



## ADVERTISEMENT FOR THE POSITION OF INVESTMENT ASSISTANT

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

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

No.	Job Title	No. of Vacancies
1.	Investment Assistant	1

### Purpose of the Job

The position is responsible for providing operational and administrative support to the Investment Unit.

### Main Duties and Responsibilities

The duties and responsibilities are:

#### **I. Operational Roles and Responsibilities**

- a) Draft investment reports on both the financial and non-financial assets.
- b) Maintain accurate Investment register.
- c) Forward-planning on investments.
- d) Prepare investment reports on a monthly basis.
- e) Prepare investment proposals.
- f) Look for prospects from the referral, leads and any other sources.
- g) Review business trends and collect investment-related data.
- h) Develop presentations to be used by the unit leader to relevant parties.

### Key Result Areas:

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

- Efficient support for investment matters
- Submission of accurate, timely and relevant investment reports
- Enforcement of relevant guidelines, rules and regulations related to investment
- Successful execution of work processes assigned.

## **Knowledge and Skills Required:**

The job holder must possess;

- A Bachelor's Degree in any of the following disciplines: Finance, Business Administration/ Management, Commerce, Entrepreneurship or its equivalent from a recognized university
- Three (3) years' experience in a similar role
- A professional qualification in investment such as CIFA, CISI, CPA, ACCA or CFA.
- Excellent communication skills
- Strong problem-solving skills and be able to multi-task and manage multiple priorities
- Ability to work under pressure.

## **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:

- [\*\*Investment Assistant Application Form\*\*](#)

The application form **MUST** be filled in full. In addition, applicants should upload their 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 **22<sup>nd</sup> April 2026** by **5.00pm**.

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

**CEO & Trust Secretary  
KenGen SRBS  
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