



**GOVERNMENT OF TRINIDAD AND TOBAGO**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

**JOB TITLE: PENSION AND LEAVE SUPERVISOR**

**JOB SUMMARY:**

The incumbent is required to supervise the activities of staff engaged in the auditing and processing of Pension and Leave records for employees of a Government Ministry/Department/Agency. Duties involve developing and overseeing the implementation and maintenance of relevant systems and procedures, reviewing existing systems and recommending revision of same; developing an Annual Pension and Leave Work Plan; monitoring the work of the Unit; preparing job schedules; organising, assigning and distributing work to staff; reviewing, verifying and certifying work submitted; training staff and liaising with relevant internal Departments and essential stakeholder government agencies.

**REPORTS TO:**

Director, Human Resource Management or designated superior

**SUPERVISION GIVEN TO:**

Pension and Leave Officer and other designated subordinate staff

**DUTIES AND RESPONSIBILITIES:**

- Supervises the work of a group of Pension and Leave Officers engaged in the auditing and preparation/processing of pension and leave records to facilitate the payment of retirement benefits to employees in a Government Ministry/Department/Agency.
- Develops and oversees the implementation and maintenance of systems and procedures for the preparation, verification, certification of Pension and Leave Records.
- Develops the Annual Work Programme for the Pension and Leave Unit, in conjunction with the Accounting Officer of the Ministry/Department and Designated Superior; prepares and submits quarterly status reports on the implementation of work to the supervisor.
- Establishes guidelines for executing the work of the Pension and Leave Unit, to ensure achievement of objectives, tasks and targets, in conjunction with subordinate staff.
- Prepares job schedules, organises, assigns and distributes incoming work, reviews the work of subordinate staff and provides advice and guidance, as required.
- Reviews the existing systems utilized in the processing of a Pension and Leave Records, in collaboration with the Comptroller of Accounts and the Pensions Management Branch of the Treasury Division, and makes recommendations for the revision of same, as necessary.
- Monitors the work of a Pension and Leave Unit to ensure that all functions are performed in accordance with relevant legislation, policies and procedures; verifies and certifies Pension and Leave forms completed by subordinate staff.

- Trains subordinate staff in the systems and procedures utilized in the auditing and preparation of Pension and Leave records.
- Designs a database of employees' Record of Service, and oversees its implementation and maintenance.
- Liaises with relevant internal staff and external staff of other Ministries/Departments/Agencies for the verification of Human Resource and Accounting information submitted to the Pension and Leave Unit.
- Writes requisitions for the purchase of stationary, office equipment and other supplies for the Unit.
- Performs other related duties.

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:

- Extensive knowledge of the Financial Regulations and the Pensions Act.
- Extensive knowledge of the Public, Civil and Teaching Service Regulations.
- Extensive knowledge of Policies, Legislation, Rules and Regulations pertaining to the processing of Pension and Leave Records.
- Extensive knowledge of the relevant Circulars and other rules and regulations governing the payment of increments and grant of leave and other benefits pertinent to the processing of Pension and Leave Records.
- Knowledge of relevant computer applications.

#### SKILLS AND ABILITIES:

- Sound supervisory skills
- Ability to supervise a group of employees involved in researching data in files and compiling of Pension and Leave Records.
- Ability to interpret and understand Circulars from Government Ministries, Departments and Agencies.
- Ability to conduct thorough research on personal files and other pertinent records.
- Ability to function in a team environment.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow written instructions.
- Ability to establish and maintain effective working relationships with members of staff and other stakeholders.

#### MINIMUM EXPERIENCE AND TRAINING:

Extensive experience in the auditing and preparation of Pension and Leave Records inclusive of supervisory experience, such as may have been gained by working in a Pension and Leave, Human Resource Management, Financial, Internal or External Audit Unit.

Training as evidenced by the possession of a General Certificate of Education, Ordinary level or a CXC/CSEC Certificate with passes in five (5) subjects, grades I, II and III, General Proficiency, inclusive of English Language and a numeric subject supplemented by a Certificate in Public Administration; or any equivalent combination of experience and training.