



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

**MINISTRY OF FINANCE & PUBLIC SERVICE
PENSION ADMINISTRATION BRANCH
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Pensions Computation Supervisor
JOB GRADE:	GMG/SEG 1
POST NUMBER:	1750
DIVISION/BRANCH:	Strategic Human Resource Management (SHRM)/Pensions Administration Branch
UNIT/SECTION:	Pensions Computation & Analysis Section
REPORTS TO:	Manager, Pensions Computation
MANAGES: Directly:	Pensions Computation Officer (3)

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Branch (in which the position is located):

To develop and implement pension policy in keeping with international best practice and administer the GOJs pension programme to allow for the timely award of retiring benefits to public officers and their dependents in accordance with relevant established regulations, policy guidelines and standards.

JOB PURPOSE

The Pensions Computation Supervisor's responsibility is to oversee the day to day processing of applications by the team; to promote the efficient and timely determination of awards; and to facilitate the payment of pensions, death and family benefits to public officers and their dependents.

Key Outputs:

- Retirement/death benefits awards determined
- Pensions/retirement benefits verified
- Letters completed and forward to Managers/ Accountant General
- Information available for internal and external customers
- Monthly(periodic) Progress reports
- Section Work plan developed, implemented and monitored
- Individual work plan in place for staff supervised
- Advice/ guidance provided to staff supervised
- Staff performance appraisals completed

Key Responsibility Areas:

Technical / Professional Responsibilities

- Keep abreast of the pension statutes, legislations, regulations policies ,guidelines, resolutions and procedure;
- Ensures the appropriate application of the statutes /legislation, guidelines procedures in the processing of application for pension, death and other retirement benefits to each case;
- Reviews applications for salary advances and make appropriate recommendation to

include repayment plan as appropriate;

- Assigns cases and monitors status of processing;
- Conducts audit of HR in MDAs;
- Conducts site visits to ensure preparation of prospective pensioners (accurate information uploaded on the PEPAS and submission of relevant documents);
- Conducts sensitization sessions with team members as well as officers in MDAs ;
- Verifies information and recommends the awards of widows and orphans benefits;
- Ensures that the transactions are accurate and ready to be handed over to the Auditors;
- Coordinates the efficient day to day allocation of work and supervision of Pension Analysts ensuring that targets and service levels achieved and that work done or information being given is accurate and in compliance with legislation and best practices;
- Liaises with Policy Analysts and Manager, Pension Administration to ensure that there is quality control and the strengthening of the accountability framework;
- Enable managers, staff and employers to make informed decisions arising from pensions or related legislation;
- Assists with the developing of the provision of statistical data;
- Prepares and submits periodic (monthly) progress reports on the status of the work assigned.

Administrative/Supervisory Responsibilities

- Ensures that the work is undertaken in compliance with relevant laws, regulations, policies, procedures and Instructions governing the operations of the branch;
- Schedules, allocates/assigns work within the team to ensure that staff is effectively utilised and productivity optimised;
- Implements systems for reporting of work done against stated and agreed work plans;
- Monitors the performance of the team against agreed targets and established standards.

Human Resource Management

- Facilitates the accomplishment of job results by coaching, mentoring, counselling and training of staff;
- Monitors the performance of staff and completes periodic performance appraisals;
- Identifies skills/competencies gaps and contributes to the development and implementation of Development and Succession Plans for staff supervised to ensure adequate staff capacity;

- Fosters an environment of team work to ensure work is delivered on time and the goals of the branch are met;
- Ensures the welfare of staff supervised are clearly identified and addressed.

Any Other Duties

- Performs any other related duty that may be assigned from time to time.

Performance Standards:

- Transactions/cases verified within agreed time frame and in accordance to established standards;
- Letters/recommendations approved and submitted/issued in a timely manner;
- Timely and accurate submissions made to the relevant Minister, authority bodies, Governor General, Attorney General for approvals;
- Responses to requests and queries provided/received within agreed timeframe;
- Accurate and reliable Information available for internal and external customers;
- Performance targets in the ‘section work plan’ met or exceeded;
- Performance appraisals for staff supervised completed and submitted within the established timeframe;
- Staff adequately supervised;
- Reports are comprehensive, accurate, prepared/generated and available in a timely manner;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and responsibilities.

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
Manager, Pensions Administration	Obtain directives and guidance Provide /receive information
Employee Relations Branch- Compensation Management Section	Provide/receive information
Human Resource Policy and Information Branch	Provide Information, receive policy advice
Records Management staff	Provide/Receive information

Contact (Title)	Purpose of Communication
Clients Service Section	Provide/receive information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Ministry Departments and Agencies	Provide/Receive Information
Auditor General staff	Provide/Receive Information
Accountant General Department	Provide/Receive Information
Administrator General Department	Provide/Receive Information
Trustee in Bankruptcy	Provide/Receive Information
Offices of the Services Commission	Provide/Receive Information

Required Competencies:

Core

- The ability to analyze problems efficiently, choose between alternatives and implement solutions
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, to lead others through change and manage their concerns;
- The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- Excellent Interpersonal skills
- The ability to communicate effectively both orally and in writing
- The ability to work effectively under pressure
- Ability to organize work and utilize time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- Knowledge of supervisory practices and principles.
- Attention to detail and accuracy.
- Ability to work independently and as a part of a team

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Excellent working knowledge of statutes, legislations, regulations policies and procedures governing pensions

Minimum Required Education and Experience

- First Degree in Public Administration or Management Studies
- Five (5) years' experience in Pensions Administration or related field

Any other equivalent combination of qualification and experience

Authority:

- Recommends Advances/alimentary allowance/linkage of service/continuation of dependents pension
- Recommends retirement benefits/awards
- Co-signs letters of awards
- Makes recommendations to improve the operations of the branch
- Makes recommendations relating to Human Resource matters (promotion, appointments and acting, counseling, leave)

Specific Conditions associated with the job

- Eyestrains from concentrated visual attention to the computer
- Radiation from computer
- Pressure from meeting numerous critical deadlines