



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/56/2024; GENERAL MANAGER, INVESTMENT AND PROPERTY MANAGEMENT, PSSF GRADE 2 – ONE (1) POSITION

Terms of Service: Five (5) year contract renewable once subject to satisfactorily Performance

a) Job Specifications

Duties and responsibilities at this level will entail;

- (i) Formulating and implementing of leading investment management strategies for the Fund;
- (ii) Developing policy guidelines on all matters related to management of the Funds' properties;

- (iii) Developing a robust investment policy statement for the Fund in line with corporate objectives;
- (iv) Developing and maintaining strategic relationships with key stakeholders;
- (v) Monitoring performance of the Fund's assets and liabilities;
- (vi) Carrying out feasibility analyses on viable investment opportunities;
- (vii) Analyzing the Funds' financial performance in comparison with the industry trends, identifying and managing risks including stress tests and scenario analyses;
- (viii) Determine investment goals and strategies in consultation with Fund managers;
- (ix) Monitoring and evaluating the Performance of the Fund Managers for effective decision making;
- (x) Conducting feasibility studies and making recommendations on the development concepts, land acquisitions, preliminary programs and budgets;
- (xi) Overseeing ongoing projects including reviewing progress with contractors, consultants and project managers;
- (xii) Ensuring Compliance with regulations including timely payments of statutory fees; and
- (xiii) Ensuring the Fund's properties are maintained at the highest habitable state;

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for a cumulative service period of fifteen (15) years, five (5) of which must be at senior management level or a comparable position;
- (ii) Bachelor's Degree in any of the following fields: - Finance, Economics, Investment, or related field from a recognized institution;
- (iii) Master's degree in any relevant field from a recognized Institution
- (iv) Membership to a relevant professional body in good standing; eg CIFA, CFA or relevant professional body
- (v) Practicing Certificate where applicable;
- (vi) Proficiency in computer applications;
- (vii) Fulfilled requirements of Chapter 6 of the Constitution; and
- (viii) Shown merit and ability as reflected in work performance and results.

Other Requirements.

Qualified candidates will be required to satisfy or having initiated the process of complying with the requirements of Chapter Six (6) of the Constitution of Kenya 2010:

- Clearance Certificate from Higher Education Loans Board (HELB);
- Certificate of good conduct from Director Criminal Investigation (DCI);
- Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- Clearance from Ethics and Anti-Corruption Commission (EACC); and,
- Report from an approved Credit Reference Bureau (CRB).

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.

