



POSTAL CORPORATION OF KENYA STAFF PENSION SCHEME AND STAFF RETIREMENT BENEFITS SCHEME

Position:	Internal Scheme Administrator
Location:	Nairobi, Kenya — SHA Building, 9th Floor, Upperhill
Employer:	PCK Staff Pension Scheme & Staff Retirement Benefits Scheme
Contract:	Five (5) Year Renewable Contract
Reporting To:	Board of Trustees (DB & DC Schemes)
Application Deadline:	22 nd July, 2026

ABOUT US:

The Postal Corporation of Kenya Staff Pension Scheme (PCK-SPS) is a Defined Benefits (DB) Scheme, established under an irrevocable trust from 1st January 2002. The Scheme was closed to new entrants and benefit accrual with effect from 31st December 2009.

The PCK Staff Retirement Benefits Scheme (PCK-SRBS) is a Defined Contributions (DC) Scheme established under an irrevocable trust from 1st January 2010, upon the closure of the DB Scheme. Both Schemes were established by the Postal Corporation of Kenya (the Sponsor) to provide cash and pension benefits to employees of Postal Corporation of Kenya and their dependents. Governance of each Scheme is vested in its respective Board of Trustees.

Pursuant to this mandate, the Schemes are seeking to recruit a highly motivated, visionary, dynamic and results-oriented professional to fill the position of **Internal Scheme Administrator**.

JOB PURPOSE:

Reporting directly to the Boards of Trustees, the Internal Scheme Administrator will provide strategic and operational leadership in implementing the Boards' Vision, Mission, Strategic Plans, Policies and Resolutions. The role encompasses investment management, benefits administration, statutory compliance and advisory support to both Boards of Trustees in line with Retirement Benefits Authority (RBA) and other Statutory guidelines.

KEY RESPONSIBILITIES:

1. Strategic Leadership, Governance and Board Support

- Provide strategic leadership in identifying, reviewing and implementing policies, strategies and programmes to facilitate high performance of both pension schemes.
- Advise and support both Boards of Trustees in fulfilling their fiduciary, governance and statutory responsibilities.

- Co-ordinate Board activities, including meetings, trustee development, evaluations, governance reviews and implementation of Board decisions.
- Serve as Secretary to the Boards of Trustees and ensure timely execution of resolutions.

2. Fund Management and Investment Oversight

- Liaise with Fund Managers and Custodians to ensure efficient investment portfolio management in compliance with RBA guidelines and approved investment policies.
- Monitor the performance of investments, properties, fund managers, custodians and other service providers against benchmarks and report appropriately to the Board of Trustees.
- Liaise with professional advisers and ensure periodic audits of securities are conducted to confirm availability of title documents.
- Prepare and oversee scheme budgets, cashflow forecasts, liquidity schedules and cost control to ensure prudent utilization of Scheme resources.

3. Member Service and Stakeholder Engagement

- Oversee the delivery of quality pension administration services and ensure timely processing of members' benefits.
- Plan, coordinate, and execute Annual General Meetings (AGMs), including agenda preparation, stakeholder notifications, quorum management and resolution documentation
- Develop and implement member education, communication, retirement planning and engagement programmes.
- Foster and maintain effective relationships with members, sponsors, retirees, beneficiaries, regulators, service providers and other stakeholders.

4. Risk Management, Compliance and Internal Controls

- Ensure full compliance with the Retirement Benefits Act, Regulations and all other applicable legal and regulatory requirements.
- Establish and maintain effective risk management, internal controls and compliance frameworks across both Schemes.
- Maintain statutory records and ensure timely submission of all regulatory returns to the RBA and other authorities.

5. Operations and Organizational Development

- Provide leadership in digital transformation, process automation and implementation of appropriate technologies.
- Develop organizational capacity through talent recruitment and retention, performance management, training, succession planning and continuous professional development.
- Undertake any other duties as delegated by Boards of Trustees.

QUALIFICATIONS AND EXPERIENCE:

- Master's Degree in Business Administration from a recognized institution.
- Bachelor's Degree in Business, Actuarial Science, Insurance, Law or an equivalent relevant qualification from recognized institution.
- A minimum of **TEN (10)** years' experience in the pension industry and **FIVE (5)** years at senior role.
- Must be a Certified Public Accountant (CPA-K) or any other relevant professional qualification in respective field of specialization and a member of professional body in good standing.
- Relevant certificate in pension management.

- Membership of Institute of Certified Secretaries of Kenya (ICS), ICIFA, Institute of Directors or other relevant certifying body will be an added advantage.
- Demonstrable experience and knowledge in accounting, investment management, fund management, actuarial methods and real estate investments.
- In-depth knowledge of pension laws and regulations in Kenya, including the Retirement Benefits Act and RBA Guidelines.

KEY COMPETENCIES:

- Strong commercial acumen and ability to drive institutional growth.
- Ability to manage people, operations and financial resources in a complex multi-scheme environment.
- Ability to lead, influence and drive change initiatives in support of business strategies.
- Excellent communication skills with ability to convey complex information to diverse audiences.
- Strong risk awareness and focus; ability to design and implement effective risk management frameworks.

CHAPTER SIX OF THE CONSTITUTION OF KENYA:

Successful candidate will be required to present valid certificates from the following bodies:

- Kenya Revenue Authority (KRA) — Tax Compliance Certificate
- Ethics and Anti-Corruption Commission (EACC) — Clearance Certificate
- Credit Reference Bureau (CRB) — Certificate of Clearance
- Directorate of Criminal Investigations (DCI) — Certificate of Good Conduct
- Higher Education Loans Board (HELB) — Compliance Certificate

TERMS OF SERVICE

The advertised position is a full-time role offered on a **five (5)** year renewable Contract Term, subject to performance, mandatory retirement age of 60 years and Board of Trustees approval.

HOW TO APPLY

Interested candidates who meet the above requirements should submit their applications in sealed envelopes, clearly marked "**Job: Internal Scheme Administrator**", to the address indicated below. Applications must be received not later than **22nd July, 2026**.

The application **MUST** include:

- An updated Curriculum Vitae detailing current position and key achievements.
- Names, addresses and contacts of three (3) professional referees.
- Certified copies of relevant academic and professional certificates and testimonials.
- Copy of National Identification Card

Applications to be addressed to:

The Chairperson

Board of Trustees

Postal Corporation of Kenya Staff Pension Scheme

SHA Building, 9th Floor, Upperhill

P.O. Box 46621-00100, Nairobi GPO

Only shortlisted candidates will be contacted. Personal information will be processed in accordance with the Data Protection Act of Kenya. The Postal Corporation of Kenya Staff Pension Scheme and Staff Retirement Benefits Scheme are equal opportunity employers committed to diversity, inclusion, and fostering a respectful environment for all.