

JOB TITLE	PENSION ADMINISTRATOR
REPORTS TO	HEAD OF LIFE & PENSIONS
<p>PURPOSE OF THE POSITION</p> <p>The position is responsible for:</p> <ol style="list-style-type: none"> 1) End to end administration of occupational and individual schemes. 2) Support to business development team on accurate and competitive business quotations in respect to pension and annuity product. 3) Full compliance matters in relation to the business regulators. 	
<p>KEY TASKS, DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Establishing a structured roll out of pension services to new clients through an active Marketing Plan that targets institutional and retail clients. Identify market opportunities and make recommendations towards development of targeted value-product offerings for viable market segments. 2. Preparation and submission of IPS data, Audit data and DB Scheme Valuation. 3. Avail reconciled and up to date member balances to facilitate preparation of income allocation paper. 4. Compute withdrawal benefit and prepare discharge forms. 5. Facilitate timely payment of service providers' fees, trustee allowances, consultancy fees and withdrawal/retirement benefits payment. 6. Reconcile bank accounts and reports from service providers on contributions and scheme expenses. 7. Organizing trustee activities e.g. member education programs, trustee trainings and take minutes of trustee meetings and AGMs. 8. Maintaining contact and correspondence with the Trustees of the scheme so as to bolster good working relationship and providing information on the emerging trends and RBA/KRA regulations. 	
<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Bachelor's degree in Actuarial, Economics, Mathematics or related field • Post Graduate Diploma in Pensions, Insurance or related field • 2 years relevant experience in pension administration 	

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Thursday, December 9, 2021**.