- **Administrative Officer (GMG/AM 2), Pensions - Headquarters**

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

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

Salary Scale: $1,796,613.00 p.a. to $2,416,245.00 p.a.