



NATIONAL SOCIAL SECURITY FUND

RE-ADVERTISEMENT: INTERNSHIP PROGRAMME 2017

The National Social Security Fund intends to run the above referred programme to enable Youth gain practical experience on the job training for a period of six (6) Months. This is in line with the Government guidelines of empowering Youth who have completed studies (Degrees and Diplomas) from Institutions to assist them gain experience and enable them compete for employment in the Job Market.

TARGETS AND DELIVERABLES

The exercise targets to clear 686,722 paid up Benefits claims for the period 1966-2005 and the Deliverables will be as follows:

- 1) Update data of individual paid up benefit claims members accounts/statement for the period 1966 – 2005
- 2) Capture the payment and migrate data to SSPASS guided by the ICT Work Stream
- 3) Capture Contributions from Schedules to update member accounts/statements
- 4) Capture all Refunds and Migrate to SSPASS
- 5) Capture into the NSSF Active Member Data Base all next of kin particulars
- 6) Update Employer data in the System

BASIC REQUIREMENTS

- 1) A Basic degree /Diploma from a recognized University/Institution in any disciplines;
- 2) Computer Packages is an added advantage.
- 2) Be a Kenyan Youth between the age of 21 -30 years
- 3) Attach a recommendation or reference letter from the University or Institution attended

PERSONAL ATTRIBUTES

- 1) Must be goal oriented, dynamic, self-driven and diligent individual.
- 2) Should possess excellent interpersonal, Communication Skills and be a great Team Player
- 3) A person of unquestionable integrity
- 4) Possess strong analytical skills

Applications to fill the Internship vacancies are invited from suitably qualified candidates. Qualified candidates should fill the **attached form** and return the same through email to internship@nssfkenya.co.ke (please do **NOT** attach certificates). The application to be received on or before **10th March, 2017**.

**NSSF IS AN EQUAL OPPORTUNITY EMPLOYER AND PERSONS LIVING WITH
DISABILITIES ARE ENCOURAGED TO APPLY**

NOTE: Only shortlisted applicants will be contacted and kindly note that there is no guarantee of employment after completion of the internship programme.