

VACANCIES

The Fund has service delivery points spread across the country and is seeking to enhance capacity of its human resource to achieve its obligations of service delivery to all Kenyans. The Fund seeks to recruit experienced and energetic Kenyans to fill these vacancies from the positions as outlined below:

COMPLIANCE OFFICER (GRADE 6) - 29 POSITIONS

JOB PURPOSE:

The Compliance Officer will be responsible for enforcing compliance of NSSF Act No. 45 of 2013 with regard to collection of contributions and registration of employers and employees and employer/member education.

KEY RESPONSIBILITIES:

- Educate/sensitize employers, employees and other members of the public on the NSSF ACT No.45 of 2013;
- Undertake inspection of employer records to ensure that the provisions of the NSSF ACT are being observed;
- Facilitate registration of new employers, employees and voluntary contributors in collaboration with the Registration Officer;
- Update and maintain zonal records including employers' lists, contribution registers, defaulters list, penalty and bounced cheques;
- Monitor and follow up on employer compliance;
- Investigate and prosecute non-compliant employers;
- Prepare inspection and zonal reports;
- Conduct investigation of difficult benefit cases;
- Attend to member and employer complaints;
- Serve Court Sermons; and
- Validate employer returns and create UPNs for cash receipting

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Social Science or Business Administration or Law or Public Relations or Marketing or its equivalent from a recognized institution;
- Minimum of KCSE C+ or its equivalent;
- At least five (5) years relevant experience; and
- Proficiency in Computer Applications.

COMPETENCIES:

- Interpersonal skills
- Communication skills
- Integrity, honesty and ethics
- Attention to detail
- Ability to build and work through teams

BRANCH ACCOUNTANT (GRADE 6) - 9 POSITIONS

JOB PURPOSE:

Reporting to the Regional Finance & operations coordinator, the candidate will be responsible for the overall management of Branch Finances.

KEY RESPONSIBILITIES:

- Prepare branch monthly, quarterly and annual performance reports;
- Supervise receipting and banking;
- Manage expenditure payments of the branch;
- Prepare bank reconciliation reports on the expenditure account for the branch;
- Facilitate the procurement process and manage stores;
- Reconcile contributions paid via the branch;
- Manage the bounced cheque register for the branch;
- Ensure proper custody and maintenance of all assets and accountable documents;
- Process Branch expenditure payment;
- Sign cheque for authorized payment;
- Post journals, prepare cash budgets and cash withdrawals;
- Prepare work plans and budgets for the branch; and
- Supervise, mentor and coach staff.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Finance, Accounting, Economics, Commerce, or any other related discipline from a recognized university;
- Member of a relevant professional body in good standing;
- Professional qualification such as CPA/ACCA or equivalent;
- Minimum KCSE C+ (Plus);
- At least five (5) years 'experience; and
- Proficiency in Computer Applications.

COMPETENCIES:

- Integrity
- Planning skills
- Organizational skills
- Communication skills
- Attention to detail

FINANCE ASSISTANT (GRADE 7) - 15 POSITIONS

JOB PURPOSE:

Reporting to the Branch Accountant, the candidate will support day to day running and efficient management of Branch finances and perform all the general tasks related to contributions and payments made from customers.

KEY RESPONSIBILITIES:

- Receive contributions and other payments from customers;
- Format contributions return data into the prescribed format;
- Confirm returns submitted by employers & correct the same before posting i.e. reconciliation of SF50 & SF 24;
- Upload data, having confirmed it has balanced with the payment;
- Confirm UPN and correct error report if any;
- Receipt contributions/revenue and issue official receipt;
- Reconcile daily transactions and forward the report of all collections to the Branch Accountant;
- Receive and process all invoices, expense forms and request for payments;
- Maintain primary accounts records, payment voucher and imprest register, issuance of cheques;
- Deal with daily transaction for petty cash and carry out reconciliations and posting;
- Withdraw cash from the Bank for official use after authorization;
- Bank Contribution Income;
- Prepare payment vouchers and cheques; and
- Process staff imprests.

REQUIRED QUALIFICATIONS:

- CPA II;
- KCSE C Plain or equivalent;
- Proficiency in Computer Applications

COMPETENCIES:

- Communication Skills
- Ability to take and follow instructions
- Attention to detail

CLERICAL OFFICER (GRADE 7) - 74 POSITIONS

JOB PURPOSE:

The Clerical Officers' cadre covers category of staff that may be deployed in such areas as Social Security, Ethics and Integrity and Administration.

KEY RESPONSIBILITIES:

- Open claim files;
- Repair worn out files;

- Sort and batch files;
- Compile statistical records;
- Compute financial or other statistical records based on special source of information;
- Receive, sort out, file and dispatch correspondences and documents;
- Prepare of personnel statistics/accounting/procurement documents;
- File, shelve and retrieve files;
- Compile data and draft simple letters;
- Maintain an efficient filing system;
- Processing appointments and promotions, discipline and transfers;
- Prepare payment vouchers; and
- Any other duties relevant to their areas of deployment.

COMPETENCIES:

- ICT proficiency
- Interpersonal Skills
- Good communication Skills
- Good Customer Care

REQUIRED QUALIFICATIONS:

- KCSE C (Plain) or its equivalent from a recognized Institution; Possess a certificate;
- Possess a Diploma in any of the following disciplines, Human Resource, KAME; Business Administration, Marketing, Corporate Communication and other related field;
- Proficiency in Computer Applications skills.

COMPETENCIES:

- Ability to take and follow instructions
- Attention to detail

EXECUTIVE ASSISTANT (GRADE 6) - 8 POSITIONS

JOB PURPOSE:

Reporting to the General Manager/Manager/Section Head/Regional Manager the candidate will perform all the general administrative and front office work.

KEY RESPONSIBILITIES:

- Prepare and process documents/information;
- Arrange essential mail in order of priority;
- Compose correspondences for the respective Officer's signature;
- Format, proofread and assemble correspondence reports;
- Arrange for photocopies and telephone 'call backs' where necessary;
- Screen and forwards calls, taking messages and scheduling appointments and re-route calls elsewhere when necessary;
- Maintain the Officer's diary, coordinates schedules of meetings/appointments, arrange meeting venues and prepare meeting files;

- Manage clients' hospitality and provide back-up data as needed;
- Arrange for the supervisor's travel itinerary through agents where necessary;
- Responsible for the filing and retrieval system;
- Support the management of office materials through purchase requisitions;
- Handle internal and external correspondence;
- Manage imprest for office and supervisor's use;
- Ensure the security of office records, equipment and documents including classified materials;
- Monitor the environment in which the organization operates;
- Establish and monitor procedures for correspondences, record keeping and file movements; and
- Ensure the security, integrity and confidentiality of data.

REQUIRED QUALIFICATIONS:

- Degree in Secretarial Studies or related field;
- Diploma in Secretarial Studies/ Secretarial course stage III
- Minimum KCSE C+ (Plus);
- Member of the relevant professional body and in good standing;
- At least five years' work experience; and
- Proficiency in Computer Applications from a recognized institution.

COMPETENCIES:

- Ability to take instructions
- Communication skills
- Attention to detail
- Ability to build and work through teams
- Interpersonal/ Communication skills

ADMINISTRATIVE ASSISTANT (GRADE 7)- 10 POSITIONS

JOB PURPOSE:

The job holder serves to coordinate all the functions of the office and be a link between the Senior Management and Junior staff in the office and customers. To serve as Executive right hand performing any and all tasks necessary to keep the Executive up to speed and able to do their work as well as possible.

KEY RESPONSIBILITIES:

- Prepare and process documents/information;
- Arrange essential mail in order of priority;
- Compose correspondences for the respective Officer's signature;
- Format, proofread and assemble correspondence reports;
- Arrange for photocopies and telephone 'call backs' where necessary;
- Screen and forward calls, taking messages and scheduling appointments and re-route calls elsewhere when necessary;
- Maintain the Officer's diary, coordinate schedules of meetings/appointments, arrange meeting venues and prepare meeting files;
- Manage clients' hospitality and provide back-up data as needed;

- Arrange for the supervisor's travel itinerary through agents where necessary;
- Responsible for the filing and retrieval system;
- Support the management of office materials through purchase requisitions;
- Handle internal and external correspondence;
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- Ensure the security of office records, equipment and documents including classified materials;
- Monitor the environment in which the organization operates;
- Establish and monitor procedures for correspondences, record keeping and file movements; and
- Ensure the security, integrity and confidentiality of data.

REQUIRED QUALIFICATIONS:

- Diploma in Secretarial Studies/ Secretarial course Stage III;
- Minimum KCSE C (plain) or its equivalent;
- At least five (5) years' working experience; and
- Proficiency in Computer Applications.

COMPETENCIES:

- Ability to take instructions
- Communication skills
- Attention to detail
- Ability to build and work through teams
- Interpersonal/ Communication skills

DRIVER (GRADE 8) – 23 POSITIONS

JOB PURPOSE:

The job holder serves to drive NSSF vehicles in line with the Fund's policy.

KEY RESPONSIBILITIES:

- Drive Fund's Vehicles;
- Load, unload, and performs necessary handling operations in connection with materials being transported;
- Verify descriptions and quantities of all items picked up or delivered;
- Maintain motor vehicles and related equipment by identifying, scheduling and/or reporting necessary repairs;
- Repair minor faults;
- Clean Fund vehicles;
- Deliver and collects mails, office supplies and other documents;
- Ensure safe custody of vehicle tools and accessories;
- Fuel Fund vehicles;
- Ensure safe parking and security of vehicles; and
- Perform necessary clerical tasks incidental to operation of motor vehicle and related equipment e.g. make entries in the work ticket as required.

REQUIRED QUALIFICATIONS:

- Kenya Certificate of Secondary Education (KCSE) Mean Grade D+ or its equivalent qualification;
- Occupational Trade Test I/II/III for Drivers;
- Valid Driving License free from any current endorsements and valid for any of the classes of vehicles which the Officer is required to drive;
- Defensive Driving Certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- Refresher Course for drivers lasting not less than one (1) week at the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- Passed the Suitability Test for Drivers Grade I from the Ministry of Roads and Public Works;
- First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- Valid Certificate of Good Conduct from the Kenya Police; and
- Proficiency in Computer Applications.

COMPETENCIES:

- Ability to take work instructions
- Attention to detail.

OFFICE ASSISTANT (GRADE 8) – 20 POSITIONS

JOB PURPOSE:

The job holder serves to Provide High Quality Cleaning & Messengerial Services in The Fund

KEY RESPONSIBILITIES:

- Perform tasks of sweeping, dusting and vacuuming;
- Shampoo carpets;
- Maintain safe custody of office keys during working hours;
- Deliver files to designated offices; and
- Furnish staff with office supplies as instructed.

REQUIRED QUALIFICATIONS:

- KSCE D+ or Equivalent

COMPETENCIES:

- Ability to take work instructions
- Attention to detail.

Send your application, Curriculum Vitae and copies of your certificates/testimonials by hand/Courier in an envelope that is clearly marked indicating the position you are applying for **and** email to the address below **or** drop your application to the Managing Trustee's Office, Social Security House, Bishops Road, Block 'A', Western Wing, 3rd Floor by **17th January, 2022.**

The Managing Trustee/CEO
National Social Security Fund
P.O. Box 30599-00100
NAIROBI

Email: recruitment@nssfkenya.co.ke

***NSSF IS AN EQUAL OPPORTUNITY EMPLOYER AND PERSONS LIVING WITH
DISABILITIES ARE ENCOURAGED TO APPLY***