

## PUNJAB PENSION FUND

Job Title	Head of Defined Contribution Pension Scheme (DCPS) Unit
Reporting to	General Manager
Qualification	Sixteen-years education or equivalent in Business Administration, Finance, or Economics from an HEC-recognized institution. Additional preference for Project Management Professional (PMP) certification.
Experience	At least ten years' post qualification experience, with at least five years' relevant experience in managerial/project management role. Additional preference for experience in IT projects.
Supervision	DC Pension Scheme Unit

### **Job Description:**

- Oversee the operations of the DCPS unit to ensure the effective implementation of the Defined Contribution Pension Scheme.
- Coordinate the development of an integrated online IT portal for employee pension account opening with Pension Fund Managers (PFMs), gathering input from all relevant stakeholders and ensuring seamless integration with the Accountant General (AG) Office, Administrative departments, and Pension Fund Managers.
- Facilitate agreements with PFMs, serving as the main liaison between the FD and PFMs for contract negotiations.
- Maintain effective communication with PFMs, oversee contract reviews, and manage terminations when necessary.
- Develop and implement internal procedures and guidelines to optimize DCPS Unit operations.
- Lead the development and regular updating of educational materials for employees, ensuring timely distribution.
- Coordinate with PFMs and the AG Office to resolve any DCPS or employee account issues.
- Coordinate with the Securities and Exchange Commission of Pakistan (SECP) to obtain PFMs' annual inspection reports, highlighting any concerns identified to the GM Pension Fund/FD.
- Stay updated on VPS Rules revisions and promptly inform the GM Pension Fund/FD of any changes that impact the Punjab DC Pension Scheme.
- Analyze audited financial statements of PFMs to identify areas of concern for the FD.
- Develop quarterly reports and share them comprehensively with the FD through the GM Pension Fund, covering PFMs' investment performance, scheme implementation progress, and highlighting any challenges.
- Proactively undertake any additional responsibilities and tasks assigned by the General Manager of the Punjab Pension Fund.