



JOB ADVERT

DEPARTMENT : Bencon Administration

VACANCY : Pension Administrator

LOCATION : Lusaka. HQ Office

JOB PURPOSE

Provide effective and efficient Pension Administration Services to Clients whilst Contributing to the overall objectives of the company.

REPORTING TO;

Head - Pensions Administration

MAIN DUTIES;

1. Monthly Contributions Reconciliation and Uploads
 - a. Ensure Accurate monthly/quarterly/annually contribution reconciliation of all contributions.
 - b. Ensure that accurate contribution Upload is done
 - c. Follow up on delayed contributions payment by the employer
2. Regulatory Compliance
 - a. Reporting to PIA on non-contributing employers on a monthly basis
 - b. Ensure compliance of admin Process(SLA)
 - c. Ensure accurate set of new scheme on Fund Master
 - d. Identification of risks in the admin process
3. Benefit Claims Payment
 - a. Ensure timely and accurate claim settlement
 - b. Ensure monthly payment reconciliation
 - c. Prepare Admin Reports for schemes on Quarterly Basis
4. Query Resolutions
 - a. Ensure timely resolve of queries
 - b. Impeccable faultless data integrity
 - c. Give an initial oversight on records management
5. Marketing and Consultancy
 - a. Marketing of all Bencon Products and services
 - b. Client liaison and retention

EDUCATIONAL QUALIFICATIONS & FUNCTIONAL / TECHNICAL SKILLS

- Bachelor's Degree in Business Administration, Accounting or any Business Related Field



RELEVANT EXPERIENCE

- Minimum 4 years working Experience in a similar Role

REQUIREMENTS AND SKILLS

- Must be able to communicate effectively in both oral and written forms
- Must exhibit high levels of integrity
- A quick learner, who is a supportive and motivating leader
- A strong team player as well as being able to lead, with a passion for sustainable and consistent delivery
- Must Possess Excellent Problem Solving Skills
- Time management
- High client Retention Skills.
- Analytical and Numerical Skills.

CLOSING DATE

Suitable candidates are required to send their application & Curriculum vitae to jobs@aflife.co.zm

Closing date for applications is **24th March, 2023**.

Bencon is an Equal Opportunity Employer and is non-discriminatory on the basis of race, gender, sexual orientation, disability, nor ethnic grouping.

Please note that due to the high volume of applications received, only shortlisted candidates will be contacted.