

# **KENYA FORESTRY RESEARCH INSTITUTE DEFINED CONTRIBUTION RETIREMENT BENEFITS SCHEME (KEFRI DCS)**

## **EMPLOYMENT OPPORTUNITIES**

Kenya Forestry Research Institute Staff Retirement Benefits Scheme (KEFRI-SRBS) was established by an irrevocable Trust Deed and Rules (TDR) in 1995. The TDR has since been amended to align to various legal provisions and industry dynamics. Currently, the Scheme operates as Kenya Forestry Research Institute Defined Contribution Retirement Benefits Scheme (KEFRI DCS) with an objective of providing retirement benefits to members upon retirement alongside making payments to dependents of late members.

To enable the Scheme, realize the above purpose, the scheme wishes to recruit dynamic, result-oriented and self-driven persons to fill the following vacant positions:

### **(1) Principal Pension Officer, Job Group KP 5 – 1 Post**

#### **a) Job purpose**

This position is responsible to the KEFRI Pension Trustees for effective provision of all pension related services.

#### **b) Job specifications**

The duties and responsibilities of the officer will entail: -

- (i) Heading the Secretariat and being the Secretary to the Board of Trustees;
- (ii) Being principal advisor to the Board of Trustees;
- (iii) Ensuring implementation of Board decisions;
- (iv) Supporting the Board in development and operationalization of Strategic Plan;
- (v) Ensuring safe custody of sensitive Scheme documents (Statutory documents and Nomination of Beneficiary Forms);
- (vi) Overseeing planning and coordination of annual work and procurement plans and board, almanac
- (vii) Initiate development, implementation and review of applicable policies and procedures
- (viii) Coordinating preparation of annual budgets, implementation and control;
- (ix) Supervising allocation of duties to the Secretariat Staff;
- (x) Overseeing the implementation and compliance to procedures and regulations;
- (xi) Coordinating training and development of Trustees, Secretariat Staff and Scheme members;
- (xii) Coordinating compilation and submission of quarterly Scheme reports to the Board and Service Providers;
- (xiii) Ensuring compilation and submission of annual Scheme reports to the Sponsor;
- (xiv) Acting as the link between the Members, Board, Sponsor, Service providers and other stakeholders on pension matters;
- (xv) Interpreting and advising the Board on industry policies and regulations and implementing the same;
- (xvi) Supporting and guiding the Board and its Committees in selection and appointment of service providers;
- (xvii) Preparing, negotiating and signing performance contract with the Board of Trustees and cascading it to the Secretariat Staff;

- (xviii) Planning and executing Annual /Special General Meetings in consultation with the Board;
- (xix) Ensuring annual external audits are carried out and reports presented to the Board not later than two months after the end of the financial year;
- (xx) Overseeing benefits computations, payments, service provider's fees and levies and approving them for payment; and
- (xxi) Attending to pension related enquiries and escalating where necessary.

**(c) Requirements for appointment**

For appointment to the grade of Principal Pension Officer, a candidate must have:

- (i) A minimum of nine (9) years relevant work experience, three (3) of which should have been as a Senior Pension Officer or in a comparable position;
- (ii) Master's Degree in Commerce (Finance, Accounting or Insurance), Actuarial Science, Business Administration or its equivalent from a recognized institution;
- (iii) Bachelor's Degree in Commerce (Finance, Accounting or Insurance), Actuarial Science, Business Administration or its equivalent from a recognized institution;
- (iv) Kenya Certificate of Secondary Education (KCSE) minimum grade of C+ (Plus) or its equivalent from a recognized institution;
- (v) Certificate in pension administration and management is an added advantage;
- (vi) Membership to a relevant professional body and in good standing;
- (vii) Certified under the Trustee Development Program-Kenya (TDPK);
- (viii) Senior Management Course at a recognized institution lasting not less than four (4) weeks is an added advantage;
- (ix) Certificate in computer applications; and
- (x) Fulfil the requirement of chapter 6 of the Constitution of Kenya.

**(d) Key Competencies and skills**

- (i) Managerial skills;
- (ii) Problem solving skills;
- (iii) Good communication skills both written and verbal;
- (iv) Innovative thinking;
- (v) Interpersonal skills;
- (vi) Team player; and
- (vii) Analytical skills.

**(e) Terms of service**

Permanent and pensionable.

**(f) Location of the job**

Kenya Forestry Research Institute Defined Contribution Retirement Benefits Scheme - Muguga, Nairobi-Kenya.

## **(2) Pension Assistant II, Job Group KP 9 - 1 Post**

### **a) Job purpose**

This position is responsible for providing general support in the administration of the Scheme.

### **b) Job specifications**

The duties and responsibilities of the officer will entail:-

- (i) Undertaking clerical activities in the Secretariat;
- (ii) Receiving, examining and verifying pension related claims;
- (iii) Assisting in maintenance of benefit payment records;
- (iv) Attending to pension related enquiries and escalating where necessary;
- (v) Assisting in preparation of Scheme ledgers, cash-books and vote book;
- (vi) Assisting in maintenance of fixed assets register;
- (vii) Keeping track of new members and ensuring they fill nomination of beneficiary forms;
- (viii) Assisting in maintenance of the member register;
- (ix) Assisting in receiving, issuing and depositing of cheques; and
- (x) Signing performance contract with the Trust Secretary.

### **(c) Requirements for appointment**

For appointment to the grade of Pension Assistant II, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) minimum grade of C-(Minus) or its equivalent from a recognized institution;
- (ii) Certificate in Records Management/ Certificate in Accounting or its equivalent from a recognized institution;
- (iii) Certificate in computer applications; and
- (iv) Fulfil the requirement of chapter 6 of the Constitution of Kenya.

### **(d) Key Competencies and skills**

- (i) Problem solving skills;
- (ii) Good communication skills both written and verbal;
- (iii) Interpersonal skills; and
- (iv) Team player.

### **(e) Terms of service**

Permanent and pensionable.

### **(f) Location of the job**

Kenya Forestry Research Institute Defined Contribution Retirement Benefits Scheme - Muguga, Nairobi-Kenya.

## **Mode of application**

### **I. Online Application**

Interested applicants are required to submit a summary of information by filling the form provided in the link below: <https://forms.office.com/r/JHAG1HsfsS>

### **II. Hard copy applications**

**IN ADDITION** to the online application, it is **MANDATORY** that all applicants should send their hard copy applications containing their Curriculum Vitae, copies of relevant professional/academic certificates and national identification cards to the **Chairman - Kenya Forestry Research Institute Defined Contribution Retirement Benefits Scheme** not later than **24<sup>th</sup> July 2025 at 5:00 p.m.** The applications should also include their day and evening telephone numbers, e-mail address and names and addresses of three referees.

Envelopes containing the documents should clearly be marked with the position applied for and addressed to: -

**Chairman,  
Kenya Forestry Research Institute Defined Contribution Retirement Benefits Scheme,  
P.O. BOX 20412-00200, City Square,  
NAIROBI, KENYA.**

*KEFRI DCS is an equal opportunity employer. Only shortlisted candidates will be contacted.*