



SOCIAL SECURITY FUND

E. KARNEY OSBORNE BUILDING

P.O Box 170, LITTLE BAY, MSR 1120, MONTSERRAT, TEL: (664) 491-2567/3667. FAX: (664) 491-6145

WEBSITE: www.socialsecurity.ms, EMAIL: operations@socialsecurity.ms

ADVERTISEMENT FOR THE POST OF OPERATIONS CLERK

PURPOSE OF THE JOB

To assist with the day-to-day administration of the Operations Department, ensuring that the Social Security Fund Regulations are complied with by Employers and Employees including Voluntary Contributors and Self-Employed persons.

KEY RESPONSIBILITIES INCLUDE:

- ❖ To receive registration applications from Employers/Employees
- ❖ To process/issue registration cards verifying data against documents presented for registration cards
- ❖ To assist in the processing of Social Security, Caricom Benefit claims and National Provident Fund to include all relevant reports
- ❖ To assist in maintaining Benefits and Compliance documents and correspondence files.
- ❖ To assist with the extracting of Employee's data from delinquent Employer's payroll records/files, for the collection of contributions process, and enforcement of regulations.
- ❖ To assist in the calculation of rates for Social Security Fund and National Provident Fund and Caricom Benefits.
- ❖ To assist in the typing of departmental correspondence.

DESIRABLE SKILLS:

Suitable candidate:

- ❖ Should be able to work as part of a team
- ❖ Should possess good communication and interpersonal skills
- ❖ Should have a sound knowledge of Microsoft Office

- ❖ Should possess good customer service skills
- ❖ Possess the ability to maintain confidentiality

EDUCATIONAL REQUIREMENTS

- ❖ A minimum of three (3) O' levels of which English and Mathematics are mandatory. Proficiency in conversational Spanish/French would be an asset.

Salary is in the scale S40-34 that is \$28,788 to \$36,504 per annum.

INFORMATION

Applications are to be submitted on or before Friday October 17th, 2025 to:-

**The Director
Social Security Fund
E. Karney Osborne Building
P O Box 1100
Little Bay
Montserrat**

Kindly note that only those persons who are short-listed would be contacted.