TRAF

SENIOR ACTUARY

The Senior Actuary is an experienced contributor within the Actuarial Services group who provides advanced actuarial, pension administration and process and system-related expertise. This role supports the Director, Actuarial Services by assuming responsibility for complex actuarial and administrative matters, cross-functional initiatives and system and process modernization efforts.

Overview

Based in Winnipeg, Manitoba and established in 1925, TRAF administers and manages the pension plan for approximately 40,000 public school teachers and other eligible employees in Manitoba. We collect contributions from members, manage the investments of the pension plan and provide retirement, termination and death benefits to members and their beneficiaries.

TRAF is committed to a diverse, equitable and inclusive workplace. Under *The Accessibility for Manitobans Act*, all applicants may request reasonable accommodation, which will be provided throughout the recruitment process.

Responsibilities

The position functions as a comprehensive resource within Actuarial Services, capable of stepping into a wide range of actuarial, administrative and project-related duties as required, while also playing a key role in the ongoing improvement of pension administration processes and related systems.

- Act as an actuarial subject matter expert for pension administration, providing guidance on complex benefit calculations, plan interpretation, member data integrity, actuarial standards and the application of pension legislation.
- Identify, assess and advance improvements to pension administration and actuarial processes, controls, calculations, data integrity and system configurations to enhance efficiency, consistency, member experience and risk management.
- Provide expertise to pension administration, operations, actuarial and technology functions to ensure process and system solutions are aligned with internal policy, legislation, strategic technology and administration objectives and plan provisions.
- Provide senior-level guidance and actuarial and administrative expertise for user acceptance testing (UAT), implementation planning, and post-implementation validation of pension administration system changes and related tools, ensuring accuracy, compliance and operational reliability.

- Interpret and assess the impact of legislative, regulatory and actuarial standard changes on pension administration processes and systems and recommend practical and compliant implementation approaches.
- Support external actuarial valuations, experience studies and projections, as well as internal actuarial analyses and special projects, including the preparation, review and validation of supporting data and assumptions.
- Support documentation, governance and audit requirements related to pension calculations, actuarial processes and administration systems, including internal reviews and external audits.
- Provide technical mentorship and guidance to actuarial and administrative staff on complex actuarial, pension administration and system matters.

Qualifications

- Post-secondary degree in business, mathematics or actuarial science.
- Actuarial designation (e.g., ASA/ACIA, FSA/FCIA).
- Seven or more years of work experience in pension administration or managing the associated work.
- Experience with pension administration systems and process improvements is a strong asset.
- Strong leadership and judgment and an ability to influence across functional areas.
- Proficient with Microsoft Office, including Word, PowerPoint and Excel. Experience with Visual Basic for Applications and data tools such as PowerQuery and PowerBI is an asset.
- Effective communication skills.
- Ability to perform within a team environment with limited supervision.
- Strong knowledge of pension legislation as it applies to administration.
- Strong analytical, documentation and communication skills.
- Exceptional interpersonal, problem-solving and facilitation skills with an ability to work with all levels of the organization.

Compensation

- A competitive compensation package will be negotiated based on experience and qualifications.

Apply Now

To apply for this position, or for additional information about TRAF and the Senior Actuary role, please contact employment@traf.mb.ca with your cover letter and resume.

We thank all applicants; however, only those under consideration will be contacted.