

BUSINESS OPERATIONS ASSISTANT 1
(PENSION AND LEAVE PREPARATION OFFICER)
MINISTRY OF FOREIGN AND CARICOM AFFAIRS

JOB SUMMARY

The Pension and Leave Preparation Officer is required to prepare Pension and Leave Records for various categories of staff.

Major Duties and Responsibilities

1. Researchers Personnel File, Confidential Personnel File to ascertain the following:
 - i. Vacation Leave, Casual Leave, Sick Leave, Extended Sick Leave and any No Pay Leave utilised during period of service
 - ii. Dates of Temporary, Permanent and Acting appointments
 - iii. Incremental dates
 - iv. Breaks in service which might affect officer's incremental dates
2. Submits queries in relation to one (1) above to the relevant section/department for clarification and/or amendment, where necessary
3. Requests Record of Service from Director of Personnel Administration
4. Checks Pay Records and Accounts work sheets to ascertain payments made in accordance with the Financial Regulations
5. Submit queries re: short payment/overpayments to Accounting Executive I for investigation, verification and processing
6. Submit queries re: increments, unaccounted periods/absences from duty, to Foreign Service Officer III (Personnel) for investigation and action
7. Liaises with other Ministries/Departments in relation to officers previous service and Pension and Leave records
8. Generates on a quarterly basis, a Status Report on the Pension and Leave matters of officers currently attached to the Ministry of Foreign and CARICOM Affairs
9. Prepares Pension and Leave records based on information gleaned from the officer's Personnel, Confidential records and Pay Records cards, and after any adjustments of those records, as necessary
10. Submits completed Pension and Leave record with covering memorandum to

Personnel for despatch to COA, DPA and any Ministry or Department as necessary

11. Addresses queries which may be generated by the Checking Officer in relation to the Pension and Leave record
12. Updates Pension and Leave Record in accordance with Ministry of Finance Circular #3 of 2005 and Act 20 of 1997
13. Prepares covering memorandum for all completed Pension and Leave records
14. Maintains Flimsy/Letter Book of all memoranda despatched
15. Maintains a data base on all officers processed
16. Maintains data base on officers due to retire
17. Maintains a database on officers in receipt of/pending Superannuation benefits
18. Generates on a quarterly basis, a Status Report on the Pension and Leave matters of officers currently attached to the Ministry of Foreign and CARICOM Affairs

REQUIRED QUALIFICATIONS AND EXPERIENCE

Minimum of five (5) O' Level Ordinary passes including Maths and English and relevant work experience in Pension and Leave preparation

SKILL AND ABILITIES

1. Considerable knowledge of laws, regulations, agreements, policies and procedures of the Public Service.
2. Considerable experience in the preparation of audit of Pension and Leave records in the Public Service.
3. Ability to establish and maintain effective working relationship with other employees.