

SENIOR PENSION OFFICER, INCOME DRAW DOWN – 1 Post
Reports To: ASSISTANT MANAGER PENSION, INCOME DRAW DOWN (IDD)

Purpose of the Job

Job Summary:

The Senior Pension Officer, IDD is responsible for the day-to-day operations of the Income Drawdown Fund. The role involves processing retirement benefits, maintaining member records, preparing payrolls and benefit statements, and providing frontline support to members. The officer ensures accurate and timely execution of operational activities in compliance with set policies and procedures.

Key Responsibilities

- Manage the day-to-day activities of the IDD Fund.
- Process retirement and withdrawal benefits for members exiting service (early/normal retirement resignation, dismissal, immigration, etc.).
- Maintain and update member records and data.
- Prepare and distribute IDD benefit statements detailing contributions, draw-down rates, interest credits, and balances.
- Prepare the IDD pensioners payroll accurately and on time.
- Implement approved annual drawdown rates in members' accounts.
- Handle queries, complaints, and concerns from members regarding IDD benefits
- Support member education initiatives by providing accurate data and operational insights.
- Provide data and operational input for preparation of reports, financial reviews, audits, and ISO processes.
- Participate in the formulation and implementation of annual operational action plans.
- Support marketing and awareness initiatives by supplying accurate information and engaging directly with members when required.

Candidate Profile

The candidate should possess the following minimum qualifications:

1. Bachelor's degree in actuarial science, Economics, Management, Insurance, Social Sciences, Finance, Human Resources, Statistics or related discipline from a reputable university.

2. Professional Qualifications

- 1) Certified Pension Analyst Manager (CPAM)
- 2) Member of the Institute of Pension Management or their equivalent.
- 3) Member of The Actuarial Society of Kenya (TASK)
- 4) Institute of Human Resource Management

3. Relevant Work Experience

A minimum of five (5) years' relevant experience

In addition, candidates should demonstrate the following personal traits and competencies:

- Interpersonal and cross-cultural skills, including ability to build collaborative relationships with sensitivity to diversity/inclusion.
- Creativity and innovation skills.
- Action oriented and demonstrated ability to manage priorities
- Quality focus and attention to detail.
- Professionalism and integrity in line with Kenya Power Pension Fund values.
- Good oral and written communication skills.
- Critical and analytical thinking and problem solving skills.
- Personal motivation and drive exhibited through commitment to hard work, continuous improvement and achievement of goals.
- Good customer relationship management skills (internal and external customers).
- Risk awareness and focus - demonstrate understanding of risk management practices, standards and regulatory requirements.

How to Apply

Interested and qualified candidates are advised to visit the Fund's website for detailed job descriptions for the roles at www.kppf.co.ke/careers/. Applications should be submitted through the link: <https://e-recruitment.kppf.co.ke> to be received not later than **Tuesday 30th September, 2025.**