



## GOVERNMENT OF TRINIDAD AND TOBAGO

### JOB DESCRIPTION CONTRACTUAL POSITION

#### JOB TITLE: PENSION AND LEAVE OFFICER

#### JOB SUMMARY:

The incumbent is required to process the pension and leave records of present and former employees of Government Ministries/Departments/Agencies to facilitate the prompt payment of retirement benefits. Duties involve conducting research in officers' files to collect data; collating and entering data in employees' Pension and Leave record forms; cross referencing Human Resource records with corresponding Finance and Accounting records and consulting with relevant Circulars and Regulations; liaising with external Ministries and Departments; and conducting research and responding to queries from the Comptroller of Accounts.

#### REPORTS TO:

Pension and Leave Supervisor or designated superior

#### SUPERVISION GIVEN TO:

Nil

#### DUTIES AND RESPONSIBILITIES:

- Receives and registers requests for Pension and Leave Records and conducts research in the personal files of employees to collect and collate information for the processing of same, to facilitate the prompt payment of retirement benefits.
- Inputs data in employees' Pension and Leave record forms for submission to the Pension and Leave Supervisor for verification.
- Cross references employees' Human Resource records with their corresponding Finance and Accounting records for correlation and accuracy, and consults relevant Circulars and Regulations for guidance.
- Liaises with external Ministries/Departments/Agencies to obtain data for the timely preparation of officers' Pension and Leave records.
- Drafts, signs and submits memoranda, together with supporting Pension and Leave documents to the Human Resource Unit for their signature and dispatch to the Comptroller of Accounts for the payment of retirement benefits.
- Conducts research and responds to queries from the Comptroller of Accounts and Ministries/Departments/Agencies to expedite the processing of officers' Pension and Leave records.
- Implements and maintains a database of employees' Records of Service.
- Performs other related duties.

| <b>KNOWLEDGE, SKILLS AND ABILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>KNOWLEDGE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>▪ Considerable knowledge of the Financial Regulations and the Pensions Act.</li> <li>▪ Considerable knowledge of the Public, Civil and Teaching Service Regulations</li> <li>▪ Considerable knowledge of Policies, legislation, rules and regulations pertaining to the processing of Pension and Leave Records.</li> <li>▪ Considerable knowledge of the 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.</li> <li>▪ Knowledge of relevant computer applications.</li> </ul>                                                                    |
| <b>SKILLS AND ABILITIES:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>▪ Ability to conduct thorough research to collect Pension and Leave data.</li> <li>▪ Ability to collate and compile Pension and Leave data and process Pension and Leave records in a timely manner.</li> <li>▪ Ability to interpret and understand Circulars pertaining to Pension and Leave from the Comptroller of Accounts and other Government Ministries, Departments and Agencies.</li> <li>▪ Ability to communicate effectively both orally and in writing</li> <li>▪ Ability to understand and follow oral and written instructions</li> <li>▪ Ability to establish and maintain effective working relationships with other members of staff and clients.</li> </ul> |
| <b>MINIMUM EXPERIENCE AND TRAINING:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>▪ Considerable experience in the processing of Pension and Leave Records such as may have been gained by working in a Pension and Leave, Human Resource Management, Financial, Internal and External Audit environment and 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 or any equivalent combination of experience and training.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |