PUNJAB PENSION FUND

Job Title:	Assistant Manager MIS
Responsible To:	Head DCPS Unit
Qualification:	Sixteen-years education or equivalent in Management Information Systems (MIS) or equivalent from an HEC-recognized institution.
Experience:	At least seven years' post qualification experience in IT with expertise in MIS, Application Programming Interfaces (API) Integration and Application Development.
Supervision	None

Job Description:

- Lead the development of an integrated online IT portal for employee pension account opening with Pension Fund Managers (PFMs), ensuring alignment with organizational goals and stakeholder needs.
- Manage the gathering of requirements from all relevant stakeholders, including internal departments and external partners, to ensure comprehensive understanding and implementation.
- Play an active role in the design, vendor selection, testing, deployment, and ongoing maintenance of the online IT portal, ensuring adherence to quality standards and timelines.
- Lead the development and maintenance of a comprehensive database containing complete employee pension account information for analysis and reporting purposes.
- Conduct reconciliations with PFMs to ensure accuracy and integrity of pension account data, resolving any discrepancies in a timely manner.
- Generate various data and reports for progress monitoring, providing insights to support decision-making and strategic planning.
- Proactively undertake any additional tasks and responsibilities assigned by the Head of DCPS Unit, contributing to the overall objectives of the department.