



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/043/2024 - SENIOR LEGAL OFFICER – PSSF GRADE 6

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

a) Duties and Responsibilities

- (i) Preparing and reviewing lease contracts and licenses for the user department;
- (ii) Reviewing court documents prepared by external lawyers;
- (iii) Monitoring legal cases being handled by external lawyers and preparing progress reports such as;
- (iv) Monitoring progress of court cases, attend court, prepare the Fund's witnesses and attend pre-trial briefings;
- (v) Providing recommendations to legal committee concerning out-of-court settlements;

- (vi) Reviewing transfer documents concerning title conveyance from the purchasers' lawyer;
- (vii) Analyzing new laws and changes made and communicating the same to the concerned departments;
- (viii) Preparing legal reports and opinions on matters involving the Fund.
- (ix) Participating in preparing budget that relates with advisory services and performs same upon approval;
- (x) Preparing legal briefs and renders legal advice and/or opinion on contract preparation/amendment, any policy & strategic issues as and when required;
- (xi) Reviewing contracts both local and international including loan, mortgage, pledge, guarantees etc. and provide warranted recommendations to protect the Fund's interest;
- (xii) Participating in the development of standard contracts & formats used by various organs of the Fund;
- (xiii) Planning and conducting research aiming at improving the provision of an efficient legal service to the Fund;
- (xiv) Organizing and maintains updated rules, regulations, directives and circulars pertinent to the social security industry on the Fund's portal;
- (xv) Participating in the dissemination of laws, rules and regulations affecting the social security sector;
- (xvi) Assisting in researching on recurrent and controversial legal and practical issues affecting the social security sector and create the required awareness; and
- (xvii) Checking that account opening applications of corporate bodies and others satisfy legal requirements.
- (xviii) Developing contract negotiation strategies and builds capacity for contract negotiation;
- (xix) Reviewing and drafting of contracts and development of standard templates for the Fund's use;
- (xx) Developing and maintaining a comprehensive contract management database ensuring all Fund contracts are well archived and appropriately serialized;
- (xxi) Maintaining a contractual risk register and developing mechanisms to identify early warning of risk to enable early interventions and mitigation;
- (xxii) Monitoring legal risk to ensure that the Fund meets its statutory obligations and fulfils its strategic objectives;
- (xxiii) Participating in the development of records management and storage processes for all Fund title documents, legal correspondences and other critical legal documents; and
- (xxiv) Processing of registration of any new property acquired by the Fund.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for a cumulative service period of six (6) years Post admission, three (3) of which must be at the Grade of Legal Officer I, PSSF Grade 7 or a comparable position;
- (ii) Bachelor's Degree in Law or related field from a recognized institution;
- (iii) Membership to a relevant professional body and in good standing;
- (iv) Post graduate Diploma from Council for Legal Education;
- (v) Proficiency in computer applications;
- (vi) Fulfilled requirements of Chapter 6 of the Constitution; and
- (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 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.