

NATIONAL SOCIAL SECURITY FUND

VACANCIES

REGIONAL MANAGER (GRADE 4) – (2 Vacancies)

The Fund is an organisation with service delivery points spread across the country and is seeking to enhance its capacity of its human resource to achieve its obligations of service delivery to all Kenyans.

The Fund therefore seeks to recruit result oriented professionals with the drive, vision, passion and enthusiasm to serve in a highly challenging environment with targets and deadlines in its field operations.

JOB PURPOSE:

Reporting to the Manager, Registration and Collection, the successful candidates 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.

DUTIES AND RESPONSIBILITIES:

- (i) Oversees branch compliance activities, monitors and evaluates branch performance;
- (ii) Collects and collates branch periodic reports;
- (iii) Schedules and attends compliance visits to branch within the Region's jurisdiction;
- (iv) Plans, organizes and implements Regional meetings for performance review, marketing, employers, relationship management, and staff meeting;
- (v) Sets and cascades performance targets to the Branches to enable the Fund meet her corporate strategic objectives;
- (vi) Coordinates budget planning, preparation and implementation for the regional office and across the respective Region;
- (vii) Develops and implement strategies, initiatives and innovations for business growth across the Region;
- (viii) Organizes and conducts stakeholder's meetings/ open days for compliance and member education;
- (ix) Ensures safe custody of Fund assets throughout the Region;
- (x) Oversees compliance activities such as prosecution, member education drives within the Region; and
- (xi) Any other duties that may be assigned.

QUALIFICATIONS:

- (i) Master's Degree in Social Science or Business Administration or Law or Public Relations or Marketing or its equivalent from a recognized Institution;
- (ii) Bachelor's Degree in Social Science or Business Administration or Law or Public Relations or Marketing or its equivalent from a recognized Institution;
- (iii) Twelve (12) years' work experience three (3) years of which should be in a senior management position;
- (iv) Corporate Governance/Leadership Course;
- (v) Proficiency in Computer Applications;
- (vi) Fulfilled requirements of Chapter Six of the Constitution.

COMPETENCIES:

- Ability to build and work through teams
- Interpersonal skills
- Communication skills

Applications should be accompanied with Curriculum Vitae, copies of certificates and testimonials and should be addressed to:

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

Interested candidates should send their applications by email to the address below:

Email: managingtrusteermrecruitment@nssfkenya.co.ke and deliver hard copy applications to **The Managing Trustee's Office, Block A, Western Wing, 3rd Floor.**

All applications must be received by **10th February, 2023.**

**NSSF IS AN EQUAL OPPORTUNITY EMPLOYER AND PERSONS LIVING WITH
DISABILITIES ARE ENCOURAGED TO APPLY.**



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