

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

- Department:** Treasury
- Post:** Manager (Pensions)
- Salary:** Rs 39,575 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 53,200 QB 54,825 x 1,625 – 62,950 (01 070 085)
- Effective Date:** 28 December 2018
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Assistant Manager (Pensions) who reckons at least three years' service in a substantive capacity in the grade and who –
- (i) possesses effective problem-solving skills and has the ability to meet emerging challenges;
 - (ii) possesses good organising, administrative and training skills; and
 - (iii) has the ability to interact with officers at all levels.

NOTE 1

In the absence of qualified serving officers, by selection from among officers in the grade of Officer-in-Charge (Pensions) and officers not below the grade of Assistant Manager in the Financial Operations Cadre and Human Resource Cadre who –

- (i) reckon at least five years' experience in the processing of retiring benefits, pensions and allowances;
- (ii) are fully conversant with legislation relating to Public Service Pensions, National Assembly Retiring Allowances and Workmen's Compensation;
- (iii) possess effective problem-solving skills and have the ability to meet emerging challenges;
- (iv) possess good organising, administrative and training skills; and
- (v) have the ability to interact with officers at all levels.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

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NOTE 2

The Manager (Pensions) who possesses 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 has a pass at the Final examination required for admission to the membership of a recognised professional accounting body will be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale for the post.

**Role and
Responsibilities:**

To assist the Accountant-General in managing the dispensing of public service pensions.

Duties:

1. To be responsible to the Accountant-General for the smooth running of the Pensions Section.
2. To supervise and coordinate the work of subordinate staff.
3. To ensure –
 - (a) the correct interpretation and application of pension laws, rules and regulations;
 - (b) the correctness of computations and payment of retiring/death benefits and contract gratuities;
 - (c) timely adjustments of pensions of all pensioners following salary reviews;
 - (d) timely processing of –
 - (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.

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4. 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.
5. To assist in the drafting of regulations and financial instructions in respect of pensions.
6. To tender advice on the disposal of death gratuities and other accrued benefits.
7. 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.
8. To administer the Computerised Pensions Processing System.
9. To attend to court cases relating to pension matters on behalf of the Accountant-General.
10. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.
11. To meet reporting requirements and submit financial statements/returns/reports and statistics, as and when required.
12. 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.
13. To vet insurance policies submitted by retired officers who opt to have their car loan deducted from their pension and ensure recovery of any outstanding balance in case of death.
14. To use ICT in the performance of his duties.
15. 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 Manager (Pensions) in the roles ascribed to him.



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