KenGen Staff Retirement Benefits Scheme

KenGen DC Scheme

CAREER OPPORTUNITY

Our client, KenGen Staff Retirement Benefits Scheme (KSRBS) is a pension scheme comprising of two schemes, the Defined Benefits (DB) and Defined Contribution (DC) Schemes. The Scheme is registered with the Retirement Benefits Authority, the regulatory body overseeing its operations. The Scheme's mandate is to provide pension benefits to permanent and pensionable employees of Kenya Electricity Generating Company PLC (the Sponsor), ensure the prudent investment of members' contributions in high interest yielding investments and safeguard members contributions to ensure maximum benefits.

KenGen Staff Retirement Benefits Scheme is seeking to recruit a Chief Executive Officer & Trust Secretary. The Scheme invites applications from qualified, experienced and motivated individuals to join its dynamic and performance-oriented team.

ROLES & RESPONSIBILITIES FOR THE CEO & TRUST SECRETARY

PURPOSE OF THE JOB

The position is responsible for providing overall leadership within the Scheme by ensuring that the Scheme complies with the relevant legislation and the Terms of Authorization issued by KenGen PLC and RBA. The role will be in-charge of establishing procedures for the sound governance of the Scheme and advising the Board of Trustees on developments in governance issues. The position is also mandated with overseeing the day-to-day operations of the Scheme.

MAIN DUTIES AND RESPONSIBILITIES

The duties and responsibilities are:

I. Managerial Roles and Responsibilities

a) Ensure that the Scheme is run and managed in accordance with the Law and the Trust Deed rules and regulations by abiding by the current regulations and organizational policies and procedures designed and implemented to promote a cohesive work environment.
b) Provide leadership and direction to all departments by setting high-level goals with departmental heads, performance-oriented objectives and working together on attaining such goals by closely monitoring the operations and ensure adherence to established code of conduct.
c) Provide guidance, leadership, and direction to the Management Team in order to facilitate the achievement of the Scheme's Vision, Mission and Values.
d) Initiate, co-ordinate and participate in the conceptualization and development of the Scheme strategic plans and objectives and facilitate the implementation and monitoring of the same in liaison with the Board of Trustees.
e) Establish and maintain an effective system of communications throughout the Scheme to ensure that the responsibilities, authorities, and accountabilities of the entire workforce are clearly defined and understood.
f) Ensure the formulation and implementation of the customer service delivery strategies for the Scheme as well as keeping abreast of industry developments on pension through market and business research.
g) Ensure that the annual report, accounts and other financial statements of the Scheme are prepared within the required time limits.
h) Oversee the planning for the Scheme and ensure that work plans and the budget are implemented within the Strategic Plans of the Scheme.

II. Operational Roles and Responsibilities

a) Liaise with the Trustees, the Regulator RBA, KRA and the Scheme service providers in the course of administration of the Scheme.
b) Ensure proper books of accounts, prepare management accounts and budget forecast, cash flow planning and financial report for deliberation by the Board of Trustees.
c) Ensure effective maintenance of records of the Scheme, which include up to date individual membership records of serving employees, retired members and the rate of their basic pensions, actuarial records, assets of the Scheme and income tax reports.
d) Keep trustees abreast of all legal, regulatory and advisory developments affecting pension Schemes and general investment.
e) Avail the required data of the Scheme to the service providers to enable preparation of statutory returns to the Authority as well as submission of the required statutory returns to the Retirement Benefits Authority.
f) Liaise with regulators including Commissioner of Income Tax and Retirement Benefits Authority on all laws or regulations that may affect the Scheme.
g) Receive investments from fund managers, property managers and custodian as well as liaise with the service providers to ensure efficient performance, report on performance to the Board of Trustees.

h) Establish and maintain an efficient system of internal controls for income and expenditure of the Scheme to ensure benefits are paid to members in a timely manner and ensure the assets of the Scheme are properly and efficiently managed.
i) Confirm payments of benefits are done in accordance with Trust Deed rules and regulations and further ensure that the payment made to eligible members is computed correctly.

KEY RESULT AREAS:

The job holder's accountability areas are outlined as follows;

- Effective and optimal organization of assets and resources across the entire Scheme.
- Maximization of productivity in the Scheme.
- Prudent financial management of the Scheme resources.
- Effective linkage and partnership with external partners, stakeholders and the general public.
- Effective strategic planning and implementation.
- Successful customer service for members, growth and sustenance.
- Effective leadership, supervision and management of the workforce in the Scheme.

KNOWLEDGE AND SKILLS REQUIRED

The job holder must possess;

- A Master's degree in Business Administration, Finance, Commerce, Accounting, Actuarial Science, Law or a related field from a recognized university.
- A Bachelor's degree in Business Administration, Finance, Commerce, Accounting, Actuarial Science, Law or a related field from a recognized university.
- Must be registered member of any of relevant professional body.
- A minimum of twelve (12) years' experience, seven (7) of which should be in a senior management role in the Pensions field and a minimum of three (3) years in a similar role.
- Must have undertaken and successfully completed the Trustee Development Program (TDPK) from a recognized institution.
- Strong leadership and skills to foster teamwork; develop and motivate staff, resolve conflicts as well as ability to provide direction, guidance, momentum and vision in order to achieve organizational objectives.
- Strong expertise in strategic management, project planning and budgeting, resource management, implementation as well as monitoring and evaluation.
- Ability to empower staff by removing obstacles hindering the achievement of strategic objectives, focusing on results and delivering what is promised, on time and within budget.
- Ability to maintain high standards of integrity; establish straightforward, productive relationships; treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences.
- Ability to initiate and implement planned organizational change, adapt to rapidly changing conditions as well as align programmes in the appropriate direction with cohesiveness and a sense of urgency.

How to Apply:

To view the detailed job description for the role and a guide on how to apply for the role, kindly log onto the scheme's website at **https://kengensrbs.co.ke/careers/** . Applications should be submitted through the Eagle HR Consultants website via **https://www.eaglehr.co.ke/job-openings/**

If you believe you meet the role specifications and can clearly demonstrate your abilities for the above role, please submit your application, including authentic certified copies of relevant academic and professional certificates and testimonials, your curriculum vitae, details of your current position, current remuneration, as well as three (3) referees who can speak of your competence, character and integrity.

Email or hard copy applications WILL NOT be accepted.

All applications must be submitted through the e-recruitment portal to be considered, and your application must be received by not later than **Thursday 6th November 2025.**

SHORTLISTED CANDIDATES WILL BE REQUIRED TO PRESENT ORIGINAL CLEARANCE DOCUMENTS AS PROVIDED FOR UNDER CHAPTER SIX OF THE CONSTITUTION.

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