



MASENO UNIVERSITY RETIREMENT BENEFITS SCHEME (MURBS)

Position: Pension Manager
Grade: Grade Fifteen (15)
Location: Kisumu, Kenya
Employer: Maseno University Retirement Benefits Scheme (MURBS)
Application Ref: MURBS/PEN/02/26
Application Deadline: Friday 3rd July 2026

About Us:

Maseno University Retirement Benefits Scheme (MURBS) is a leading pension fund in Kenya, dedicated to the provision of exceptional retirement benefits and financial security to its members. The Scheme is committed to prudent financial management, innovative investment strategies and sustainable growth. The Scheme seeks to recruit a highly competent, strategic, and results-oriented individual to the position of Pension Manager.

Job Purpose:

To provide strategic and operational leadership in implementing Board of Trustees' vision, mission, strategic plan, policies and resolutions. The ideal candidate will be an excellent communicator with good interpersonal skills and will have strong management, organizational and decision making skills.

Key Responsibilities:

1. Strategic Leadership, Governance and Board Support

- Provide strategic leadership in implementation of the Board of Trustees' vision, mission, strategic plan, policies and resolutions.
- Advise and support the Board of Trustees in fulfilling its fiduciary, governance and statutory responsibilities.
- Co-ordinate Board activities, including meetings, trustee development, evaluations, governance reviews and implementation of Board decisions.

2. Fund Management and Investment Oversight

- Drive growth of Scheme assets, income streams and retirement products in line with strategic objectives.
- Oversee budgeting, financial management, resource allocation and cost control to ensure prudent utilization of Scheme resources.
- Monitor the performance of investments, properties, fund managers, custodians and other service providers to maximize returns.



3. Member Service and Stakeholder Expectations

- Oversee the delivery of quality pension administration service and ensure timely processing of member benefits.
- Develop and implement member education, communication, retirement planning and engagement programmes.
- Foster and maintain effective relationships with members, sponsors, retirees, beneficiaries, regulators and other stakeholders.

4. Risk Management, Compliance and Internal Controls

- Ensure compliance with the applicable legislations.
- Establish and maintain effective risk management, internal control and compliance frameworks across the Scheme.

5. Operations, Technology and Organizational Development

- Provide leadership in digital transformation, process automation, business process improvement and implementation of technology solutions.
- Develop organizational capacity through talent recruitment and retention, staff performance management, training, succession planning and continuous professional development programmes.

Qualifications and Experience:

- Bachelor's degree in Business Management, Actuarial Science or any other relevant qualification from a reputable institution.
- Master's degree will be an added advantage.
- A total of **TEN (10)** years' post-qualification experience **with at least FIVE (5)** years at senior management level in the Pension Sector in an organization with similar scale and complexity.
- Professional qualification in respective field of specialization and membership with relevant professional body.
- A leadership training period of **not less than four (4)** weeks.
- Demonstrable experience and knowledge in Accounting, Investments Management and Fund Management processes.
- In-depth knowledge of pension laws and regulations in Kenya.

Key Competencies:

- Proven leadership in a public/private pension management organization.
- Demonstrable experience in management of financial portfolio similar to Maseno University Retirement Benefits Scheme.
- Demonstrable stakeholder management experience.
- In-depth knowledge of pension laws and regulations in Kenya.

Working Conditions:

- Office-based role with occasional travel for meetings, conferences, and trainings.
 - May require working beyond normal office hours to meet deadlines or address urgent matters.
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TERMS OF SERVICE

The advertised position is a full-time role offered on a five (5) year Contract Term

HOW TO APPLY

Interested candidates who meet the above requirements should submit **two (2)** hard copies of their application to the address provided and a single continuous PDF version of the same via email to vacancy@masenorbs.or.ke on or before **Friday 3rd July, 2026**.

The application **MUST** include an updated Curriculum Vitae detailing the applicant's current position and salary, as well as the names, addresses and contacts of three (3) referees. Applicants should also attach copies of relevant academic and professional certificates, testimonials and any other supporting documents. Please indicate "**Pension Manager Application**" as the subject line of your email.

The applications are to be addressed to: -

**The Chairman
Board of Trustees
Maseno University Retirement Benefits Scheme
3rd Floor, MURBS Building, Makasembo Road, Kisumu
P. O. Box 9268 - 40141
Kisumu**

Only shortlisted candidates will be contacted. Maseno University Retirement Benefits Scheme is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

