



## Retirement Fund Board

### 5 VACANCIES

Applications are invited for the vacant posts of Operations Officer Trainees & Loan Operations Trainees with the Retirement Fund Board

Position	Responsibilities	Qualification & Experience	Remuneration
<b>Operations Officer Trainee - Vava'u</b>	<p>The position is directly responsible to the Chief of Operations through the Officer in Charge (Vava'u Office). The following duties and responsibilities are expected of the Operations Officer Trainee:</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Responsible for welcoming Members over the Front Counter or by telephone</li> <li>• Responsible for initial stages of the loan application processing in ensuring Members understand the loan scheme and application forms is complete.</li> <li>• Responsible for ensuring that Members Identification (ID) Card is completed and distributed on time, ensuring that all Members are issued with an ID Card</li> <li>• Responsible for Loans disbursement at front counter</li> <li>• Assist in Loan File Management</li> <li>• Assist in Members Record Centre</li> <li>• Assist in Member Services Centre.</li> <li>• Responsible for managing relationships with relevant external stakeholders and related parties including</li> </ul>	<ul style="list-style-type: none"> <li>• The minimum qualification for the position is a pass in Form 7 or similar qualification; a higher qualification and/or relevant working experience will be advantageous.</li> <li>• Computer literate, able to work with Microsoft Applications such as MS Words and MS Excel.</li> <li>• It is preferable that applicants are residence of Vava'u.</li> </ul>	<p>The salary scale for the position is Level 8 of the Retirement Fund Board salary structure.</p> <p>The Retirement Fund Board is an Equal Opportunity Employer and offers excellent remuneration packages, career and continual professional development opportunities with an appealing culture.</p>

Position	Responsibilities	Qualification & Experience	Remuneration
	<p>Employer (Ministries), Members and technical services.</p> <ul style="list-style-type: none"> <li>Responsible to act as a team Member, working cooperatively and harmoniously with colleagues and related parties.</li> <li>Any other duties required by the Retirement Fund Board.</li> </ul>		
<p><b>Loans Officer Trainee (x2)</b></p>	<p>The positions are directly responsible to the Chief of Operations through the Loans Manager. The following duties and responsibilities are expected of the Operations Officer Trainee:</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Responsible for initial stages of the loan application processing in ensuring Members understand the loan scheme and application forms is complete.</li> <li>Responsible in ensuring the Members Loan Agreement is accurate and complete at all time.</li> <li>Responsible in ensuring that member loans records are maintained, all correspondence are filed properly and each member file is secure at all times.</li> <li>Responsible for ensuring the Members loan is distributed accurately and completely</li> <li>Responsible for compliant with annual review working procedures and loans statement distribution due process and completeness</li> <li>Responsible for managing relationships with relevant external stakeholders and related parties including Employers (Ministries),</li> </ul>	<ul style="list-style-type: none"> <li>The minimum qualification for the position is a pass in Form 7 or similar qualification; a higher qualification and/or relevant working experience will be advantageous.</li> <li>Computer literate, able to work with Microsoft Applications such as MS Words and MS Excel.</li> </ul>	<p>The salary scale for the position is Level 8 of the Retirement Fund Board salary structure.</p> <p>The Retirement Fund Board is an Equal Opportunity Employer and offers excellent remuneration packages, career and continual professional development opportunities with an appealing culture.</p>

Position	Responsibilities	Qualification & Experience	Remuneration
	<p>Members and technical services.</p> <ul style="list-style-type: none"> <li>• Responsible to act as a team Member, working cooperatively and harmoniously with colleagues and related parties.</li> <li>• Any other duties required by the Retirement Fund Board.</li> </ul>		
<p><b>Operations Officer Trainee (x2)</b></p>	<p>The positions are directly responsible to the Chief of Operations through the Operations Manager. The following duties and responsibilities are expected of the Operations Officer Trainee:</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Responsible for welcoming Members over the Front Counter or by telephone</li> <li>• Responsible for initial stages of the loan application processing in ensuring Members understand the loan scheme and application forms is complete.</li> <li>• Responsible for ensuring that Members Identification (ID) Card is completed and distributed on time.</li> <li>• Responsible for Loans disbursement at front counter</li> <li>• Responsible for the Member Records Centre in ensuring all Registers are up to date, correspondence and authorizations are filed properly and each member file is secure at all times</li> <li>• Responsible for ensuring the completeness of contributions received from Employer.</li> <li>• Assist in Loan File Management</li> <li>• Responsible for managing relationships with relevant</li> </ul>	<ul style="list-style-type: none"> <li>• The minimum qualification for the position is a pass in Form 7 or similar qualification; a higher qualification and/or relevant working experience will be advantageous.</li> <li>• Computer literate, able to work with Microsoft Applications such as MS Words and MS Excel.</li> </ul>	<p>The salary scale for the position is Level 8 of the Retirement Fund Board salary structure.</p> <p>The Retirement Fund Board is an Equal Opportunity Employer and offers excellent remuneration packages, career and continual professional development opportunities with an appealing culture.</p>

Position	Responsibilities	Qualification & Experience	Remuneration
	<p>external stakeholders and related parties including Employer (Ministries), Members and technical services.</p> <ul style="list-style-type: none"> <li>• Responsible to act as a team Member, working cooperatively and harmoniously with colleagues and related parties.</li> <li>• Any other duties required by the Retirement Fund Board.</li> </ul>		

## APPLICATIONS

Written applications should include your:

- Current Curriculum Vitae
- Certified copy of your educational achievements
- Full contact details, including your telephone number, and contact details for at least two referees

All applications are to be addressed to the:

***Chief Executive Officer,  
Retirement Fund Board,  
P.O Box 96,  
NUKU'ALOFA.***

Applications can also be submitted at the Retirement Fund Board Office in Nuku'alofa or the RFB Vava'u Office or via email to [enquiry@rfb.to](mailto:enquiry@rfb.to), to be received by **4:30pm on Friday 19th April, 2024**