



MINISTRY OF FINANCE & THE PUBLIC SERVICE

VACANCY NOTICE

Applications are being invited from suitably qualified candidates to fill the following posts in the **Strategic Human Resource Management Division** of the Ministry.

PENSIONS COMPUTATION OFFICER (GMG/AM 4) (2 POSTS) – VACANT

Job Purpose

To process retirement, death and family benefits to public Officers and their dependents in accordance with the legislations guidelines policies and standards that governs the operations of the Pensions Administration Branch.

Key Responsibilities

Technical/Professional:

- Keeps abreast of the pension statutes, legislations, regulations, policies, guidelines, resolutions and procedures;
- Applies the application of statutes, legislations, guidelines and procedures in processing individual pension application, death and other retirement benefits;
- Reviews application and selects service period for the computation of awards on behalf of each retiree and other beneficiaries;
- Processes retirement benefits applications on behalf of retirees and their beneficiaries/estate;
- Prepares and generates letters for review and signature of Supervisor and/or Manager;
- Actions responses from the Administrator General;
- Responds to queries on pension related cases being processed;
- Maintains a record of cases computed or returned for queries/corrections; awards letters generated/submitted;
- Sanitizes records so as to inform decision making;
- Assists in the training of officers in the PEPAS in the MDAs;
- Liaises with the MDAs in the processing of submitted cases;
- Provides guidance to HR Officers in the MDAs;
- Provides information to the general public;
- Resolves errors made by the MDAs;
- Identifies discrepancies in pension applications;
- Conducts research in the processing of cases;
- Analyses cases to determine the type of benefits to be awarded;
- Prepares and submits periodic (monthly) progress reports on the status of the work assigned;
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Work Unit.

Required Competencies

Core:

- The ability to analyze problems efficiently
- The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change
- Good interpersonal skills
- The ability to communicate effectively orally and in writing
- The ability to work effectively under pressure
- The ability to organize work and utilize good time management techniques to meet critical deadlines
- High levels of professionalism and integrity
- 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
- Working knowledge of statutes, legislations, regulations policies and procedures governing pensions

Minimum Required Education and Experience

- First Degree in Public Administration or Management Studies.
- Three (3) years' experience in Pensions Administration or related field.
- Any other equivalent combination of qualification and experience.

Special Conditions associated with the Job

- Eyestrains from concentrated visual attention to the computer;
- Radiation from computer;
- Pressure to meet critical deadlines.

Remuneration

- Basic Salary: \$1,467,234 - \$1,744,080 per annum

***Suitably qualified persons are invited to forward a cover letter and résumé no later than
Thursday, March 3, 2022 to the:***

*Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
hrapplications@mof.gov.jm*

***Please identify the job title of interest as the subject.
We thank all applicants for the interest expressed; however, only shortlisted candidates will be
contacted.***