

NATIONAL INSURANCE SCHEME
SENIOR DEBT ANALYST JOB DESCRIPTION

JOB TITLE:	Senior Debt Analyst	AGREED TO BY:
REPORTS TO:	Debt Recovery Manager	_____
DIVISION:	Operations Division	APPROVED BY:
DEPARTMENT:	Debt Management Unit	_____
LEVEL:	7	DATE EFFECTIVE:

DESCRIPTION

I. POSITION SUMMARY

Provides support to the Debt Recovery Manager for Debt Management in carrying out the essential functions of the Debt Management Unit, with particular focus on quantitative responsibilities. Additionally, provides information on the issuance of long-term indebtedness to the Scheme.

II. NATURE OF THE POSITION:

A. CHARACTERISTICS OF THE POSITION:

This position is responsible for gathering and analyzing information pertaining to the employers/ self employed persons in debt to NIS.

The Senior Debt Analyst is also expected to print and analyze debt reports that addresses debt, self employed persons and employers in debt to NIS within particular periods.

The Senior Debt Analyst is also required to assist in the development and implementation of risk management measures, short-term and long-term debt financing strategies and system that can be implemented to improve NIS recovery of debt.

B. SCOPE OF THE DIVISION/DEPARTMENT:

Working closely with staff to ensure that recommended corrective action is appropriate wherever necessary.

Coordinating the activities of Debt Analysts performing successive phases of debt analysis, debt calculation, solution detailing, programme testing and other activities related to debt management of NIS.

III. SKILL REQUIREMENTS

A. TECHNICAL SKILLS

The most important technical skill required in this position include:

- 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 supervises the following persons:

- 4 Debt Analysts.

V. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

Consults with Manager, Debt Recovery to ascertain specific requirements that are to address debt and analyze debt management strategies.

Studies and **interprets** findings from debt reports on a timely basis in order to evaluate and resolve queries and findings.

Participates in due diligence meetings

Evaluates performance of Debt Analysts responsible for the calculation of real debt found in wage book.

Documents the process of employer and self employed persons' debt collection and financing, including the review of legal documents.

V . BACKGROUND

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

MINIMUM EDUCATION

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

MINIMUM EXPERIENCE

A minimum of 3-5 years work experience at NIS or any renowned financial institution.