



# KENYA PIPELINE RETIREMENTS BENEFITS SCHEME



## JOB VACANCY

The KPCRBS has two Schemes, Defined Benefits (DB) Scheme and Defined Contributions (DC) Scheme. The main purpose of the schemes is to provide cash and pension benefits to employees of Kenya Pipeline Company Ltd and their dependents.

The Scheme is seeking to recruit a highly motivated visionary, dynamic and results oriented candidate to fill the position of Trust Secretary through the services of HR Powerhouse Ltd:

No.	Designation	J/G	Posts	Ref
1.	Trust Secretary	KPC-RBS	1	KPC-RBS

### **How to apply**

- a) Applicants are advised to indicate the position and reference number on their cover letter;
- b) Each application should be accompanied with a detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents;
- c) An applicant must clearly indicate the reference number for the position applied for and indicate their current and expected salaries;
- d) For further details and requirements please visit HR Powerhouse Limited website [www.hrpowerhouse.co.ke](http://www.hrpowerhouse.co.ke)
- e) Only Soft Copy applications shall be accepted;
- f) **Soft copy applications/** online applications should be emailed in pdf format (as one running document) to: [recruitment@hrpowerhouse.co.ke](mailto:recruitment@hrpowerhouse.co.ke)

### **Note:**

- a) Failure to attach any of the stipulated documents will lead to automatic disqualification;
- b) Successful candidates will be required to submit valid compliance certificates from Kenya Revenue Authority, a registered Credit Reference Bureau, Higher Education Loans Board and a certificate of good conduct from the Directorate of Criminal Investigations.
- c) Only shortlisted candidates will be contacted.

**N/B: The applications should reach us on or before *Midnight 27th May 2025*.**