



# LIBERTY

## An exciting role with Liberty Nambia.

### Pension Fund Administrator

#### **Purpose**

To deliver fund administrative services and oversee all fund administrative duties through execution of predefined objectives as per agreed standard operating procedures.

#### **Minimum Experience:**

- 5 - 8 years' experience in a similar environment

#### **Education:**

- 3-year Bachelor's degree with 8 years' experience, or
- Grade 12 with 15 years' experience as Pension Fund Administrator

#### **Outputs:**

- Contribute to the provision of a comprehensive administrative service through the correct interpretation and application of procedures;
- Check fund calculations for accuracy in an efficient and effective manner according to set standards;
- Generate a variety of documents and where necessary produce reports according to set standards and prescribed guidelines;
- Resolve client queries and escalate problematic queries to the correct level to ensure prompt and effective resolution, enhancing the client experience;
- Adhere to specified standards, policies and procedures to prevent potential losses/wastage;
- Contribute positively to own area-specific knowledge improvement;
- Comply to set governance and compliance procedures and processes related to an area of work and continuously identify, rectify and escalate risks where necessary;
- Accountable for own work quality, standards and outputs related to policies, procedures and defined processes;
- Proactively identify problems, apply known solutions and escalate more difficult problems.

#### **Job Knowledge:**

- Pension Fund legislation
- Relevant Income Tax legislation
- Operations Management
- Specialist knowledge in pension fund systems
- Project management knowledge
- Process understanding
- Risk awareness
- Economic understanding

#### **Competencies:**

- Written communication
- Standard operating procedure compliance
- Financial acumen
- Reporting and interpretation
- Financial administration
- Query resolution

CLOSING DATE: **03 February 2021, at 17h:00**

Please submit application to Laurika George: [laurika.george@liberty.com.na](mailto:laurika.george@liberty.com.na)

visit [www.liberty.co.na](http://www.liberty.co.na)

