



## EMPLOYMENT OPPORTUNITIES

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 schemes; 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 and to implement all Government policies relating thereto.

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

No.	Position	RBA Grade	No. of Positions	Job Ref. No.
1.	Deputy Director, Supply Chain Management	RBA 3	1	DD(SCM)/01/03/2026
2.	Assistant Director, Supply Chain Management	RBA 4	1	AD(SCM)/02/03/2026

Details of the positions 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 candidates. Successful candidates shall be appointed on permanent and pensionable terms of service.

### **Application Procedure:**

Interested and qualified persons should submit their applications 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, daytime 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, 13<sup>th</sup> floor (Reception) or by post 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 15<sup>th</sup> April 2026 at 5.00 p.m.**

### **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:**

In compliance with Article 56 of the Constitution, on Minorities and marginalized groups, the Authority is committed to inclusivity, diversity and gender equality. Thus, all persons are encouraged to apply. Canvassing in any manner shall lead to automatic disqualification.

Further, on data protection, the Authority is 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.

For queries regarding the Retirement Benefits Industry or your pension scheme please call RBA on toll free number: 0800720300

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