

MANAGER, REGISTRATION & COMPLIANCE

Reporting to the General Manager (Social Security), he/she will be responsible for overseeing registration and collections and ensuring that Fund's members data/information is accurate, valid, secure and managed in line with the relevant policies and statutory/regulatory requirements.

KEY RESPONSIBILITIES:

- Set targets on key performance indicators for the department and regions and carry out periodic performance reviews on registration and collection of contributions;
- Analyze registration and enforce periodic performance targets for branches;
- Ensure the continuous maintenance of accurate information on membership growth and liaise with relevant in-house teams to ensure the safe and secure storage and/archiving of members records;
- Compile and submitting periodic administrative reports in respect to memberships and contributions as required;
- Generate management reports and making recommendations with respect to members and contributor's data for decision making purposes;
- Ensure member databases are updated following payment of contributions and that the Fund is compliant with legislative, regulatory and corporate requirements;
- Generate and submit periodic management reports with recommendations in respect to membership and contributions as required;
- Analyze transit and allocation report as reconciled from branches;
- Analyze instalment undertaking requests, and reconciliation and reduction of contribution debts requests from field offices for approval decisions;
- Coordinate partnerships and engagements with member-based organizations in the informal sector; and
- Undertake the analysis of staff distribution and submitting recommendations for rationalization/transfer of staff.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in any of the following disciplines: Social Sciences, Business Administration, Law, Public Relations, Marketing or related field from a recognized institution;
- Bachelor's Degree in any of the following disciplines: 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' relevant cumulative 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;
- Proficiency in computer applications; 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.