

JOB DESCRIPTION

REFERENCE NUMBER: AP1177

JOB TITLE: Director: Remuneration and HR Administration
(Permanent position)

LOCATION: North-West University, Potchefstroom Campus

BACKGROUND TO POSITION: To provide strategic leadership and governance for Remuneration and HR Administration across the University by developing and implementing integrated reward and HR administration processes and strategies that support organisational performance, compliance, operational efficiency, and employee value proposition.

The role ensures effective delivery of HR transactional and reward services, drives data integrity and process optimisation, and serves as the University's principal advisor on remuneration, HR administration, and related governance matters

KEY RESPONSIBILITIES:

Strategic Leadership and Alignment

- Develop and oversee the implementation of Remuneration and HR Administration strategies aligned to the University and People Strategy.
- Research, benchmark, consult and agree on best practice policies and processes within Remuneration and HR Administration.
- Provide strategic advice to executive leadership on reward strategy and models and workforce cost optimisation.
- Ensure governance frameworks, policies and practices that promote compliance, efficiency, and service excellence.
- Monitor and report on remuneration trends, system effectiveness, service performance and organisational risks.

Remuneration Management

- Direct the development and implementation of remuneration frameworks, salary structures and grading practices.
- Manage annual salary increase, bonus allocation and promotion cycle processes.
- Conduct impact analysis of remuneration decisions on organisational sustainability and cost management.

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- Ensure remuneration practices are equitable, compliant and aligned to organisational objectives.
- Oversee auditing and governance of remuneration data for accuracy and consistency.

Reward, Recognition and Benefits Management

- Develop and implement strategies, policies and processes for reward, recognition and employee benefits management.
- Oversee benefit programmes including retirement funds, medical aid, risk benefits and related offerings.
- Ensure regular benchmarking to maintain competitive and responsive reward and benefits practices.
- Manage relationships with service providers, brokers and relevant governance structures.
- Ensure compliance with applicable legislation and governance requirements related to benefits.
- Monitor utilisation, cost drivers and effectiveness of reward and benefits programmes and recommend

HR Shared Services and Administration

- Lead the HR shared services and HR Administration function ensuring effective delivery of HR administration from appointment to termination.
- Oversee payroll, employee records, benefits administration and reporting processes.
- Ensure data integrity, accuracy of payroll and compliance with statutory requirements.
- Implement efficient and customer-centric service delivery models.
- Ensure quality, auditability and security of HR data.

Stakeholder Engagement

- Maintain strategic relationships with internal and external stakeholders.
- Represent the University at relevant forums to influence remuneration, HR administration and legislative practices.
- Provide advisory services on remuneration, HR operations and service delivery improvements.

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Management and Leadership Results Areas

- Lead and develop a high-performing Remuneration and HR Administration team.
- Ensure effective workforce planning, performance management and staff development within the portfolio.
- Manage budgets, resources, systems and service delivery standards.
- Ensure effective risk management, governance and reporting within the function.
- Promote a culture of professionalism, accountability, collaboration and continuous improvement.

KEY FUNCTIONAL/TECHNICAL COMPETENCIES:

- Remuneration, Reward and Benefits Management.
- Payroll and HR Administration Management.
- HR Shared Services and Service Delivery Models.
- HRIS and Data Governance.
- Financial and Cost Management.
- Employment Legislation and Compliance.
- Policy Development and Governance.
- HR Analytics and Reporting.
- Strategic Planning and Alignment.

KEY BEHAVIOURAL COMPETENCIES

- Strategic and Systems Thinking.
- Leadership and Accountability.
- Analytical Thinking and Problem Solving.
- Service Excellence and Customer Focus.
- Influencing and Advisory Capability.
- Collaboration and Relationship Building.
- Innovation and Digital Agility.
- Professional Integrity and Ethical Conduct

MINIMUM REQUIREMENTS

- A Master's degree (NQF Level 9) in Human Resource Management, Remuneration or Reward Management, Industrial Psychology, Business Administration, Finance or a closely related discipline.
- A minimum of eight (8) years' experience in HR leadership encompassing remuneration strategy, benefits design, and HR operations/administration in a complex organisation.
- A minimum of three (3) years' experience in Management of remuneration and HR administration function, including job evaluation, payroll oversight, Shared Services administration, and policy development.
- A minimum of five (5) years' experience in Operational HR practice including remuneration benchmarking, benefits administration, and HR systems management.

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Added Advantages

- Experience working in a higher education institution or a similarly complex public-sector environment.
- Accreditation as a Global Remuneration Professional (GRP).
- Membership of the South African Board for People Practices (SABPP) or the South African Reward Association (SARA).

- APPLICATION REQUIREMENTS:**
- A letter of motivation stating clearly how you satisfy the requirements of the position
 - A comprehensive CV
 - Names and full contact details for at least 3 referees
 - Certified copies of matric and degree certificates and Identity Document. Proof of SAQA verification of foreign qualifications, where relevant.
 - Proof of registration with professional bodies

To apply please forward your application quoting reference number **AP1177** to Genevieve Michel c/o carmen1177@talenting.co.za

Incomplete applications will not be considered!

The University subscribes to and applies the principles of Employment Equity (EE) Act and is committed to transformation. Preference will be given to candidates from the designated groups, in accordance with the principles of the EE Act and NWU Employment Equity Plan