



## **MULTIMEDIA UNIVERSITY STAFF PENSION SCHEME**

P.O. BOX 15653-00503, Nairobi, Kenya

Physical Address: MMU Campus, Magadi Road, Karen, Nairobi Tel. +254 20 2071391-3

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**Date 14<sup>th</sup> August**

**2025**

### **PENSIONS OFFICER**

#### **Position Overview:**

The Pension's officer is responsible for overseeing the day-to-day operations of the MMU pension's office, ensuring efficiency and accuracy in managing pension-related processes, and supporting the board and staff for excellent service delivery.

#### **Key Responsibilities:**

1. Coordinate and maintain the office's administrative systems, including filing, recordkeeping, and document management.
2. Handle office communication and enquiries from clients, staff, and external partners regarding pension services.
3. Manage schedules and appointments for the office, including meetings, training sessions, and team events.
4. Support the trustees to ensure timely processing of pension applications and documentation.
5. Maintain office inventory, and manage office supplies.
6. Coordinate office cleaning and maintenance of office and office equipment.
7. Assisting in maintenance of the member register.
8. Train, supervise, and support junior staff members in administrative tasks.
9. Updating pension records in the system.

#### **Qualifications:**

- A bachelor's degree in business or any other related field from a recognized university.
- Qualification in accounting is an added advantage.
- Proficiency in computer applications, additional knowledge in pension-related software systems is an added advantage.
- At least two years' work experience, preferably in pension or financial services.

#### **TERMS OF SERVICE.**

- Two-year contract renewable upon satisfactory performance.
- Six months' probation period.

#### **SALARY AND BENEFITS**

- A gross monthly salary of 55,000/- (Basic 35,000/-, 12,000 for housing, 3,000/- for medical and transport 5,000/-)Nb. Statutory deductions will apply.

#### **APPLICATION PROCEDURE**

Interested applicants should submit Scanned copies of their applications with detailed curriculum vitae, e-mail address, telephone contacts, postal address, current post, copy of current pay slip, verified copies of academic, professional certificates and testimonials to the Email Address

[pensions@mmu.ac.ke](mailto:pensions@mmu.ac.ke) before **Friday 29<sup>th</sup> August 2025**  
Only shortlisted candidates will be contacted.



**Javan Mwiti Nguthuri**  
**Trust Secretary**

