



**ADMINISTRATIVE OFFICER (GMG/AM 2), PENSIONS**  
**Human Resource Management & Administration Division, Headquarters**

**Job Purpose**

Under the direction of the Deputy Director, Human Resource Management the incumbent coordinates all matters pertaining to the pensions portfolio. The Administrative Officer also maintains personnel record for pension, gratuity and other payments and provides general support for other administration of activities other matters pertaining to employee benefits.

**Specific Knowledge and Skills**

- Well-developed interpersonal and communication skills
- Knowledge of the Staff Orders and other Instruments that govern Public Sector bodies
- Sound knowledge of Public Sector Pension Administration
- Proficiency in the use of computer applications
- High degree of confidentiality and integrity

**Minimum Qualifications/Experience**

- Associate Degree/Diploma in Human Resource Management, Business Administration, Public Administration or related field
- Minimum of two (2) years working experience in the Human Resource Management environment including Pension Administration

**Salary Scale: \$986,421.00 - \$1,172,544.00 p.a.**