



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HUMAN RESOURCE OFFICER II (PENSION & BENEFITS ADMINISTRATION)	2. DIVISION HEAD OFFICE	3. DEPARTMENT INDUSTRIAL RELATIONS, COMPENSATION AND BENEFITS ADMINISTRATION
4. ORGANISATIONAL RELATIONSHIP The Human Resources Officer II (Pension & Benefits Administration) will report to the Manager-Industrial Relations, Compensation & Benefits Administration.	5. NATURE & SCOPE The Human Resources Officer II (Pension & Benefits Administration) is responsible for the administration of the Eastern section of the Regional Health Authorities Pension Plan, the preparation of all Terminal Benefits and supporting the organization in achieving their targets/goals in respect to Pension and Benefit Administration. He/She will also provide Human Resources support so that the objectives are achieved.	
6. SPECIFIC ACCOUNTABILITIES The Human Resources Officer II (Pension & Benefits Administration): <ul style="list-style-type: none">❑ Prepares all Ex-Gratia Payment Awards to former temporary employees who have separated as a result of Retirement.❑ Prepares and processes all documentation (inclusive of worksheets, approvals and memos) pertaining to employee’s (both monthly paid and temporary) Terminal Benefits.❑ Ensures that all pensioners complete the required life certificates from the Financial Institutions to ensure payment on a timely basis.❑ Institutes and implements administrative action to ensure that Pensions and Benefits Administration are carried out in accordance to the Regional Health Authority’s Trust Deeds and Rules and the Organizational Policies and Procedures, inclusive of other legislation (For instance ensuring Pension and Leave Records. Statement of Indebtedness and other pertinent documents relevant to the processing of Terminal Benefits are received from the respective stakeholders (Employee, Ministry of Health, Internal Finance Unit, Unit’s Human Resources department etc.) submitted at least one (1) year in advance of normal retirement age of sixty (60) years).❑ Prepares monthly reports detailing the plan contribution and status for the Pension Oversight Committee of the RHA.❑ Prepares reports (for review by the Manager-Industrial Relations, Compensation & Benefits Administration) for Ministry of Finance on a bi-annual basis.❑ Prepares monthly statistical reports for the Pension Oversight Committee and Office of the General Manager-Human Resources.❑ Prepares quarterly reports on the plan’s contribution status for both the Ministry of Health and the Pension Oversight Committee.❑ Responds to requests from the Pension Oversight Committee, Pension Management Committee, Ministry of Health and any other related bodies, on pension matters.❑ Prepares reports/responses as requested by the Finance Department.❑ Maintains and updates a Pension database as well as a separation database.❑ Creates, updates and maintains files/records (pension information) for ALL permanent staff.❑ Prepares Pension and Leave Records for ALL permanent monthly paid employees, for further submission to Comptroller of Accounts and or the Actuaries and Consultants, to process the employee’s Terminal Benefits.❑ Prepares documentation for the Annual Audit of the Eastern Section of the Regional Health Authorities Pension Plan.❑ Collates and prepares data/information for the Actuarial Evaluation.❑ Responds to all queries pertinent to the Actuarial Evaluation.❑ Ensures that all permanent staff are facilitated with detailed statements of their monthly/annual pension contributions.❑ Liaises with the Plans Trustees and Actuaries to resolve any matters/concerns/issues pertinent to the processing and or payment of Terminal Benefits to employees.❑ Liaises with Comptroller of Accounts to resolve any matters/concerns/issues pertinent to the processing and or payment of Terminal Benefits of former Ministry of Health employees.		

- ☐ Reconciles and verifies pension information received from the Accounts Department each month.
- ☐ Ensures that all new permanent staff are oriented to the pension plan and the health plan.
- ☐ Sensitizes all permanent monthly paid employees about the pension plan, retirement process, benefits associated with the plan and the importance of submitting pertinent documentation/information one (1) year prior to date of retirement.
- ☐ Performs any other related duties as required by the appropriate Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ☐ Knowledge of Human Resources functions and best practices.
- ☐ Knowledge of Human Resource Management fundamentals and the Regional Health Authorities’ policies and procedures
- ☐ Knowledge of legislation guiding Industrial Relations and Benefits Administration e.g. Pension and Health Plan Legislation.
- ☐ Ability to quickly learn payroll management, human resource information system (HRIS) and similar computer applications.
- ☐ Effective analytical and research skills.
- ☐ Must be meticulous to the credibility and accuracy of details/data/information in his or her daily function.
- ☐ Excellent interpersonal and networking skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy
- ☐ Ability to multitask.
- ☐ Must be reliable, have good time management skills and be able to prioritize work, but maintain accomplishing the desired outcome of task assigned.
- ☐ Ability to co-ordinate routine activities.
- ☐ Able to work without supervision.

8. MINIMUM TRAINING AND EXPERIENCE

- ☐ Degree in Human Resources Management/Business Management from an accredited institution.
- ☐ Diploma in Labour Studies and Industrial Relations or any equivalent certification.
- ☐ Certification in Finance would be an asset
- ☐ Training in Industrial Relations and Benefits Administration would be an asset.
- ☐ Computer Literate in Microsoft Office Suite.
- ☐ A minimum of three (3) years’ experience in a similar position.
- ☐ Must have a thorough understanding of Human Resource Management fundamentals and Pension and Leave Record Management.
- ☐ Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- ☐ Human Resource Assistant I
- ☐ On-the-Job Trainees

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ☐ Manager-Industrial Relations, Compensation & Benefits Administration
- ☐ General Manager-Human Resources
- ☐ Manager-Employment and Employee Services
- ☐ Manager-Organisation and Employee Development
- ☐ Human Resource Officer III (Industrial Relations)
- ☐ Other Managers/Supervisors
- ☐ Members of the Pension Management Committee
- ☐ All Staff members of the Eastern Regional Health Authority

External:

- ☐ Ministry of Health
- ☐ Ministry of Finance
- ☐ All other Regional Health Authorities or Governmental Departments to facilitate employee transfers
- ☐ All Financial Institutions
- ☐ Comptroller of Accounts
- ☐ Board of Inland Revenue
- ☐ Comptroller of Accounts/ Treasury department
- ☐ Secretary Pension Oversight Committee
- ☐ Administrators for Group Health Plan
- ☐ Pension Plan Administrators/Trustees (Republic Bank Limited)
- ☐ Actuaries (Bacon Woodrow & De Souza)
- ☐ Beneficiaries of the plan
- ☐ Third party auditors