



ADVERTISEMENT FOR THE POSITION OF PENSIONS ADMINISTRATION ASSISTANT (RELIEVER)

KenGen Staff Retirement Benefits Scheme seeks to recruit a professional, a highly motivated and result oriented individual for a temporary position as a **Pensions Administration Assistant (Reliever)** for a period of **three (3) months**.

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

No.	Job Title	No. of Vacancies
1.	Pensions Administration Assistant (Reliever)	1

Purpose of the Job

The position is responsible for providing support for the general administration of the Scheme by giving administrative and logistic support in all relevant activities and ensuring adherence to guidelines and objectives of the department.

Main Duties and Responsibilities

The duties and responsibilities are:

I. Operational Roles and Responsibilities

- a) Maintain client Scheme records and files, and keeping up to date records for the section's activities.
- b) Support the Pensions Administration Officer in liaising with Scheme members and their dependents.
- c) Support the Pension Administration Officer in calculating member benefits.
- d) Ensure all standard procedures are adhered to, actions all routine and administrative tasks and respond to clients in a timely manner with relevant and accurate information.
- e) Work effectively the Pensions Administration team to support the department's activities.
- f) Provide administrative and logistic support in organizing the Annual General Meeting for Scheme members.
- g) Support the Pensions Administration Officer in developing the Scheme's communication to members.
- h) Provide regular updates to the Pensions Administration Officer on work in progress.
- i) Assist the Pensions Administration Officer to deal with member queries, both over the phone and face to face.
- j) Record minutes for all team meetings in order to identify issues and improve service delivery.
- k) Be conversant with roles and processes of internally Administered Schemes ie DB Scheme, DC Scheme and the Income Draw Down Fund.
- l) 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.

Key Result Areas:

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

- Successful administrative and logistic support
- Timely resolution of member queries
- Successful logistical and administrative planning of the AGM
- Efficient execution of work processes as assigned

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 recognised university
- Three (3) years' experience in a similar role
- 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.
- Ability to work under pressure
- Proven problem-solving skills and knowledge of conflict management.
- Excellent negotiation skills

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:

- [**Pensions Administration Assistant \(Reliever\) 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 **21st November 2025** by **5.00pm**.

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

CEO & Trust Secretary
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