



Kenya National Entrepreneurs Savings Trust Public Limited Company (KNEST Plc) a government-sponsored national pension scheme established to serve marginalized informal economy workers and managed under a state corporation registered under the Companies Act, 2012 (Cap. 486, Laws of Kenya), is seeking to recruit qualified and motivated professionals to fill the vacant positions below.

1. DEPUTY DIRECTOR, INVESTMENT & PORTFOLIO MANAGEMENT, JOB GRADE KNEST 3 - JOB REF No. KNEST/ FMA/003/25 (RE-ADVERTISED)

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Overseeing the development of policies, regulations, guidelines and strategy for fund management
- (ii) Overseeing the development of the Scheme's investment plans and strategy;
- (iv) Recommending to Trustees strategic investments opportunities;
- (v) Establishing linkages with strategic financial partners;
- (vi) Regularly meeting with investment analysts and financial strategic partners to discuss investment opportunities;
- (vii) Providing leadership in analyzing business performance, industry trends, existing or new regulatory requirements and their impact on business operations.
- (viii) Leading in Investment negotiations;
- (x) Ensuring investment portfolios are aligned with statutory guidelines and KNEST's strategic objectives;
- (xi) Ensure undertaking of Portfolio and Investment Research;
- (xiii) Advising the Trustees on investment options and opportunities;
- (xiv) Ensuring returns on investment
- (xv) Coordinating acquisition and management of Scheme Investment with the aim of increasing its value and assure best returns on investment;
- (xvi) Setting the criteria and conditions governing investment;
- (xviii) Aligning investment portfolio with KNEST 's strategic objectives;
- (xix) Ensuring maintenance of proper investment records for all securities
- (xx) Ensuring preparation of all investment and periodic portfolio performance reports
- (xxi) In liaison with the Fund Manager, ensure preparation and filing of all

statutory reports

- (xxii) Managing and developing staff in the department.
- (xxiii) Ensuring prudent utilization of the resources of the Corporation

(b) Person Specifications

For appointment to this grade, a candidate must have: -

- (i) Served for a minimum period of ten (10) years, four (4) of which shall be in a management role;
- (ii) Bachelor's degree in any of the following disciplines; Commerce (Finance option), Finance, Economics, Business Management (Finance option) or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines; Commerce (Finance Option) Finance, Economics, Business Administration (Finance Option) or equivalent qualification from a recognized Institution;
- (iv) Passed Part III of the Certified Public Accountants (CPA K) examination or equivalent qualification from a recognized institution;
- (v) Certificate in Leadership/Governance course from a recognized institution;
- (vi) Membership with a relevant professional body;
- (vii) Proficiency in computer applications;
- (viii) Meet the requirements of Chapter six of the Constitution; and
- (ix) Demonstrated professional and Managerial competence in finance and accounts functions as reflected in work performance and results.

(c) Key Competencies and Skills

- (i) Communication skills;
- (ii) Team work;
- (iii) Interpersonal skills;
- (iv) Analytical skills;
- (v) Time management skills;
- (vi) Organizational skills;
- (vii) Leadership skills;
- (viii) Negotiation skills;
- (ix) Decision making skills; and
- (x) Problem solving skills

2. DEPUTY DIRECTOR, FUND MANAGEMENT, JOB GRADE KNEST 3 – JOB REFERENCE No. DDFMAD/014/25

(a) Job Specifications

An Officer at this level may be deployed in any of the following functional areas: -

1) Investment & Portfolio Management

Duties and responsibilities at this level will entail: -

- (i) Overseeing the development of policies, regulations, guidelines and strategy for fund management
- (ii) Overseeing the development of the Scheme's investment plans and strategy;
- (iii) Ensuring implementation and compliance with Schemes investment plans and strategies;
- (iv) Recommending to Trustees strategic investments opportunities;
- (v) Establishing linkages with strategic financial partners;
- (vi) Regularly meeting with investment analysts and financial strategic partners to discuss investment opportunities;
- (vii) Providing leadership in analyzing business performance, industry trends, existing or new regulatory requirements and their impact on business operations.
- (viii) Leading in Investment negotiations;
- (ix) Ensuring prudent management of all investment portfolios for the Fund;
- (x) Ensuring investment portfolios are aligned with statutory guidelines and KNEST's strategic objectives;
- (xi) Ensure undertaking of Portfolio and Investment Research;
- (xii) Leading in liaison with Fund service providers including fund managers, custodians, project developers and advisers;
- (xiii) Advising the Trustees on investment options and opportunities;
- (xiv) Ensuring returns on investment
- (xv) Coordinating acquisition and management of Scheme Investment with the aim of increasing its value and assure best returns on investment
- (xvi) Setting the criteria and conditions governing investment;
- (xvii) Liaising with financial strategic service providers to discuss investment opportunities;
- (xviii) Aligning investment portfolio with KNEST 's strategic objectives;
- (xix) Ensuring maintenance of proper investment records for all securities
- (xx) Ensuring preparation of all investment and periodic portfolio performance reports

- (xxi) In liaison with the Fund Manager, ensure preparation and filing of all statutory reports
- (xxii) Managing and developing staff in the department.
- (xxiii) Ensuring prudent utilization of the resources of the Corporation

II) Pension Administration

- (i) Overseeing the development, implementation and reviewing of policies, strategies, guidelines and procedures of pension administration;
- (ii) Providing leadership in the in the daily administrative affairs of the Scheme in accordance with the provisions of the Retirement Benefits Act and the Regulations, the Income Tax Act, the Scheme Trust Deed and Rules,
- (iii) Overseeing the collecting, collating and maintaining of accurate data of all the assets of the Scheme, the service providers of the Scheme, the members, the beneficiaries and any other information necessary for the administration of the Scheme
- (iv) Ensuring continuous update of member records and address issues of concern for action or direction.
- (v) Lead in review of members data for accuracy and completeness
- (vi) Ensure posting and update of member accounts on daily basis on receipt of contribution.
- (vii) Ensure distribution of accrued benefits to members' accounts.
- (viii) Ensure daily reconciliation of member statements
- (ix) Liaise with the scheme auditor to prepare audited accounts for the scheme;
- (x) Liaise with the fund administrator to dispatch statements to members as stipulated in the Service Charter.
- (xi) Ensure comprehensive documentation for claims processing.
- (xii) Liaise with the fund administrator to organize the Annual General Meeting (AGM)
- (xiii) Ensure maintenance of proper accounting records for the scheme monies
- (xiv) Ensure preparation of all Administration periodic performance reports

- (xv) In liaison with the Scheme Administrator, ensure preparation and filing of
all statutory reports
- (xvi) Managing and developing staff in the department.
- (xvii) Ensuring prudent utilization of the resources of the Corporation

(b) Person Specifications

For appointment to this grade, a candidate must have: -

- (i) Served for a minimum period of ten (10) years, four (4) of which shall be
in a management role;
- (ii) Bachelor's degree in any of the following disciplines; Commerce
(Finance
option), Finance, Economics, Business Management (Finance option) or
equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines; Commerce (Finance
Option) Finance, Economics, Business Administration (Finance Option)
or equivalent qualification from a recognized Institution;
- (iv) Passed Part III of the Certified Public Accountants (CPA K) examination
or equivalent qualification from a recognized institution;
- (v) Certificate in Leadership/Governance course from a recognized
institution;
- (vi) Membership with a relevant professional body;
- (vii) Proficiency in computer applications;
- (viii) Meet the requirements of Chapter six of the Constitution; and
- (ix) Demonstrated professional and Managerial competence in finance and
accounts functions as reflected in work performance and results.

(c) Key Competencies and Skills

- (i) Communication skills;
- (ii) Team work;
- (iii) Interpersonal skills;

- (iv) Analytical skills;
- (v) Time management skills;
- (vi) Organizational skills;
- (vii) Leadership skills;
- (viii) Negotiation skills;
- (ix) Decision making skills; and
- (x) Problem solving skills.

3. DEPUTY DIRECTOR, FINANCE AND ACCOUNTS, JOB GRADE KNEST 3 – JOB REF No. DDFA/015/25

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- i. Overseeing the development, implementation and review of financial and accounting policies, standards, regulations and procedures;
- ii. Overseeing effective financial management to ensure adherence to applicable laws, policies and procedures;
- iii. Spearheading the disbursement of grants, donations or endowments made to the Fund or any other monies lent in respect of the Fund;
- iv. Ensuring maintenance of proper books of accounts;
- v. Keeping custody of accountable documents;
- vi. Overseeing the preparation of periodic management and annual financial accounting reports;
- vii. Coordinating cash planning;
- viii. Coordinating the management of budgeting and other financial information, which includes coordination and rationalization of estimates, annual appropriation, fund accounts, cash flow control and cost analysis;
- ix. Spearheading the development and implementation of the division's budgets, performance contracts and staff performance appraisal;
- x. Ensuring compliance with principles of good governance, transparency,

- accountability, ethics and integrity; and
- xi. Managing and developing staff in the division.

(b) Person Specifications

For appointment to this grade, a candidate must have: -

- (i) Served for a cumulative period of ten (10) years, four (4) of which shall be in a management position;
- (ii) Bachelor's degree in any of the following disciplines: - Commerce (Accounting option), Finance, Economics, Business Management (Accounting option) or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: - Commerce (Accounting Option) Finance, Economics, Business Administration(Accounting Option) or equivalent qualification from a recognized Institution;
- (iv) Passed Part III of the Certified Public Accountants (CPA K) examination or equivalent qualification from a recognized institution;
- (v) Certificate in Leadership/Governance course from a recognized institution;
- (vi) Membership with a relevant professional body in good standing;
- (vii) Met the requirements of Chapter six of the Constitution; and
- (viii) Demonstrated professional and Managerial competence in finance and accounts function as reflected in work performance and results.

(c) Key Competencies and Skills

- (i) Communication skills;
- (ii) Team work;
- (iii) Interpersonal skills;
- (iv) Analytical skills;
- (v) Time management skills;
- (vi) Organizational skills;
- (vii) Leadership skills;
- (viii) Negotiation skills;

- (ix) Decision making skills; and
- (x) Problem solving skills.

4. SENIOR ACCOUNTS ASSISTANT JOB GRADE KNEST 7 – JOB REF No. SAA/016/25

(a) Job Specifications

Duties and responsibilities at this level will entail: -

- i. Preparing payment vouchers;
- ii. Processing payments, imprests and travel advances;
- iii. Receiving cash, banking, balancing and reconciling cash books on daily basis
- iv. Posting payments and receipts in the cashbook;
- v. Disbursing funds in accordance with the provision on the PFM Act;
- vi. Providing safe custody of cash and payment vouchers;
- vii. Preparing and updating creditor, debtors and general ledgers;
- viii. Liaising with customers to provide billing information;
- ix. Preparing monthly bank accounts reconciliations;
- x. Processing of statutory deductions payments; and
- xi. Preparing and maintaining accurate prepayments, accruals and provision schedules.

(b) Person Specifications

For appointment to this grade, a candidate must have: -

- i. Four (4) years work experience
- ii. Diploma in Accounting or a related field from a recognized institution; professional accounting certification;
- iii. Part II of the Certified Public Accountants (CPA) examination or equivalent qualification from a recognized institution;
- iv. Proficiency in computer applications; and
- v. Met the requirements of Chapter six of the Constitution.

(c) Key Competencies and Skills

- (i) Communication skills;
- (ii) Interpersonal skills;
- (iii) Teamwork;
- (iv) Analytical skills; and
- (iv) Time Management

5. SENIOR LEGAL ASSISTANT, JOB GRADE KNEST 7 – JOB REF No. SLA/017/25

(a) Job Specifications

- i. Organize and maintain documents
- ii. Organize Board Meetings Logistics, Maintain Board Registers and ensure they are updated
- iii. Draft correspondences
- iv. Bringing up files for appropriate timely action
- v. Maintain and update the court register
- vi. Attending to the relevant government registries on a need basis
- vii. Assist in undertaking research on assigned legal issues
- viii. Compilation and completion of papers, reports and reference materials

(b) Person Specifications

For appointment to this grade, a candidate must have: -

- i. Diploma in laws or equivalent qualification from a recognized institution
- ii. Four (4) years relevant experience
- ii. Certificate in Computer Proficiency
- iii. Meets the provision of Chapter Six of the Constitution

(c) Key Competencies and Skills

- i. Strong communication and presentation skills
- ii. Good analytical skills
- iii. Problem solving
- iv. Professionalism

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