



**MINISTRY OF LABOUR AND PUBLIC SERVICE**  
**Office of the Under-Secretary**



**JOB ADVERT**

**Date: - 5/8/2011**

The Ministry of Labour and Public Service, Government of the Republic of South Sudan, wishes to fill the following position which exists within the establishment of the South Sudan Pensions Fund (SSPF):

**Position:** General Manager, South Sudan Pension Fund.

**Grade:** '1'

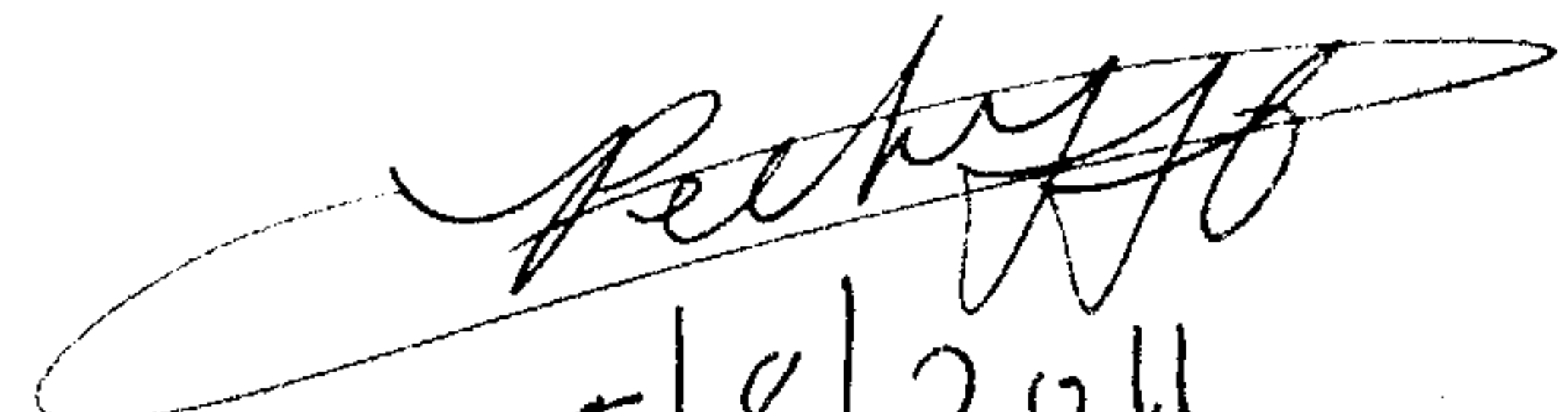
**Reporting to:** The South Sudan Pensions Fund Board

**Purpose:** To establish operating systems for the Fund and provide effective leadership and management for its operations.

**Duties and Responsibilities**

Specific responsibilities include the following:

1. Establishment of a strong South Sudan Pensions Fund (SSPF) capable of providing for the current and future pension needs of the civil servants;
2. Facilitating the formulation of policies and establish procedures and other systems required for the operation of an efficient and effective SSPF;
3. Establishment of a transparent, accountable, and responsive organization based on strong governance principles;
4. Establishment of SSPF branches in all the ten states with strong communication and administrative network with the headquarters;
5. Management and supervision of all the staff of the Fund;
6. Providing visionary leadership for the Fund;
7. Advising the Board on all matters pertaining to the management of the retirement benefits, Pensions Fund assets, and Pensions Fund operations in South Sudan;
8. Providing guidance on the overall government policy on pension contributions and entitlements;
9. Liaison with the Ministry of Finance and Economic Planning to ensure that each ministry and other institutions' pension remissions are done on time and as required by law;
10. Establishment of an efficient and effective computer system, data recording, website, and access to information for all pensioners and pensionable employees through the internet system;
11. Development and administration of general files for pension beneficiaries throughout the Government of the Republic of South Sudan institutions;
12. Issuance of administrative guidelines in the interpretation of the Pensions Act;
13. Establishment and execution of the administrative policies to realize agreed objectives; and
14. Performing any other duty as may be delegated by the Board from time to time.

  
5/8/2011

### **Job Requirements**

1. Master's degree in any of the following fields: Business Administration; Engineering; Finance; Economics; Computer Science; Statistics; and Mathematics.
2. Demonstrable skills in leadership and financial management
3. Report writing skills
4. Working knowledge of Pensions Act, policies, and procedures.
5. Good working knowledge of both written and spoken English.
6. Five years experience in pension services at senior level.
7. Team working skills
8. Interpersonal communication skills
9. Experience in managing government systems, policy formulation and implementation will be an added advantage

### **Submission of Applications**

Applications should include typed CV as well as certified copies of academic certificates and transcripts. They should be addressed to the following:

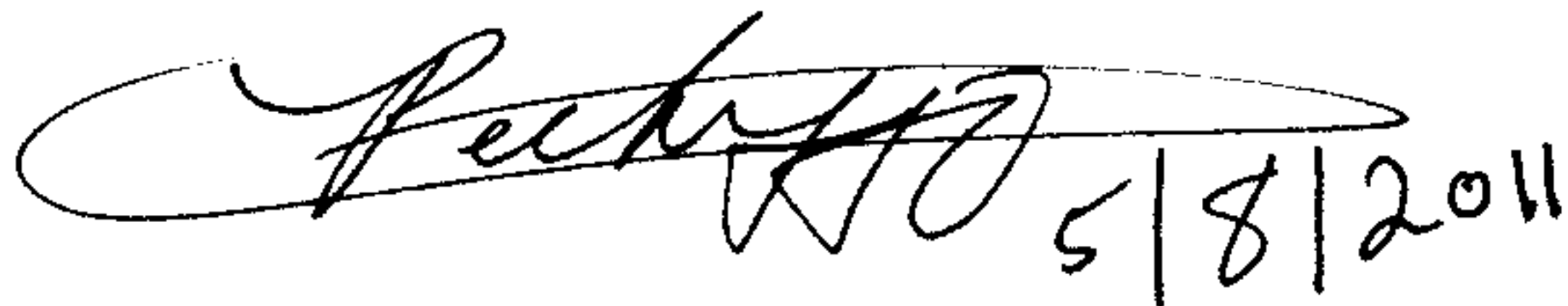
The Undersecretary,  
Ministry of Labour and Public Service,  
The Republic of South Sudan-Juba

**The applications can either be delivered by hand to the Office of the Undersecretary at the Ministry of Labour and Public Service**

**OR**

Sent by e-mail to the Ministry through the following e-mail address:  
[Publicmirror2010@gmail.com](mailto:Publicmirror2010@gmail.com)

The closing date will be on Wednesday 31<sup>st</sup> August 2011 at 4.30 pm  
Applications received after the closing date will not be considered.



Rebecca Joshua Okwaci,  
Undersecretary,  
Ministry of Labour & Public Service  
The Republic of South Sudan  
Ministries Complex- Juba South Sudan

