



## **DECLARATION OF VACANT POSITIONS AT PUBLIC SERVICE SUPERANNUATION FUND (PSSF)**

The Public Service Superannuation Fund (PSSF) seeks to recruit highly motivated, visionary, dynamic and results oriented individuals of demonstrated high integrity, innovation and ability to deliver results to fill vacant positions at the fund. The fund invites applications from suitably qualified persons.

The Public Service Superannuation Fund is established under the Public Service Superannuation Scheme Act, No. 8 of 2012 to provide retirement benefits to Civil Servants, Teachers employed by the Teachers Service Commission and Disciplined Services Personnel (Kenya Police Service, Kenya Prisons Service and National Youth Service).

The Public Service Superannuation Fund (PSSF) became operational with effect from 1st January, 2021 as appointed by the Cabinet Secretary (CS) for the National Treasury and Economic Planning through Legal Notice No. 156 published in the Kenya Gazette Supplement No. 146 of 12<sup>th</sup> August, 2020. The Cabinet Secretary equally appointed Members of the Board of Trustees, with a mandate to manage and operate the Fund, through Gazette Notice No. 5454 of 7<sup>th</sup> August, 2020 as provided under Section 10 of the Act.

### **VACANCY NO. PSSF/066/2024 - ASSISTANT MANAGER, INTERNAL AUDIT – PSSF GRADE 4**

An officer at this level will be responsible to the Manager, Internal Audit.

#### **a) Duties and Responsibilities**

- (i) Preparing audit programs and planning memorandum for individual
- (ii) assignments;
- (iii) Participating in audit entry and exit discussions;
- (iv) Monitoring and reviewing the execution of individual audit assignments;
- (v) Reviewing final audit reports and preparing the executive summary for individual audit reports;
- (vi) Preparing board papers on Internal Audit activities;
- (vii) Developing Annual Audit Plan;

- (viii) Preparing documents for use in Internal Audit and compliance committee of the Board;
- (ix) Undertaking special Audit investigations as they may be required from time to time; and
- (x) Interpreting of Fund's policies for sound Audit planning.

## **b) Requirements for Appointment**

For appointment to this grade a candidate must have:

- (i) Served for cumulative service period of twelve (12) years, three (3) of which must be at the Grade of Principal Internal Auditor, PSSF Grade 5 or a comparable position;
- (ii) Bachelor's Degree in any of the following fields: - Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- (iii) Master's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- (iv) Membership to a relevant profession and in good standing: eg CIA, CISA, ACCA, CPA (K) or its equivalent;
- (v) Proficiency in computer applications;
- (vi) Fulfilled the requirements of Chapter 6 of the Constitution;
- (vii) Shown merit and ability as reflected in work performance and results.

## **How to Apply**

Applicants who meet the above requirements should send their applications with detailed curriculum vitae, copies of academic and professional certificates, and other relevant testimonials through the PSSF E-recruitment Portal <https://recruitment.pssf.go.ke/> on or before 1700hrs on or 11<sup>th</sup> November 2024.

*Public Service Superannuation Fund is an Equal Opportunity Employer, Marginalized Groups and Persons with disabilities are encouraged to apply.*

*Any form of canvassing will lead to automatic disqualification.*

*Only shortlisted candidates will be contacted.*

