

ACADEMIC QUALIFICATIONS

- Master's Degree in Strategic Management, Business Administration, Finance, Economics or any other relevant field from a recognized institution.
- Bachelor's degree in Business, Economics, Law, Social Science, Human Resource, Actuarial Science, Insurance, Finance, Accounting or any other relevant field from a recognized institution.

PROFESSIONAL QUALIFICATIONS

- Certified Public Secretary (CPS) – a mandatory qualification
- Other Professional qualification(s) shall be an added advantage.

EXPERIENCE

- A minimum of ten (10) years' work experience in the pension industry with at least five (5) years in management position.
- Knowledge and understanding in the following areas:
 - Legal & regulatory framework governing the Kenyan pension industry
 - Liability matching investment strategies
 - Actuarial methods and assumptions
 - Real Estate Investments
 - Finance
 - Risk Management
- Understanding of the interplay between funding and investment.
- Well-grounded understanding of corporate governance;
- Proven track record on development and implementation of turnaround strategies; and
- Knowledge of Public Procurement Laws and Regulations.
- Excellent organizational, analytical and coordination skills;
- Effective stewardship to serve and safeguard members' assets;
- Professionalism and integrity;
- Efficiency and drive for results.

KEY COMPETENCIES

- Ability to manage people, operations and financial resources;
- Strategic thinker with good commercial acumen;
- Ability to lead, influence and drive change initiatives in support of business strategies;
- Ability to communicate complex information effectively;
- Risk awareness and focus;
- Excellent interpersonal, management and communication skills;

TERM OF OFFICE

The Scheme Trust Secretary shall hold office for a term of three (3) years renewable contract based on performance.

ADDITIONAL REQUIREMENTS

The following clearances will be required for the successful candidate upon offer of appointment as per the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity:

- Kenya Revenue Authority (Tax Compliance Certificate)
- Higher Education Loans Board
- Ethics & Anti - Corruption Commission
- Certificate of Good Conduct from the Directorate of Criminal Investigation
- Report from an approved Credit Reference Bureau (CRB)

2. OFFICE ASSISTANT- GRADE 5

1 POST

The Office Assistant will be reporting to the Scheme Administrator.

KEY RESPONSIBILITIES

- Provide general office support to the Secretariat
- Ensure general cleanliness and orderliness of the office
- Perform general reception duties as well as managing general office phone calls
- Perform the duties of an office messenger
- Records management
- Undertake and perform any other relevant duties as assigned from time to time

KEY QUALIFICATIONS, SKILLS AND REQUIREMENTS

- KCSE C- (Minus) or equivalent
- A minimum of 5 years' experience in office support services or equivalent
- Certificate in business management or equivalent qualification
- Computer literacy
- Possession of a valid and clean driving license with driving experience of not less than 5 years. This will be an added advantage

TERM OF OFFICE

The Scheme Office Assistant shall hold office for a term of three (3) years renewable contract based on performance

For all the positions , candidates must in addition possess the following attributes: high integrity; self- driven and motivated; professionalism; strong communication and good interpersonal skills; ability to make appropriate decisions; be a team player and have respect for diversity; and high ability to maintain confidentiality and secrecy.

Interested candidates who meet the required qualifications should send their applications online to the Chairperson, Board of Trustees through the Scheme's email address **uonpension@uonbi.ac.ke**. Attach a detailed curriculum vitae, copies of academic and professional certificates and other testimonials. Please note that the information may be used to conduct background verification during the recruitment process. In your application, please quote the title of the position you are applying for, and include your mobile telephone contact and email address.

Applications should be received on or before Monday, 6th January 2025.