



Job Title: Assistant Client Manager

Department: MUA Pension

Job Summary

We are seeking a dynamic and results-driven Assistant Client Manager who will lead the administration of various pension schemes while ensuring compliance with relevant legislation and regulatory guidelines. The successful candidate will manage and coach the pension administration team, oversee accurate and timely processing of member data and benefit calculations, and maintain strong relationships with clients, trustees, pension committees, and regulators.

Main Responsibilities

- Lead the administration of various pension schemes.
- Coach the pension administration team.
- Manage relationships with clients, including trustees, pension committee members, regulators, and other stakeholders.
- Keep abreast of pension legislation and ensure compliance with applicable acts, laws, and guidelines.
- Ensure timely and accurate processing of data, including calculation of transfers, retirements, and death benefits.
- Ensure timely issuance of benefit statements and fulfillment of other reporting requirements.
- Ensure that client and member queries are addressed and resolved in a timely manner.
- Review projections and other relevant actuarial requirements.
- Coordinate audits and ad-hoc projects and ensure that information and documents are provided in a timely manner.
- Prepare client presentations and board packs, including documents for meetings and AGMs.
- Perform any other cognate duties that may arise and align with business requirements, including business development and strategy.

Job Requirements

- A Degree preferably in Mathematics or Economics or Finance.
- Minimum of 7 years' experience in the related field is a must.
- Good analytical, interpersonal skills and communication skills.
- Be conversant with MS Office Tools, PowerPoint and pension administration software.
- Be able to work both independently and as a member of a team and work under pressure and meet tight deadlines.

Desired Skills and Attributes:

- Customer centric attitude and good communication skills.
- Excellent problem-solving skills.
- Ability to manage resources across multiple tasks with a proven track record of consistently delivering to deadlines.
- Experience of managing, mentoring, supervising, and developing teams.

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies