

## **PUNJAB PENSION FUND**

Job Title:	Assistant Manager Coordination & Administration
Responsible To:	Head DCPS Unit
Qualification:	Sixteen-years education or equivalent in Business Administration, Finance, or MBA/MPA from an HEC-recognized institution.
Experience:	At least five years' post-qualification experience in administration & operations.
Supervision	Employee Facilitation Officers & Communications Officer

### **Job Description:**

- Supervise Employee Facilitation Officers and the Communications Officer, guiding their activities to align with DCPS Unit's objectives. Conduct regular performance reviews and foster skill development among team members.
- Assist the Head of DCPS in developing and overseeing strategies to enhance operational efficiency, communication effectiveness, and service delivery within the unit.
- Continually refine administrative and coordination processes, adopting innovative approaches to bolster stakeholder engagement and streamline employee support.
- Maintain strong relationships with both internal teams and external stakeholders, including Pension Fund Managers (PFMs), the Securities and Exchange Commission of Pakistan (SECP), and the Mutual Funds Association of Pakistan (MUFAP), to ensure effective coordination.
- Serve as the primary contact for resolving complex DCPS-related issues, collaborating with team members, the Accountant General's Office, and PFMs to devise solutions.
- Oversee the creation and execution of communication strategies to educate and engage employees about the DCPS, ensuring content is accessible and relevant.
- Coordinate with PFMs to address employee-related DCPS issues, gather performance reports, and communicate changes in employee status, such as departures, early retirements, and impending retirements.
- Support the Head of the DCPS Unit in ensuring PFM agreements comply with set standards.
- Handle additional responsibilities as directed by the Head of the DCPS Unit.