



RE-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

JOB PURPOSE

The Investment Assistant is responsible for providing operational, analytical and administrative support to the Investments function through investment data management, portfolio monitoring, investment reporting, research support, reconciliation of investment records and maintenance of investment documentation.

The position serves as an entry-level professional role within the Investments function and provides an opportunity for development of future investment professionals through structured learning and practical exposure to pension fund investment management.

KEY DUTIES AND RESPONSIBILITIES

Investment Operations Support

1. Maintain accurate investment records and databases.
2. Update portfolio performance information and investment monitoring schedules.
3. Assist in reconciliation of investment transactions and investment accounts.
4. Support maintenance of investment registers and investment files.
5. Assist in tracking investment maturities, coupon payments, dividends and other investment income.
6. Monitor settlement of investment transactions and follow up on outstanding matters.

Investment Research and Analysis

7. Collect market information and economic data to support investment analysis.
8. Assist in preparation of investment research reports and market updates.
9. Conduct preliminary analysis of investment opportunities and prepare supporting documentation.
10. Support preparation of investment performance reports.
11. Assist in monitoring performance of fund managers and other investment service providers.

Investment Reporting

12. Compile investment data for periodic management, committee and board reports.
13. Support preparation of investment dashboards and portfolio reports.
14. Assist in preparation of investment compliance reports.
15. Maintain records of investment decisions and related documentation.

Governance and Compliance

16. Assist in monitoring compliance with investment policies, procedures and regulatory requirements.
17. Maintain proper custody and filing of investment records.
18. Support implementation of audit recommendations relating to investments.
19. Assist in preparation of information required by regulators, auditors and consultants.

Stakeholder Support

20. Liaise with fund managers, custodians, brokers and other service providers on routine operational matters.
21. Assist in responding to investment-related information requests.
22. Support member education initiatives relating to investment matters where required.

Other Responsibilities

23. Perform any other duties as may be assigned by the Investment Analyst, Senior Investment Officer or Investment & Strategy Manager.

KEY PERFORMANCE INDICATORS

The position shall be evaluated against, among others, the following indicators:

Investment Operations

- Accuracy of investment records.
- Timeliness of reconciliations.
- Completeness of investment documentation.

Reporting

- Timeliness of reports.
- Accuracy of investment data submitted.

Compliance

- Adherence to policies and procedures.
- Accuracy and completeness of records.

Service Delivery

- Timeliness in responding to requests.
- Quality of support provided to the Investments function.

JOB SPECIFICATIONS**Academic Qualifications**

Bachelor's degree in Finance, Economics, Actuarial Science or another closely related discipline from a recognized university.

Professional Qualifications

Actively pursuing at least one (1) of the following recognized professional qualifications, or an equivalent recognized professional qualification: CIFA, CFA, CISI, CPA (K), ACCA.

Experience

A minimum of one (1) year relevant experience.

Knowledge and Competencies

Technical Competencies

- Basic investment analysis.
- Financial and economic analysis.
- Data management.
- Report writing.
- Microsoft Excel and financial modelling basics.
- Investment performance monitoring.
- Research skills.

Behavioral Competencies

- Analytical thinking.
- Attention to detail.
- Learning agility.
- Communication skills.
- Planning and organization.
- Teamwork.
- Professionalism.
- 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:

- [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 **5th August 2026 by 5.00pm.**

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

CEO & Trust Secretary
KenGen SRBS
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