

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Treasury
- Post:** Assistant Manager (Pensions)
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (01 064 081)
- Effective Date:** 28 December 2018
- Qualifications:** By selection from among officers in the grades of Principal Financial Operations Officer, Financial Officer/Senior Financial Officer, Senior Human Resource Executive and Human Resource Executive who reckon at least seven years' service in a substantive capacity in their respective cadre and who –
- (i) (a) possess a degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a degree with Finance as a major component or a degree in Human Resource Management or a degree with Human Resource Management as a major component, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
 - or
 - (b) have a pass at the final examination required for admission to membership of a recognised professional accounting body;
 - (ii) have a sound knowledge of pensions legislation, policies and practices in the public sector;
 - (iii) have the ability to lead and motivate staff; and
 - (iv) possess good interpersonal and communication skills.
- Role and Responsibilities:** To assist the Manager (Pensions) in the dispensing of public service pensions and in the maintenance of a register of pensioners.
- Duties:**
1. To assist the Manager (Pensions) in the performance of his duties and to replace him, as and when required.
 2. To coach, mentor and provide on-the-job training to subordinate staff.
 3. To ensure the correctness of computations and payment of retiring/death benefits and contract gratuities.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

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4. To process –
 - (i) monthly payrolls in respect of pensions payable to retired public officers and other pensioners; and
 - (ii) all claims for compensation/additional pension to injured employees.
5. To assist in –
 - (i) maintaining an up-to-date register of pensioners and liaising with the appropriate authority for obtaining lists of deceased pensioners;
 - (ii) the establishment and maintenance of a Management Information System on all matters relating to pensions; and
 - (iii) the review and improvement of the Pensions System.
6. To attend to court cases relating to pension matters on behalf of the Accountant-General.
7. To provide advice and guidance to officers of Ministries/Departments in the preparation of pension schedules and on all matters relating to payment of pension.
8. To tender advice on the disposal of death gratuities and other accrued benefits.
9. To ensure monthly payment of contributions to Government's designated agent in respect of the Public Pensions Defined Contribution Scheme and to scrutinise applications for benefits payable.
10. To meet reporting requirements and submit financial statements/returns/reports and statistics, as and when required.
11. To monitor payment of pension liabilities to and from SICOM in respect of officers in the Defined Benefits Scheme who are permanently transferred from the public service to another approved service and vice versa.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Manager (Pensions) in the roles ascribed to him.

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