



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 12th 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 7th August, 2020 as provided under Section 10 of the Act.

VACANCY NO. PSSF/152/2024 - CORPORATE COMMUNICATIONS OFFICER II – PSSF GRADE 8

This is the entry and training level for this cadre. An officer at this level will work under the supervision of a senior officer.

a) Duties and Responsibilities

- (i) Participating in the planning of publicity strategies and campaigns;
- (ii) Drafting media press releases;
- (iii) Analyzing media coverage in regards to the Fund's targeted audience;
- (iv) Developing customized promotional messages for publicity and advertisement;
- (v) Analyzing and monitoring customer complaints lodged externally and internally using established complaints handling feedback mechanism; and
- (vi) Developing customer strategies for handling of customer complaints effectively.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's Degree in any of the following fields: - Communication, Public Relations, Journalism or a Degree in Social Science and a Diploma in Communication, Public Relations, Journalism or related field from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter 6 of the Constitution.

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 11th 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.

