JOB TITLE	**ASSISTANT PENSION ADMINISTRATOR**
REPORTS TO	**SUPERVISOR -PENSIONS**

PURPOSE OF THE POSITION:

The position is responsible for the day-to-day administration of occupational and individual pension schemes, including maintaining accurate member data, processing retirement benefit payments, preparing member balances and quarterly reports, distributing income, and issuing member statements, reconciling contribution schedules and posting them in the system, filing scheme returns with relevant authorities, responding to queries from members and service providers and assisting in scheme compliance matters.

KEY TASKS, DUTIES AND RESPONSIBILITIES

- Handle client queries and complaints promptly.
- Organize and conduct client visits.
- Deliver presentations and training sessions to scheme members.
- Implement structured roll-out of pension services to new clients.
- Develop and execute targeted marketing plans for institutional and retail clients.
- Ensure marketing materials are up-to-date and effective.
- Actively engage organizations without pension schemes.
- Drive growth in new business opportunities.
- Handle competitive bidding for annuity business.
- Prepare and submit accurate audit data, IPS data, and DB scheme valuations.
- Maintain reconciled and up-to-date member balances for income allocation.
- Distribute income to member accounts as per approved income papers.
- Prepare individual member balances for each client.
- Review monthly contributions received from clients.
- Prepare discharge forms and seek necessary approvals for benefit payments.
- Ensure timely payment of retirement benefits, trustee allowances, and service provider fees.
- Submit fee computations to accounts for prompt invoicing.

- Process pension payrolls and monthly annuity payments within set timelines.
- Maintain withdrawal registers for all schemes.
- Perform bank account reconciliations and reconcile reports from service providers.
- Coordinate and attend Trustee and Annual General Meetings, including preparation of meeting papers and minutes.
- Prepare and submit quarterly scheme reports and returns to the Retirement Benefits Authority (RBA).
- Organize Trustee activities such as trainings and member education programs.
- Post monthly contributions into the system and issue member statements.
- Compute and process withdrawal benefits as they fall due.
- Ensure timely filing, archiving, and retrieval of scheme documents.
- Support continuous improvement of quarterly reports in line with set standards.
- Utilize and recommend improvements to administrative systems and tools.
- Maintain effective communication with Trustees and provide updates on relevant legislation and regulatory changes.

REQUIREMENTS

- Bachelor's degree in Actuarial Science, Economics, Mathematics or related field from a recognized University.
- 1-2 years of relevant experience.
- Holder of or currently pursuing professional insurance qualifications (e.g., AIIK, ACII, or equivalent).

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly Click Here and apply on or before **Wednesday, April 23, 2025.**