



THE GOVERNMENT OF KADUNA STATE KADUNA STATE PENSION BUREAU

RECRUITMENT OF PERSONNEL

In 2016, the Kaduna State Pension Reform Law, 2016 was passed to reinvigorate the implementation of the Contributory Pension Scheme (CPS) as well as make the administration of the Defined Benefits Scheme (DBS) more effective in the State. As part of the reform, the State Pension Bureau was created to regulate and supervise pension administration in the State.

In order to prepare the Bureau to effectively carry out its mandate, we are inviting the general public as well as persons already in the Kaduna State Public Service who meet the specifications contained in this advert, to respond to this advertisement. The vacancies to be filled and the personnel specifications are as follows:

1. HEAD, INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

The Head of Information and Communications Technology (ICT) Department shall be responsible for the performance, integrity and security of the Bureau's database. The Department is to assist other members of the Bureau to collate information for supervision, planning, reference and communications purposes. The responsibilities of the Head of Department shall include:

- Working with database software to find ways to store, organise and manage data
- Keeping databases up to date
- Helping with database design and development
- Creating complex query definitions that allow data to be extracted
- Managing database access
- Designing maintenance procedures and putting them into operation
- Ensuring that databases meet user and regulatory requirements
- Managing database security/integrity and backup procedures
- Implementing security measures
- Writing reports, documentation and operating manuals
- Testing and modifying databases to ensure that they operate reliably
- Writing disaster recovery plans
- Archiving data.

Required skills

As Head of the ICT Department of the Bureau, the candidate is required to possess much of the following skills:

- Strong analytical and organisational skills
- Eye for detail and accuracy
- Good knowledge and understanding of structured query language (SQL)
- Knowledge of 'relational database management systems' (RDBMS), 'object oriented database management systems' (OODBMS) and XML database management systems
- Experience with database software/web applications
- The ability to work quickly, under pressure and to deadlines
- Up-to-date knowledge of technology and the Data Protection Act
- Ability to work well in a fast paced environment, where the technology is constantly changing
- A knowledge of web-administration is necessary

Education:

A University Degree in Computer Science, Software Engineering, Mathematics, Electronic Engineering or any other discipline but with requisite professional certifications as provided below.

Certifications:

Possession of one or more of the following Certifications or their equivalents is necessary:

- Oracle Database 12 Administrator Certified Professional (OCP)
- Oracle Certified Professional, MySQL 5.6 Data Administrator
- SAP Certified Technology Associate (SAP HANA)
- Microsoft MCSA SQL Server
- IBM Certified Database Administrator for DB2

Experience:

Candidates with demonstrable post-qualification experience not below ten years in similar duties are eligible.

2. HEAD, STATE PENSION DEPARTMENT

The position of the Head of State Pension Department is a senior level position in the Bureau. The Head of Department shall be responsible for driving the implementation of the Contributory Pension Scheme (CPS) at the State level.

The **Head of the State Pension Department** shall coordinate the implementation of the CPS with the Office of the Head of Service, Ministry of Finance, Self-funded Agencies, Pension Fund Administrators and also attend to enquiries from contributors from the State Government and Self-funded Agencies.

The Head of Department shall coordinate the generation of reports for regulatory compliance with the National Pension Commission. He shall be responsible for

the discipline of staff of the Department and ensuring that staff operate under the strict disciplinary and ethical codes of the Bureau. He shall also oversee the administration of the Defined Benefits Pension Scheme for pensioners of the State Government and Self-funded Agencies.

Qualifications:

Candidates for this position must be University degree graduates or Higher National Diploma Certificate graduates from recognized Polytechnics in Business or numerate courses

Experience:

Candidates with a good knowledge of the Kaduna State Civil Service who are not below Grade Level 13 or its equivalent are eligible. Others with good administrative skills at senior levels may be considered.

Skills and Other Requirements:

Computer Skill is a MUST. Only candidates who are proficient in the use of Microsoft Office applications (especially Microsoft Word and Microsoft Excel) and can work independently using these applications shall be considered.

Integrity is a necessary requirement for this job. Consequently, candidates with a track record of integrity are preferably.

3. HEAD, LOCAL GOVERNMENT PENSION DEPARTMENT

The position of the Head of Local Government Pension Department is a senior level position in the Bureau. The Head of Department shall be responsible for driving the implementation of the Contributory Pension Scheme (CPS) at the Local Government level.

The **Head of Local Government Pension Department** shall coordinate the implementation of the CPS with the Ministry of Local Governments, the Local Government Service Commission, the respective Local Government Area Councils in the State, Pension Fund Administrators and also attend to enquiries from Local Government CPS contributors.

The Head of the Local Government Pension Department shall coordinate the generation of reports for regulatory compliance with the National Pension Commission. He/She shall be responsible for the discipline of staff of the Department and ensuring that staff operate under the strict disciplinary and ethical codes of the Bureau. He/She shall also oversee the administration of the Defined Benefits Pension Scheme for Local Government pensioners.

Qualifications:

Candidates for this position must be University degree graduates or Higher National Diploma Certificate graduates from recognized Polytechnics in Business or numerate courses

Experience:

Candidates with a good knowledge of the Kaduna State Civil Service who are not below Grade Level 13 or its equivalent are eligible. Others with good administrative skills at senior levels may be considered.

Skills and Other Requirements:

Computer Skill is a MUST. Only candidates who are proficient in the use of Microsoft Office applications (especially Microsoft Word and Microsoft Excel) and can work independently using these applications shall be considered.

Integrity is a necessary requirement for this job. Consequently, candidates with a track record of integrity are preferably.

4. HEAD, FINANCE AND ADMINISTRATION DEPARTMENT

The Head of Finance and Administration of the Bureau shall be responsible for the finances and general administration of the Bureau. He shall be responsible for generating the monthly pension payroll of pensioners under the Defined Benefits Scheme, managing the Bureau's Overheads and the sourcing and utilization of any other income generated by the Bureau.

The Head of Finance and Administration Department shall coordinate the generation of routine and special financial reports of the Bureau. He/She shall be responsible for the discipline of staff of the Department as well as staff of the entire Bureau and ensure that staff operate under the strict disciplinary and ethical codes of the Bureau.

Qualifications:

Candidates for this position must be University degree graduates or Higher National Diploma Certificate graduates from recognized Polytechnics in Business or numerate courses or holders of professional accounting qualifications recognized by the State

Experience:

Candidates with a good knowledge of the accounting procedures in Kaduna State Civil Service who are not below Grade Level 13 or its equivalent are eligible. Others with good administrative skills at senior levels may be considered.

Skills and Other Requirements:

Computer Skill is a MUST. Only candidates who are proficient in the use of Microsoft Office applications (especially Microsoft Word and Microsoft Excel) and can work independently using these applications shall be considered.

APPLICATION PROCESS

All applications must be accompanied by the applicant's comprehensive Curriculum Vitae (CV) and should clearly state the position the applicant is interested in and be addressed to the:

**Office of the Head of Service,
General Hassan Usman Katsina House,
Kawo, Kaduna.**

The deadline for submission of applications is Friday, 6th October 2017.