



## ADVERTISEMENT FOR VACANT POSITIONS AT KENYA NATIONAL ENTREPRENEURS' SAVINGS TRUST PLC (KNEST PLC)

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.

KNEST hereby invites applications from suitably qualified and interested Kenyan citizens for the following positions.

POSITION	GRADE	JOB REF. NO.	NUMBER OF POSTS
Deputy Director, Investment & Portfolio Management	KNEST 3	KNEST/FMA/001/26	1
Deputy Director, Fund Management & Administration	KNEST 3	KNEST/DDFMA/002/26	1

### TERMS OF SERVICE

The positions are offered on a five-year contract, renewable based on satisfactory performance and subject to retirement age limits.

### 1. DEPUTY DIRECTOR, INVESTMENT & PORTFOLIO MANAGEMENT, KNEST 3 JOB REF KNEST/FMA/001/26 (RE-ADVERTISEMENT)

#### (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, an officer 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 & ADMINISTRATION, KNEST 3 JOB REF KNEST/DDFMA/002/26 (RE-ADVERTISEMENT)

### (a) Job Specifications

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

#### I) 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;
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**(c) Key Competencies and Skills**

- (i) Communication skills;
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- (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.

### **Mode of application**

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport.

All applications should quote the title and reference number of the position on the cover letter not later than Tuesday, April 26, 2026, 5.00 pm EAT and submit electronically to [recruitment@knest.go.ke](mailto:recruitment@knest.go.ke)

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

KNEST is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.