

Job Title	Chief Executive Officer	Reporting to	Reporting to the Board of Trustees
Team/ Department		Location	Nairobi
Job Grade	Grade One (1)		
Core Objectives	<p>The Chief Executive Officer (CEO) is a dynamic, performance-oriented responsibility that entails the overall oversight, management of the Scheme administration while giving strategic direction for Scheme by implementing Board of Trustees resolution with a genuine desire to serve the needs of pensioners</p> <p>The desired candidate will ensure professionalism and accountability while equipping the team with the right knowledge, competencies, and skills.</p>		

Main Tasks/Duties and Responsibilities	<p>Responsibilities:</p> <ul style="list-style-type: none"> ❖ Ensure timely payment of pensions to all pensioners. ❖ Report to the Board of Trustees with appropriate , timely & quality information so that the Board of Trustees can discharge its responsibilities effectively ❖ Development & recommendation to the Board of Trustees of long term strategy, business plans and annual operating budgets. ❖ Informing and consulting the Board of Trustees on all matters of significance so that the Trustees can properly discharge its responsibilities. ❖ Developing and delivering the strategic objectives agreed with the Board of Trustees. ❖ Recommending to the Board of Trustee significant operational changes and major capital expenditure where these are beyond the holder's delegated authority ❖ Assigning responsibilities clearly to senior management and overseeing the establishment of effective risk management and control systems ❖ Recruiting, developing and retaining talented people to work for the Scheme and in particular establishing a strong management t am which is fairly and fully evaluated. ❖ Communicating throughout the Scheme the strategic objectives & the values of the Scheme as agreed with the Board of Trustee, and ensuring that these are achieved in practice. ❖ Sharing with the Board of Trustee and with other members of senior management the responsibility for communicating the Scheme's messages externally.
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	<ul style="list-style-type: none"> ❖ Representing the Scheme at various functions and activities that are of benefit to the Scheme members ❖ Liaise with Fund Manager, Custodian and Property Managers as may be delegated by the Board of Trustee from time to time ❖ Any other responsibility assigned to by the Board of Trustee in order to achieve the Scheme's objectives
<p>Essential Abilities/ Competencies of this job role</p>	<p>The candidate should have the following:</p> <ul style="list-style-type: none"> ❖ Bachelor degree in the field of Management, Social Science, Economics, Business, Public Administration, Law, Finance or any other relevant field ❖ A Masters degree in the relevant field ❖ Full member of a professional body ICPAK, LSK, IHRM, ICIFA etc ❖ Over 15 years' experience 5 (five) of which must be in senior management position preferably in a retirement benefit scheme. ❖ Conversant with Retirement Benefits Acts and Regulations. ❖ Good conceptual skill especially in project development and management ❖ Demonstrate good understanding of Investment Management environment in Kenya and at the globally ❖ Up to date knowledge of all in real estate investment environment in Kenya and at the global front. ❖ Strategic thinker with strong analytical and problem solving capability ❖ Ability and willingness to share knowledge ❖ Leadership with ability to manage and develop a team ❖ Genuine desire to serve the needs of pensioners with a strong personal responsibility for achieving customer satisfaction ❖ Excellent interpersonal, organisational and communication skills ❖ High integrity and honesty in all dealings with attention to details

DOCUMENTS REQUIRED TO SUBMIT WITH THE JOB APPLICATION

1. Cover letter
2. Complete and up-to-date Curriculum Vitae (CV)
3. Copy of National Identity Card and/or Passport data page
4. Copies of applicable academic and professional certificates
5. HELB clearance
6. Tax Compliance Certificate