



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/042/2024 - PRINCIPAL INVESTMENTS OFFICER - PSSF GRADE 5

An officer at this level will work under the supervision of a more senior officer.

a) Duties and Responsibilities

- (i) Initiate the development of policy documents such as Investment Strategy, Investment Policy and Interest Declaration and Reserve Allocation Policy;
- (ii) Conducting actuarial valuations;
- (iii) Ensuring availability of budgets for investment purposes;
- (iv) Liaising with consultants to coordinate data collection for actuarial valuation;
- (v) Monitoring of the performance of the portfolio, asset allocation and the compliance of the same to laws and regulations;
- (vi) Analyzing technical specifications for the procurement of investment service providers. This entails the review of contracts;

- (vii) Coordinating portfolio construction, for example, asset allocation, identification and analysis of new opportunities;
- (viii) Monitoring cash flows and coordinating the transfer of surplus funds for investment.
- (ix) Monitoring investment service providers; and
- (x) Analyzing invoiced fees and preparing memos seeking approvals where necessary.

b) Requirements for Appointment

For appointment to this grade, an Officer must have:

- (i) Served for a cumulative service period of nine (9) years, three (3) of which must be at the Grade of Senior Investment Officer, PSSF 6 or in comparable position;
- (ii) Bachelor's Degree in any of the following fields: - Finance, Economics, Actuarial Science, Accounting or related fields from a recognized institution;
- (iii) Membership to a relevant profession and in good standing; eg CIFA, CFA or relevant professional body
- (iv) Proficiency in computer applications;
- (v) Fulfilled requirements of Chapter 6 of the Constitution; and
- (vi) 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 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.

