



## EMPLOYMENT OPPORTUNITY

The Retirement Benefits Authority (RBA) is established under the Retirement Benefits Act of 1997 as a body corporate with the core statutory mandate to: regulate and supervise the establishment and management of retirement benefits schemes; protect the interests of members and sponsors of retirement benefits sector; promote the development of the retirement benefits sector; and to advise the Cabinet Secretary on the national policy to be followed with regard to retirement benefits schemes and to implement all Government policies relating thereto.

The Authority seeks to recruit a qualified and competent staff to fill the following vacant position:

Position	RBA Grade	No. of Position	Job Ref. No.	Terms of Service
Assistant Director, Administration	RBA 4	1	AD(ADM)/01/12/2024	Permanent & Pensionable

Details of the position can be accessed in the Authority's website [www.rba.go.ke](http://www.rba.go.ke) and the e-recruitment portal <https://recruitment.rba.go.ke/>

### Terms of Offer:

An attractive remuneration package commensurate with the responsibilities of the position will be accorded to the successful candidate.

### Application Procedure:

Interested and qualified persons should submit their application letter(s) to the Chief Executive Officer, enclosing a detailed Curriculum Vitae (CV), copies of relevant academic and professional certificates/testimonials and a copy of National Identity card. The CV must at minimum provide details of the applicants email address, mobile telephone numbers(s), details of current employer, current remuneration and names and contacts of three (3) referees.

Online applications should be submitted through the Authority's e-recruitment portal <https://recruitment.rba.go.ke/> whereas manual applications should be delivered at the Retirement Benefits Authority's offices located at Rahimtulla Tower, Upper hill road, 14<sup>th</sup> floor (Reception) or by post vide a registered mail through the postal address provided below. The applications must be sealed, marked confidential and respective job reference indicated.

All applications should be addressed to:

**The Chief Executive Officer  
Retirement Benefits Authority  
Rahimtulla Tower  
P.O. Box 57733 - 00200 NAIROBI**

Applications must be received not later than **Wednesday 8<sup>th</sup> January 2025**.

### Compliance Requirement:

In accordance with the Employment (Amendment) Act, 2022, the Authority will require candidates it wishes to enter a written contract with to comply with chapter six of the Constitution by submitting mandatory compliance and clearance certificates from the relevant entities.

### Important:

RBA is an Equal Opportunity Employer committed to diversity and gender equality. Canvassing in any manner shall lead to automatic disqualification.

***"At RBA, we are committed to protecting the privacy and security of your personal information. The information you provide in your application will be treated in strict confidence and used solely for recruitment purposes."***

Only shortlisted candidates will be contacted.

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Retirement Benefits Authority Kenya



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