Forward valuation requests and relevant documentation to the Chief Government Valuer and independent valuers;
- Maintain up-to-date financial records from property operations and liaise with the finance team to reconcile statements from agents and generate monthly financial reports as required;
- Prepare Management reports for all Fund properties and maintain all relevant logs records and information relating to the properties required; and
- Administer leases for the Fund Commercial buildings and lease offices.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Land Economics, Real Estate, Construction, Planning, or related field from a recognized institution;
- Professional Qualification in any of the following disciplines: Real Estate, Land Economics, Planning, Property Management or related field from a recognized institution;
- At least five (5) years' work experience;
- Membership to a relevant and accredited professional body and in good standing; and
- Proficiency in computer applications.

PRINCIPAL COMPLIANCE OFFICER (MG6)

Reporting to the Branch Manager or Assistant Manager, Registration & Compliance he/she will be responsible for enforcing compliance of NSSF Act No. 45 of 2013 with regard to collection of contributions and registration of employers and employees and employer/member education.

KEY RESPONSIBILITIES:

- Educate/sensitize employers, employees and other members of the public on the NSSF Act No. 45 of 2013;
- Undertake inspection of employer records to ensure that the provisions of the NSSF Act No. 45 of 2013 are being observed;
- Facilitate registration of new employers, employees and voluntary contributors in collaboration with the Registration Officer;

- Update and maintain zonal records including employers' lists, contribution registers, defaulters list, penalty and bounced cheques;
- Monitor and follow up on employer compliance;
- Investigate and prosecute non-compliant employers;
- Prepare inspection and zonal reports;
- Conduct investigation of difficult benefit cases;
- Attend to member and employer Complaints;
- Serve court summons; and
- Validate employer returns and create UPNs for cash receipting.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Social Sciences; Business Administration; Law, Public Relations; Marketing or related field from a recognized Institution;
- Professional Qualification in any of the following disciplines: Social Sciences; Business Administration; Law, Public Relations; Marketing or related field from a recognized Institution;
- At least five (5) years' work experience; and
- Proficiency in computer applications.

PRINCIPAL REGISTRATION OFFICER (MG6)

Reporting to the Branch Manager or Assistant Manager, Registration & Compliance he/she will be responsible for carrying out registration of employers, employees and voluntary contributors in collaboration with the Compliance Officers.

KEY RESPONSIBILITIES:

- Validate employer returns and generate Unique Payment Numbers for receipting;
- Facilitate clearance of Suspense account by establishing correct NSSF numbers;
- Conduct member education to enlighten members on the importance of registering with the Fund;
- Maintain and ensure safe custody of registration records including registers, Duplicate Membership Cards and B' certificates; and
- Make follow up on delayed search cases for issuance of duplicate membership cards.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Social Sciences, Business Administration, Marketing;
- Professional qualification in any of the following disciplines: Social Sciences, Business Administration, Marketing or related field from a recognized institution;
- At least five (5) years' work experience;
- Membership to a relevant and accredited professional body; and
- Proficiency in computer applications.

PRINCIPAL RECORDS MANAGEMENT OFFICER (MG6)

Reporting to the Assistant Manager, Records he/she will be responsible for ensuring that the preparation and updating of file indices is effectively done.

KEY RESPONSIBILITIES:

- Participate in conducting records surveys and appraisals for preparing and implementing records retention and disposal schedules;
- Implement procedures for classification, maintenance, protection and disposition;
- Ensure retrieval, amalgamation of files and capturing of requests, complaints and complements in the records;
- Ensure the management system (TQM, register) is done effectively;
- Ensure Preparation and updates of records management system;
- Search for records/files in the system for retrieval of records;
- Process and index files/records to dispatch to the customers;
- Ensure Sorting, arranging serially and return of files into the shelves;
- Undertake record census to identify missing/overdue files; and
- Ensure the capturing of data for files outside the system.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's degree in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized Institution;
- Professional qualification in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized Institution;
- At least five (5) years' work experience; and
- Proficiency in computer applications;

PRINCIPAL PROPERTY DEVELOPMENT OFFICER (MG6)

Reporting to the Assistant Manager, Property Development he/she will be responsible for reviewing designs and drawings for building projects.

KEY RESPONSIBILITIES:

- Conduct project inspections and reporting on production while managing related contracts;
- Confirming fee notes and certificates for payment;
- Prepare plans, layouts, designs, reports and cost estimates for budgeting and property development purposes and for proposed routine maintenance works and new projects, either in house or in liaison with consultants and contractors;
- Evaluate performance standards for consultants and contractors for on-going projects and advise management on appropriate action;
- Evaluate and Analyze tender and project scheduling and monitoring,

- Attend site meetings to evaluate project progress;
- Pursue statutory approvals in conjunction with project consultants; and
- Perform project hand-over inspections and sign-off.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- Professional Qualification in any of the following disciplines: Architecture, Quantity Survey, Construction, Civil Engineering, Electrical Engineering or related field from a recognized institution;
- At least five (5) years relevant work experience;
- Membership to a relevant and accredited professional body and in good standing; and
- Proficiency in computer applications.

PRINCIPAL OFFICER, RISK MANAGEMENT (MG6)

Reporting to the Senior Principal Officer, Risk Management he/she will be responsible for assisting in the preparation of the annual risk plan.

KEY RESPONSIBILITIES:

- Plan the risk assessments comprising of preliminary surveys of processes to be reviewed, evaluation of applicable Risk Management frameworks, protocols, policies and procedures, development of risk assessment templates;
- Coordinate and conduct risk and control self-assessment to ensure conformity with the Enterprise Risk Management Framework and other policies;
- Participate in the review of risk assessment reports;
- Organize management meetings to discuss the observations, risk exposures and recommendations;
- Review and prepare the final risk assessment report, incorporating any revisions resulting from the management discussions;
- Conduct continuous risk assessments and generate risk sensitization memos;
- Facilitate the preparation of the Fund's risk register and evaluate the risks in relation to agreed criteria and maintaining the register based on the Enterprise Risk Management, Business Continuity and Information Security Frameworks;
- Follow up and track the progress of remediation of risk and control weaknesses identified by Risk Assessment, Internal Audit, self-testing, or controls assessment.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Economics, Statistics, Actuarial Science, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Professional qualification such as CIA, CISA, ACCA, CPA (K), CRMA, PRM, FSA, CERA or equivalent from a recognized institution;

- At least five (5) years of relevant cumulative work experience, three (3) of which should be in a supervisory position;
- Membership to a relevant and accredited professional body such as ICPAK, IIA, ISACA, SoA, IFoA, ACCA, TASK or any other relevant qualification and in good standing; and
- Proficiency in computer applications.

PRINCIPAL OFFICER, INTERNAL AUDIT (MG6)

Reporting to the Senior Principal Officer, Internal Audit he/she will be responsible for participating in preparation of the annual risk plan.

KEY RESPONSIBILITIES:

- Plan the risk assessments comprising of preliminary surveys of processes to be reviewed, evaluation of applicable Risk Management frameworks, protocols, policies and procedures, development of risk assessment templates;
- Coordinate and conduct risk and control self-assessment to ensure conformity with the Enterprise Risk Management Framework and other policies;
- Participate in the review of risk assessment reports;
- Organize management meetings to discuss the observations, risk exposures and recommendations;
- Review and prepare the final risk assessment report, incorporating any revisions resulting from the management discussions;
- Conduct continuous risk assessments and generate risk sensitization memos;
- Facilitate the preparation of the Fund's risk register and evaluate the risks in relation to agreed criteria and maintaining the register based on the Enterprise Risk Management, Business Continuity and Information Security Frameworks; and
- Follow up and track the progress of remediation of risk and control weaknesses identified by Risk Assessment, Internal Audit, self-testing, or controls assessment.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Economics, Statistics, Actuarial Science, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Professional qualification in Finance, Economics, Statistics, Actuarial Science, Project management, Business Administration or any other relevant qualification from a recognized institution;
- At least five (5) years' work experience;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA, CFA or IIA and in good standing; and
- Proficiency in computer applications.

PRINCIPAL OFFICE ADMINISTRATOR (MG6)

Reporting to the Administration Manager, he/she will be responsible for preparing and processing documents in the office he/she is assigned to work.

KEY RESPONSIBILITIES:

- Compose correspondences for the respective Officer's signature;
- Format, proofread and assemble correspondence reports;
- Arrange for photocopies and telephone 'callbacks' where necessary;
- Screen and forward calls, re-routing calls, taking messages and schedule appointments;
- Maintain the Officer's diary, coordinate schedules of meetings, appointments, arrange meeting venues and prepare meeting files;
- Manage clients' hospitality and provide backup data as needed;
- Responsible for the filing and retrieval system;
- Manage office materials and stationery through purchase requisition, and manage imprest for office use;
- Ensure the security of office records, equipment and documents including classified materials.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelors' Degree in Secretarial Studies or related field from a recognized institution;
- Professional qualification in Secretarial studies such as a Diploma in Secretarial Studies or Secretarial Studies Stage III;
- At least five (5) years' work experience; and
- Member of an accredited professional body and in good standing;
- Proficiency in computer applications.

PRINCIPAL MARKETING/MEMBER & CUSTOMER EXPERIENCE OFFICER (MG6)

Reporting to the Senior Principal Officer, Marketing/Member Experience he/she will be responsible for aggressive and innovative marketing campaigns, including activations, media management & experiential campaigns.

KEY RESPONSIBILITIES:

- Participate in brand building activities through extensive member education using media, road shows and sponsorships;
- Support Customer Service initiatives to ensure customer satisfaction;
- Keep inventory and oversee the distribution of marketing and sensitization materials to the branches/regions;
- Support branches and regions with their marketing activities;
- Participate in event management;
- Draft reports after every marketing campaign;
- Support the marketing and brand department on financial issues, including but not limited to drafting the departmental budget.
- Attend to customers through responding to their queries and providing guidance where necessary ;
- Receive correspondences for the institution, sign for receipt and facilitate dispatch to the respective office or persons;

- Collect customer feedback and prepare weekly reports to help in improving products/services; and
- Cross sell the Institute's products to potential and existing customers to aid the department in meeting its targets.

JOB REQUIREMENTS/SPECIFICATIONS

- Bachelor's Degree in Marketing, Business Administration or related field from a recognized institution;
- Professional Qualification in Marketing, Business Administration or related field;
- At least five (5) years' work experience; and
- Proficiency in computer applications.

PRINCIPAL ACCOUNTANT (MG6)

Reporting to the Senior Principal Accounts Officer he/she will be responsible for examining payment documents for accuracy and completeness

KEY RESPONSIBILITIES:

- Investigate vendor account/statement reconciliation differences;
- Reconcile vendor accounts and processing packed invoices in SAP;
- Prepare prepayments/down payments and monitoring the ledgers;
- Process PAYE and Withholding Tax and advise branches on the same;
- Process staff claims and imprest and ensure accounting and reconciliation of the same
- Validate and confirm collections received from branches;
- Issue debit receipts and maintaining bounced cheque register;
- Update income cashbook;
- Support field office on revenue receipt activities;
- Reconcile SAP and M-Pesa transactions;
- Prepare and monitor the Fund's Budget;
- Prepare monthly quarterly and annual management reports;
- Implement the performance management system;
- Review annual financial statements;

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Finance, Accounting, Economics, Commerce or related field from a recognized institution;
- Professional qualification such as CPA (K), ACCA and/or CFA; Membership to a relevant and accredited professional body such as ICPAK, ACCA and/or the CFA Institute and in good standing; and
- At least five (5) years' relevant work experience; and
- Proficiency in computer applications.

PRINCIPAL OFFICER, INVESTIGATIONS (MG6)

Reporting to the Assistant Manager, Ethics & Integrity he/she will be responsible for planning, organizing and managing investigations of alleged misconduct or alleged violations of the Fund's internal policies and ensuring best practices.

KEY RESPONSIBILITIES:

- Carry out end-to-end investigations by ensuring that all prescribed investigative/operating methodologies for the various types of investigations are adhered to and by conducting proper planning on high-level investigations;
- Obtain all relevant evidence related to an investigation. Scrutinize/analyze this evidence and make meaningful observations / conclusions regarding the findings and make appropriate recommendations;
- Ensure that witnesses/suspects and victims are interviewed and where necessary obtain written statements;
- Compile investigation reports as per the prescribed operating methodology, containing the findings of investigations;
- Ensure that each investigation has an accurate, value-adding conclusion for the type of investigation conducted; and
- Make meaningful recommendations as per the type of investigation. This will include, but not limited to, system/people/process failures or internal and external threats.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Law, Finance, Business Management or a related field from a recognized institution;
- Professional qualification in any of the following disciplines: Law, Finance, Business Management or a related field from a recognized institution;
- At least five (5) years' work experience; and
- Proficiency in computer applications.

PRINCIPAL OFFICER, SUPPLY CHAIN MANAGEMENT (MG6)

Reporting to the Senior Principal Officer, Supply Chain Management he/she will be responsible for evaluating tenders and writing reports.

KEY RESPONSIBILITIES:

- Prepare tender documents;
- Evaluate tenders & write reports;
- Inspect goods, works & services and write reports;
- Compel and update the list of the Fund's vendors;
- Carry out inspection and acceptance, of goods, works and services and write the reports;
- Receive procurement requests from branches and file them;
- Prepare requests for quotation and send invitations to vendors;
- Participate in the opening, analyzing, and evaluating of quotations;

- Review the Departmental risk management matrix on a frequent basis;
- Monitor, track, and report on the supply chain activities to ensure compliance and smooth running of the operations;
- Monitor compliance issues to ensure compliance with relevant regulations and legal obligations affecting operations;
- Participate in formulating departmental strategies, policies, plans, and budgets;
- Implement risk identification and mitigation strategies for contract management;
- Monitor supplier contracts and service level agreements and writing reports on adherence;
- Provide support in developing a vendor rating system/matrix;
- Check received items brought in by suppliers through Receipt and Dispatch;
- Check the issue of items to authorized users;
- Check the Stock Replenishment Document (SRD) and authorization by user department; and
- Check purchase requisitions for stock items.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelor's Degree in Supply Chain Management, Logistics, Commerce, Business Administration, Finance, Economics, or the equivalent;
- Professional Qualification in Supply Chain Management, Logistics, Commerce, Business Administration, Finance, Economics, or the equivalent;
- At least five (5) years' work experience; and
- Proficiency in computer applications.

PRINCIPAL BENEFITS OFFICER (MG6)

Reporting to the Senior Principal Officer, Benefits he/she will be responsible for ensuring proper receipting of claims from Documentation section, sorting and batching for awarding into the system;

KEY RESPONSIBILITIES:

- Ensure Verification of benefits claims to ensure completeness and accuracy of documentation;
- Coordinate award of claims in system to determine amounts payable and bank details of payee(s);
- Ensure Generation of payment information reports and filing in claim files appropriately;
- Oversee examination of payment information details, endorsement and dispatch claims in system to Authorization section; and
- Respond to customer's enquiries and complaints by Branch Officers/call centre or walk-in clients.

JOB REQUIREMENTS/SPECIFICATIONS:

- Bachelors' Degree in any of the following disciplines: Actuarial Science; Social Sciences; Business Administration; Public Relations; Marketing or related field from a recognized institution;
- Professional qualification and Membership where applicable;
- At least five (5) years' work experience; and
- Proficiency in computer applications;

COMPETENCIES:

The competencies required for Principal Officer are as follows:

- Excellent interpersonal & communication Skills
- Accuracy
- Organizational Skills
- Customer Focus
- Adaptability
- Initiative, Innovation and Creativity

MANAGEMENT TRAINEES (MG8)**JOB PURPOSE:**

The trainees will join a diverse team of professionals in delivering high quality service to customers. Initially successful candidates will undergo a six (6) months intensive training in all departments in the organization. This involves inter-departmental rotation in order to develop familiarity with the organization and its functions. At the end of this period, the trainees will be evaluated for permanent employment within the organization.

KEY RESPONSIBILITIES:

- Undertake inspection of employer records to ensure that the provisions of the NSSF ACT are complied with;
- Facilitate registration of new employers, employees and voluntary contributors in collaboration with the Registration Officer;
- Update and maintain zonal records including employers lists contribution registers, defaulters list, penalty and bounced cheques;
- Monitor and following up on employer compliance;
- Prepare inspection and zonal reports;
- Carry out registration of employers, employees and voluntary contributors in collaboration with the Compliance Officers;
- Validate employer returns and generating Unique Payment Numbers for receipting;
- Facilitate clearance of Suspense account by establishing correct NSSF numbers;
- Receive and document legitimate benefit claims applications;
- Open of claim files and capturing the data into the system;

- Receive claims from Documentation section, sorting and batching for awarding into the system; and
- Capture claims into the system to determine amounts payable and bank details of payee(s).

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from a recognized Institution; and
- Proficiency in computer applications.

ETHICS & INTEGRITY OFFICER (MG8)

Reporting to Senior Ethics and Integrity Officer, the candidate will Conduct corruption risk assessments and prepare corruption mitigation plans.

JOB PURPOSE:

- Carry out staff sensitization on corruption prevention;
- Monitor compliance with ethics and integrity requirements in the Fund;
- Participate in the development and review of ethics and integrity policies, strategies, processes and work procedures and plans;
- Participate in corruption prevention committees (CPCs); and
- Participate in corruption perception surveys.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Law, Finance, Business Management or a related field from a recognized institution; and
- Proficiency in computer applications.

ADMINISTRATION OFFICER (MG8)

Reporting to the Senior Administration Officer, the candidate will assist in management of transport and office services.

JOB PURPOSE:

- Liaise with the Senior Administration officer to ensure the renewal of applicable licenses for Fund's fleet of motor vehicles.
- Liaise with the Senior Administration officer to ensure that repairs and maintenance are done and the services paid for have been delivered.
- Liaise with the Senior Administration officer to ensure that all Fund vehicles are insured at all times.
- Check reported defects of vehicles against maintenance records to confirm authenticity of defect claims and quality of repairs and maintenance services rendered.
- Obtain data on Fund Assets from various departments;
- Prepare specifications of insurance requirements in preparation for tenders;
- Coordinate the activities in Mail office and switchboard operations;

- Coordinate staff requirements, purchases & maintenance of furniture and equipment; and
- Coordinate the provision of publications to Senior Management.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in social sciences or related field or Diploma in the above fields with Satisfactory experience; and
- Proficiency in computer applications.

RECORDS MANAGEMENT OFFICER (MG8)

Reporting to the Senior Records Officer, the candidate will Participate in the preparation, updating of file indices, conducting records surveys and appraisals.

JOB PURPOSE:

- Prepare and implement records retention and disposal schedules;
- Implement procedures for classification, maintenance, protection and disposition;
- Retrieve, amalgamate files, receipt files in the register and the system;
- Capture the requests, complaints and complements in the records management system (TQM, register);
- Prepare and update records management system;
- Search for records/files in the system for retrieval of records;
- Process and index files/records to dispatch to the customers;
- Sort, arrange, serialize, and return files into the shelves; and
- Trace/track overdue/delayed files.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized Institution or Diploma in the above fields with satisfactory experience; and
- Proficiency in computer applications.

FINGERPRINTS OFFICER (MG8)

Reporting to the Senior Fingerprints Officer, the candidate will classify and fill fingerprint records as per their patterns and formations.

JOB PURPOSE:

- Identify NSSF members for purposes of benefits processing;
- Identify NSSF members for issuance of duplicate membership cards;
- Amend member records;
- Identify claimants using biometric system;
- Carry out searches for members who have lost their membership numbers;
- Search, extend, and give alternatives to fingerprint formulae;

- Mend and repair binders of fingerprint slips as well as impaired ones;
- Arrange and label fingerprint binders for ease of filing and retrieving;
- Check misfiles on lettered groups; and
- Carry out on-the-job practical training for Fingerprints trainees.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Forensic Science or related field from a recognized Institution.;
- Fingerprints analysis and examination training Papers A, B and C; and
- Proficiency in computer applications.

SECURITY OFFICER (MG8)

Reporting to the Senior Security, the candidate will ensure Protection of NSSF property, office premises, assets, both developed and undeveloped.

JOB PURPOSE:

- Liaise with Law Enforcement Agencies on cases affecting the organization;
- Supervise and train contracted security guards on the Fund's core security requirements;
- Coordinate training of staff and other stakeholders on safety, health, security awareness;
- Draft and forward investigation reports to senior officer security services;
- Identify security hazards and report to officer in charge of security services;
- Conduct Spot Checks to Assess/Evaluate Performance of Contracted security service providers;
- Maintain incident, occurrence and confidential register;
- Conduct surveillance on the Fund's undeveloped properties to gather intelligence on potential security threats to the Fund's assets and personnel; and
- Organize the annual emergency drill and participating in the management of emergency situations.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Criminology or any security-related field from a recognized institution.

ACCOUNTANT (MG8)

Reporting to the Finance Manager in the headquarters and Branch Manager in the Branch, the candidate will be responsible for the management of Finances in the headquarters/Branch Office.

JOB PURPOSE:

- Sort all authorized payments for different payment modes (cash or cheques, RTGS);
- Post cash payments in cash journals and print receipts;
- Post cheque payments, print the cheques, stamp the documents, record in movement register and circulate for signatures;
- Detach cheques, records them in their respective dispatch registers, and tag all payments with batch details;
- Reconcile/ balance daily cash journal for preparation of float reimbursement;
- Dispatch cheques to the vendors and disbursing cash payments;
- Receive, confirm and receipt payments from employers through various modes of payment;
- Balance daily collection and print summary reports;
- Give feedback to customers/advising customer on issues relating to payments or documentations;
- Reconcile cash and cheque contributions to bank statement;
- Receive summary collections from branches electronically; and
- Capture physical cheque numbers into banking system to produce bank paying slips.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in finance, Accounting, Economics, Commerce, or related field from a recognized institution or CPA (K);
- Professional qualification such as CPA (K), ACCA and/or CFA; and
- Proficiency in computer applications.

OFFICE ADMINISTRATOR (MG8)

Reporting to the General Manager/Manager/Section Head/Regional Manager the candidate will be responsible for performing all the general administrative and front office work.

JOB PURPOSE:

- Prepare and process documents;
- Compose correspondences for the respective Officer's signature;
- Format, proofread and assemble correspondence reports;
- Arrange for photocopies and telephone 'callbacks' where necessary;
- Screen and forward calls, re-route calls, take messages and schedule appointments;
- Maintain the Officer's diary, coordinate schedules of meetings, appointments, arranges meeting venues and prepares meeting files;
- Manage clients' hospitality and providing backup data as needed;
- Responsible for the filing and retrieval system;
- Manage office materials and stationery through purchase requisition, and manage imprest for office use; and
- Ensure the security of office records, equipment and documents including classified materials.

REQUIRED QUALIFICATIONS:

- Bachelors' Degree in Secretarial Studies from a from a recognized Institution;
OR
- Bachelor's Degree in any field and a Diploma in Secretarial Studies/ Secretarial course Stage III; and
- Proficiency in Computer Applications.

COMPETENCIES:

The competencies required for Management Trainees, Ethics & Integrity Officer, Administration Officer, Records Management Officer, Fingerprints Officer, Security Officer, Accountant and Office Administrator are as follows:

- Ability to take & follow instructions
- Technical Expertise
- Customer Service orientation
- Attention to detail
- Excellent interpersonal & communication Skills
- Adaptability
- Initiative, Innovation and Creativity

SENIOR ASSISTANT ACCOUNTS OFFICER (UG1)

Reporting to the Accountant , the candidate will be responsible for sorting all authorized payments for different payment modes (cash, cheques or RTGS).

JOB PURPOSE:

- Post cash and cheque payments in respective journals and print receipts;
- Detach cheques, recording them in their respective dispatch registers, and tagging all payments with batch details;
- Reconcile/ balance daily cash journal for preparation of float reimbursement;
- Dispatch cheques; to the vendors and disbursing cash payments;
- Receive, confirm and receipt payments from employers through various modes of payment;
- Balance daily collections and print summary reports;
- Give feedback to customer/advise customer on issues relating to payments or documentations;
- Reconcile cash and cheque contribution to bank statement;
- Receive summary collections from Branches electronically; and
- Capture physical cheque numbers into banking system to produce bank paying slips.

REQUIRED QUALIFICATIONS:

- Diploma in Finance, Accounting, Economics, Commerce, or related field from a recognized institution; or CPA II; and
- Proficiency in computer applications.

SENIOR ASSISTANT, MARKETING/MEMBER & CUSTOMER EXPERIENCE OFFICER (UG1)

Reporting to the Marketing/Member & Customer experience Officer he/she will be responsible for handling and resolving customer complaints regarding Fund products/processes.

JOB PURPOSE:

- Answer phone calls from customers and responding to customer inquiries and complaints;
- Research on required information using available resources;
- Provide customers with the service and product information;
- Identify, escalating priority issues and reporting to the high-level management;
- Route inbound calls appropriately.

REQUIRED QUALIFICATIONS:

- Diploma in any of the following disciplines: Public Relations, Marketing, Communication Skills, Telephone Operation, Reception & Front Office or related field from a recognized institution or Certificate in the above fields with Satisfactory experience; and
- Proficiency in computer applications.

FINGERPRINTS ASSISTANT (UG2)

Reporting to the Fingerprints Officer, the candidate will verify, confirm and carry out identification of Fingerprints for benefits' processing.

JOB PURPOSE:

- Identify and refer multiple claims to Benefits Records Unit for amalgamation;
- Establish and refer cases of multiple registrations to the Transit & Allocation Unit for fund transfer to the effective member number or suppression of ineffective numbers;
- Establish and refer Survivor benefit claims and invalid benefit claims to the Benefits Officer and the Benefits Authority respectively;
- Establish and refer age/withdrawal/emigration benefit claims to the registration of employers/employees' section for further processing; and
- Establish and refer incomplete application claims to the field offices for completeness.

REQUIRED QUALIFICATIONS:

- Diploma in Forensic Science or related field from a recognized institution or Fingerprints analysis and examination training papers A, B and C; and
- Proficiency in computer applications.

COMPETENCIES:

The competencies required for Senior Assistant Accounts Officer, Senior Assistant, Marketing/Member & Customer Experience Officer and Fingerprints Assistant are as follows:

- Interpersonal skills;
- Communication skills;
- Integrity, honesty and ethics;
- Attention to detail; and
- Ability to build and work through teams

DRIVER II (UG3)

Reporting to the Administration Officer, the candidate will be responsible for driving and maintaining Fund vehicles.

JOB PURPOSE:

- Drive Fund vehicles;
- Load, unload, and perform necessary handling operations in connection with materials being transported;
- Verify descriptions and quantities of all items picked up or delivered;
- Maintain motor vehicles and related equipment by identifying, scheduling and/or reporting necessary repairs;
- Repair minor faults and cleaning Fund vehicles;
- Perform necessary clerical tasks incidental to the operation of motor vehicles and related equipment for example makes entries in the work ticket as required; and
- Perform clerical duties in field offices e.g. completion of forms, taking fingerprints.

REQUIRED QUALIFICATIONS:

- KCSE or its equivalent qualification;
- Valid Driving License; and
- At least two (2) years driving experience;

OFFICE ASSISTANT II (UG4)

Reporting to the Administration Officer, the candidate will be responsible for providing High Quality Cleaning & Messengerial Services in The Fund.

JOB PURPOSE:

- Perform tasks of sweeping, dusting and vacuuming; Shampooing carpets;
- Maintain safe custody of office keys during working hours;
- Deliver files to designated offices;
- Furnish staff with office supplies as instructed;
- Ensure facilitation of opening and closing of offices; and
- Deliver written and oral messages.

REQUIRED QUALIFICATIONS:

- KCSE or its Equivalent.

COMPETENCIES:

The competencies required for Driver II and Office Assistant II are:

- Ability to take work instructions;
- Attention to detail;
- Adaptability;
- Work habits and attitude; and
- Code of Conduct/Ethics.

Interested applicants are required to send a cover letter, Curriculum Vitae and copies of certificates/testimonials by hand/courier in an envelope that is clearly marked indicating the position applied for **OR** drop the application to the Mail Office, Social Security House, Bishops Road, Block 'A', Western Wing, Ground Floor by Monday ,**11th December, 2023** at 5.00 p.m.

All letters should be addressed to:

The Managing Trustee/CEO
National Social Security Fund
P.O. Box 30599-00100
NAIROBI

Please note that only shortlisted candidates shall be contacted. Canvassing will lead to automatic disqualification. Candidates are advised that the Fund does not have any agents and will undertake this recruitment without charging any fees whatsoever.

NSSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND GENDER EQUALITY