

NATIONAL INSURANCE SCHEME
DEBT ANALYST JOB DESCRIPTION

JOB TITLE:	Debt Analyst	AGREED TO BY:
REPORTS TO:	Senior Debt Analyst	_____
DIVISION:	Operations Division	APPROVED BY:
DEPARTMENT:	Debt Management Unit	_____
LEVEL:	6	DATE EFFECTIVE:

DESCRIPTION

I. POSITION SUMMARY

Records, stores, processes and disseminates debt accurately and in a timely manner.

II. MAJOR DUTIES

CALCULATES the real debt found in wage books of employers and self employed persons' debt payment.

CREATES and **COMPILES** real debt reports.

ASSISTS the Senior Dept Analyst in managing the progress of employer and self employed persons' debt payment.

ENSURES all debt service payments are being paid in a timely manner and all relevant correspondences are completed.

UPDATES and **MAINTAINS** manual records and computer record systems on contributors indebted to NIS.

OVERSEES the preparation of indebtedness letters to contributors in debt to NIS.

III. SKILL REQUIREMENTS

A. TECHNICAL SKILLS

The most important technical skill required in this position includes:

- Hands on PC Skill in Microsoft Office
- Knowledge of various debt management practices and procedures associated with the Scheme

IV. PERSONNEL SUPERVISED BY THIS POSITION:

This incumbent does not actively supervise any of the Debt Management Unit's personnel but has a close working relationship with the Senior Debt Analyst and other Debt Analysts of the Debt Management Unit.

V. BACKGROUND

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

a) MINIMUM EDUCATION

Bachelors Degree in Economics, Finance, or related field of study from an accredited institution.

b) MINIMUM EXPERIENCE

A minimum of 2 years work experience at NIS or any renowned financial institution.