



ADVERTISEMENT FOR THE POSITION OF ASSISTANT PENSIONS ADMINISTRATION OFFICER

KenGen Staff Retirement Benefits Scheme seeks to recruit a professional, a highly motivated and result oriented individual to fill the post of **Assistant Pensions Administration Officer**.

Applications are therefore invited from qualified persons to fill the vacancy as per the matrix below:

No.	Job Title	No. of Vacancies
1.	Assistant Pensions Administration Officer	1

Purpose of the Job

The position is responsible for executing all pensions' administration activities of the department by supporting the Senior Pensions Administration Officer.

Main Duties and Responsibilities

The duties and responsibilities are:

I. Operational Roles and Responsibilities

- a) Assist in Processing the pensioners and dependants' payroll in the DB scheme and Income Draw Down Fund.
- b) Assist in Attending to members, pensioners and dependants complaints/queries are to their satisfaction.
- c) Keep track of timely payment of benefits as per the RBA set guidelines.
- d) Keep track of group life payments due to the beneficiaries.
- e) Ensure that monthly contribution schedules and salaries are received and timely.
- f) Ensuring that members contributions are received, reconciled and loaded in the ERP timely.
- g) Initiating members and beneficiaries benefits calculations as due.
- h) Taking leavers and beneficiaries through their benefits calculations and guiding them on the options due.
- i) Ensuring that the widows and orphans account are manage in line with the policy in place.
- j) Ensuring that the department data is up to date and securely stored.
- k) Custodian of members' up to date data and ensuring that it is highly protected.
- l) Participate in resolution of beneficiaries' issues by collating the required information.
- m) Work with the Pensions Administration Manager and Senior Pensions Administration Officer to prepare death benefits payment proposals.
- n) Ensure that data required for from the department by service providers is shared promptly.
- o) Ensure members enquiries are attend to timely.
- p) Uphold quality customer care to all stakeholders.
- q) Conversant with DB Scheme, DC scheme and Income draw down processes.

- r) Ensure that information is shared with members, pensioners and beneficiaries as required.
- s) Ensure Issuance of member's statements and other materials.
- t) Participate in the logistics for preparing the Scheme's AGM.
- u) Prepare pensioners medical cover proposals and notice of expiry annually.
- v) Initiate the benefits payment process for the following types of benefits to members/beneficiaries.
 - Withdrawal benefits
 - Retirement benefits
 - Death in service benefits
 - Death in retirement benefits
 - Deferred benefits
 - Transfer in/out Benefits
 - Immigrant benefits

Key Result Areas:

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

- Timely and accurate processing of benefits
- Reduced turnaround time for Scheme administration
- Accurate and Timely payroll processing for pensioners and beneficiaries
- Successful accomplishment of the AGM's agenda
- Improved annual member and pensioners' customer satisfaction score by upholding quality customer service
- Successful onboarding of new members to the scheme
- Efficiently and effectively execution duties assigned from time to time.

Knowledge and Skills Required:

The job holder must possess;

- Bachelor degree in Insurance, Business Administration, Actuarial Science or any relevant or equivalent qualifications from a recognized university
- Minimum of four (4) years' experience in retirement benefits Scheme administration
- Relevant Professional Qualifications such as ACII, AIIK or equivalent
- Familiar with the ERP process and Microsoft Office suite
- Proficient in the use of accounting systems
- Impeccable planning and budgeting skills
- Good understanding of Finance and relevant regulations on Pension Schemes
- Demonstrated leadership and supervisory skills.
- Good communication, interpersonal and team-building skills.
- Possess good report writing and presentation skills.
- Ability to work under pressure
- Proven problem-solving skills and knowledge of conflict management.
- Excellent negotiation skills
- Be conversant with roles and processes of internally Administered Schemes ie DB Scheme, DC Scheme and the Income Draw Down Fund
- Be well-rounded in benefits calculations parameters and benefits due to members and beneficiaries from DB Scheme, DC Scheme and the Income Draw Down Fund
- Maintain High level of confidentiality
- Be a proactive team player

- Have a high level of integrity

How to Apply

Interested and qualified candidates are advised to visit the Scheme's website for detailed job description for the role at <https://kengensrbs.co.ke/about-us/careers>

Interested candidates for the above opportunity should apply online by filling in the application form from the following link:

- [Assistant Pensions Administration Officer Application Link](#)

The application form **MUST** be filled in full. In addition, applicants should upload the National ID, application letter, detailed curriculum vitae including addresses of **three referees**, copies of academic and professional certificates and relevant testimonials on the application form.

The deadline for submission of all applications is on or before **28th November 2025** by **5.00pm**.

Canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

CEO & Trust Secretary
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