

MANAGER, BENEFITS

Reporting to the General Manager (Social Security), he/she will be responsible for overseeing the benefits payment process in the Fund and reengineer the process as need arises and ensure member benefits are paid out on a timely basis.

KEY RESPONSIBILITIES:

- Establish policies, systems and processes to ensure the effective processing and payment of benefits;
- Ensure that benefits are computed promptly, accurately and efficiently;
- Identify areas/opportunities for the improvement of the Fund's benefits payments process in order to ensure improved service delivery;
- Receive and process legitimate claims;
- Re-engineer the benefits process and ensure reduced benefits processing time;
- Plan, organize and coordinate the benefits processing function; and
- Analyze claims processing effectiveness and efficiency within branches.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in any of the following disciplines: Actuarial Science, Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- Bachelor's Degree in any of the following disciplines: Actuarial Science, Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- Professional qualification in a related field will be an added advantage;
- At least ten (10) years' work experience, five (5) of which should be in a senior management position;
- Membership to a relevant and accredited professional body and in good standing;
- Leadership course from a recognized institution or a Certificate in Corporate Governance;
- Certificate in computer applications from a recognized institution; and
- Fulfilled requirements of Chapter 6 of the Constitution.

COMPETENCIES:

- Integrity
- Ability to build and work through teams;
- Interpersonal skills;
- Communication skills;
- Strategic thinking;
- Business acumen; and
- Critical and analytical thinking.