

**Open To The Public**  
**Director of Pensions & Treasury Management**

**Pensions & Benefits**  
**Department of Finance**  
**Location – Charlottetown**

**Full-Time Excluded Position**  
**(Commencing Immediately)**

The PEI Department of Finance aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. Reporting to the Deputy Minister, the Director of Pensions & Treasury Management is an senior leadership position, responsible to advise, provide leadership and support to the Deputy Minister and other senior officials in the planning and delivery of provincial public sector pension plans, post-employment benefits, and the Province's treasury management function to enable the Department to meet its mandate, operational objectives, and goals. The Director fosters collaborative relationships with a focus on good governance of pension plans and effective pension administration. This position also provides leadership and oversees all matters pertaining to treasury management, including daily cash management and the long-term borrowing program.

**Duties will include:**

- As delegated Plan Administrator, the Director is responsible for administration of the benefits of Government of PEI's registered defined benefit pension plans, as well as other post-employment benefit plans, including:
  - Ensure information on benefits is provided to plan beneficiaries;
  - Comply with plan documents and applicable legal requirements in the course of administering the pension and post-employment benefit plans;
  - As directed by pension commissions or other appointed governing bodies, and supported by the Minister responsible, lead the development and drafting of legislation and/or plan texts changes related to pension plans;
- Lead, with the support of the Senior Investment Officer and, the planning and delivery of the Province's treasury management functions, including cash management, sinking fund investments, short-term borrowing and long-term borrowing programs;
- The Director is responsible, with support from the Senior Investment Officer and his team, to ensure the pension fund of the PSPP and TPP is administered and invested in accordance with the Statement of Investment Policies and Procedures (SIPP) and the Income Tax Act.
  - Maintain and invest the pension fund in accordance with the SIPP;
  - Oversee and support governance of the pension investments, including:
  - Provide guidance and support to the Joint Investment Advisory Committee on the fulfillment of their duties, including the selection of custodian and fund managers to manage the pension fund, and to ensure that the pension fund is administered and invested in accordance with relevant pension plan documents, applicable pension legislation and the ITA.
  - Monitoring and supervising the fund holder's activities relating to the delegated functions
  - Conduct a regular review of performance measures for investment advisors and fund managers.
  - Monitor fees and expenses paid from the pension fund to make sure that they are reasonable, appropriate and competitive;
- Oversee and provide leadership to ensure the effective and efficient delivery of the programs & services within the Division's portfolio, as well as provide effective human resource management and financial administration of divisional resources, including:
  - Provide leadership, vision, motivation, support and a safe environment conducive to a healthy dedicated staff to maximize outcomes and provide quality services. The Director plans for and ensures a sufficient supply of trained staff and their appropriate utilization;
  - Ensure that the organizational structure of the Director's portfolio is efficient, effective and aligned with achieving the Department of Finance's goals and objectives and that it allows for effective communication and accountability among team members.
- Provide advice, assistance and direct support to senior management in Department of Finance on policy planning, development and evaluation of policy issues relating to pension plans and other post-employment benefit plans such as retirement payments, as well as financial reporting of associated liabilities (e.g. pension liabilities, vacation and sick leave liabilities);
- Other duties as required.

**Minimum Qualifications:**

- Graduate level post secondary education in business administration, public administration or related field;
- A professional accounting or finance designation or membership in law society is an asset;
- Demonstrated equivalencies may be considered;
- Extensive pension and/or benefit administration experience with strong knowledge of accounting, auditing practices, and principles of pension and benefit program delivery;
- Considerable leadership experience or experience supervising staff;
- Strong interpersonal skills and teamwork skills;
- Strong written and oral presentation skills;
- Able to operate within a highly regulated environment and able to motivate employees to be productive in a highly regulated setting;
- Applicants must have a good previous work and attendance record;
- The successful candidate must provide a satisfactory Criminal Records Check prior to beginning employment.

**Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.**

**Salary Range:** \$50.44 - \$63.06 per hour (Level 26 Excluded)  
**Bi-Weekly Hours:** 75.0 hours bi-weekly  
**Posting ID:** 155309-0123FPO  
**Closing Date:** Monday, January 30<sup>th</sup>, 2023 **5:00pm**

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.