



**MINISTRY OF EDUCATION & YOUTH
REGIONAL EDUCATIONAL SERVICES BRANCH
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

JOB TITLE:	Pension Administrator, Employee Relations & Benefits
JOB GRADE:	GMG/AM 4
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools' Services/Regional Educational Services
SECTION/UNIT:	Schools' Human Resource Management /Employee Relations & Benefits
REPORTS TO:	Human Resource Manager , Employee Relations and Benefits
MANAGES:	N/A

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 Division/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the DSS:

To provide strategic, professional, leadership, advice and direction to ensure the achievement of student learning and the development of the nation's human resources

Job Purpose

Under the general direction of the Human Resource Manager Employee Relations & Benefits, the Pension Administrator is responsible for processing applications for pension or gratuity and death benefits for Academic and Non-academic staff. The incumbent is also responsible for ensuring timely, accurate and complete records of members and former members and dependents Ministry and Bursar paid schools are up-to-date and in accordance with best practices.

Key Outputs:

- PEPAS (Electronic Filing System) uploaded and maintained
- Master listing checked and verified
- Investigations on service (linkage) conducted
- Information for the processing of pensions or gratuities researched/compiled
- Documentation and information relating to retirement and the payment of pensions processed/submitted/followed-up
- Records on the administration of pensions maintained
- Pension documents processed
- Salary breakdown for pension purposes prepared, calculated and submitted
- Annual performance review and work plan prepared

Key Responsibility Areas:

Technical/Professional Responsibilities:

- Maintains an accurate and up-to-date records of Pensionable academic and non-academic staff both manually and electronically;
- Upload and maintain new and existing teachers personnel information to the PEPAs software;
- Checks master listing to determine the eligibility for retirement for both academic and non-academic staff;
- Conducts ongoing investigations to ensure all relevant information/documentation on service (linkage) in the is obtained for each retiree;

- Prepares and submits request for documents/information that are missing from files in order to complete process for pre-retirement leave;
- Determines leave eligibility in order to approve pre-retirement leave and advice teachers in writing if approval is granted and date of retirement;
- Prepares, checks forms for correctness, signs and dispatches letter of advice with necessary Pensions Particulars Forms;
- Prepares and submits advice to Teachers Financial Services Unit to advise of date of retirement;
- Prepares salary breakdown for Ministry paid employees and Bursar paid schools from commencement of service and submit prepared salary advice to Teachers Financial Services;
- Process leave entitlement and salary break down for deceased persons in addition to ensuring that all requisite documents are obtained;
- Prepares and submits pension documents in respect of Academic and Non-academic Staff to the Pension Section of the Schools Human Resource Branch;
- Investigate queries from retirees and provide redress;
- Prepares and submits performance review and work plan to Snr. Human Resource Officer ;
- Perform other related functions assigned from time to time by the Snr. Human Resource Officer, Employee Relations.

Performance Standards:

- Checks on the eligibility of staff for retirement and the verification of related records, salaries and indebtedness are thorough, complete and accurate;
- Advice to officers on leave eligibility and preliminary retirement date are effected in a timely manner;
- Investigations regarding information on service (linkage) is thorough and complete;
- Information for the processing of pensions is compiled and submitted in a timely manner and is accurate and complete;
- Accurate, complete and up-to-date documentation on the administration of pensions is maintained.

Internal and External Contacts (specify purpose of significant contacts:

Internal Contacts

Contact (Title)	Purpose of Communication
Directors Schools Human Resource Branch	To obtain and provide information
Teachers Financial Services	To provide information
Leave Section	To obtain information

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

Contact (Title)	Purpose of Communication
Ministry of Finance & Public Service	To obtain information
Office of the Services Commissions	Obtain approval for late or early retirement
Accountant General's Department	Check on retirement

Sagicor	Check on health plan & benefits
Jamaica Civil Service Mutual Thrift Society	Check on Indebtedness
Administrator General's Department	Re Estate of deceased
Attorney General's Department	For interpretation of Laws
Principals	To obtain and provide information

Required Competencies:

Core

- Working knowledge of supervisory principles and practices
- Good interpersonal, verbal and written communication skills
- Excellent customer service skills
- Well developed planning and organizing skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Ability to plan and prioritize to meet deadlines
- Ability to work on own initiative

Technical

- Knowledge of the Pensions Act, Staff Orders, Public Service Regulations and the Ministry's policies, procedures and regulations governing personnel management
- Knowledge of relevant computer systems and applications
- Knowledge of salary administration practices and procedures

Minimum Required Education and Experience

- Bachelors Degree in Public Administration, Management or related Social Science discipline

OR

- Diploma in Public Administration, Management or Business Administration from a recognized institution
- Three (3) years working experience in a responsible administrative/Human Resource position

Authority To:

- access confidential information
- approve pre-retirement leave
- issue letters of advice to teachers

Specific Conditions associated with the job:

- Normal office environment

Validation of Job Description

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

Employee

Date

Manager/Supervisor


Date
2/14/2021

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised