



ADVERTISEMENT FOR THE POSITION OF 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 **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.	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) Process the pensioners and beneficiaries' payrolls in the DB scheme and Income Draw Down Fund.
- b) Attend to members, pensioners and dependants complaints/queries to their satisfaction.
- c) Timely payment of benefits within RBA set timelines to caution the Scheme against litigation.
- d) Work with the sponsor's insurance department to ensure timely payment of group life to dependants.
- e) Obtain member's contribution schedules and salaries from the sponsor and ensure that they have been forwarded to the Senior Pensions Administration Officer for action.
- f) Reconciling members' contributions monthly.
- g) File the Scheme's quarterly returns with RBA before the 15th day after end of the quarter.
- h) Certify leavers benefits calculations and confirming accuracy of the parameters used.
- i) Ensure members' and beneficiaries data is up to date and ensuring that it is highly protected.
- j) Participate in resolution of beneficiaries' issues through arbitration.
- k) Work with the Pensions Administration Manager and Senior Pensions Administration Officer to prepare death benefits payment proposals for discussion with the Administration and Communication Committee.

- l) Prepare induction material for on boarding new employees of the sponsor into the scheme.
- m) Prepare materials for members, pensioners, and beneficiaries education programmes and conducting the same.
- n) Work with the Pensions Administration Manager and Senior Pensions Administration Officer to prepare the quarterly reports and papers for presentation to the Administration and Communication Committee.
- o) Annual preparation of certificates of existence for dissemination to pensioners and dependants.
- p) Process tax cards for pensioners and beneficiaries.
- q) Issuance of member's statements and other materials as due.
- r) Prepare the logistics for the Scheme's AGM.
- s) Design forms, letters and memos for the department.
- t) Source, analyze and champion the implementing the pensioners' medical.
- u) Execute the benefits payment process for the following types of benefits
 - 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
- Timely and accurate payroll processing for pensioners and beneficiaries
- Successful accomplishment of the AGM's agenda
- Weigh annual members and pensioners' customers satisfaction score by carrying out members and pensioners survey
- Successful onboarding of new members to the scheme in liaison with HR department
- Efficient and efficient execution of work processes as 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 five (5) years' experience in retirement benefits Scheme administration which aligns to DB Scheme, DC Scheme and the Income Draw Down Fund.
- 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.
- Posses 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:

- [Pensions Administration Officer Application Form](#)

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
KenGen SRBS
P.O. Box 47936 - 00100
Nairobi