



SCHEME TRUST SECRETARY – GRADE 2 (1 POST)

The Trust Secretary will be reporting to the Scheme Administrator in performing his/her duties and responsibilities.

KEY RESPONSIBILITIES

- To provide administrative support and service to the secretariat in a professional and timely manner.
- Provide guidance to the Board of Trustees on the Trustees' duties and responsibilities and on matters of governance.
- Ensure the timely preparation and circulation of papers and minutes of the Board of Trustees, committees of the Board and AGM.
- Maintain and update the register of conflicts of interest.
- Ensure that the Trustees are aware of the relevant laws relating to the scheme.
- Facilitate effective communication between the Board of Trustees and other stakeholders.
- Co-ordinate the evaluations of the performance of the Board of Trustees including the evaluations of the performance of the Chairperson, Individual Trustees and Committees of the Board.
- Identify any links or duplication in the roles of the committees of the Board of Trustees.
- Provide feedback on the overall scheme governance and management.
- Support the scheme administrator in responding to issues and making follow ups on tasks and resolutions allocated at meetings.
- Provide supportive HR Administrative services.
- Assist in preparing and maintaining the scheme's year plan or calendar.
- Preparations of all documents for Trustees elections.
- Preparation of Scheme's newsletter, Scheme booklet and Scheme policies.
- Handling members queries and complaints.
- Maintaining Trustees and Staff files.
- Participate in the meetings of the Board of Trustees as an ex officio member without the right to vote on any of the decision of the board.
- Undertake any other duties relevant duties as assigned from time to time.

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 seven (7) years' work experience in the pension industry with at least three (3) years in senior 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)

For the position, candidate 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;
- 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 Tuesday, 23rd September 2025.