

JOB DESCRIPTION

REFERENCE NUMBER: AP 981

JOB TITLE: **Director: Remuneration and Benefits**

LOCATION: Alice, Bisho and East London

BACKGROUND TO POSITION: The incumbent will be responsible for the total reward and benefit programmes of the institution and continuously develop, implement and monitor existing remuneration policies, systems and procedures and make recommendations to management to ensure the institution offers competitive rewards and benefits through active networking in relevant forums and participation in relevant surveys to benchmark best policies and practices to stay abreast of market norms.

To provide strategic management services regarding remuneration retirement, medical aid and risk-benefit funds thereby ensuring competitive benefits that enhance the university's image both internally and externally and align with institutional strategies and objectives.

KEY PERFORMANCE AREAS:

- Review, monitor and implement remuneration policy, philosophy and strategies
- Research and develop annual remuneration increase proposals to the Remuneration Committee and implement approved increases across the Group
- Research and develop annual board and meeting fee increase recommendations and proposals to the Human Resources and Remuneration Committee for non- executive board members
- Ad-hoc benchmarking of remuneration levels as well as incentive schemes
- Implement and manage Executive Short term and Long-Term Incentive schemes for the institution
- Participation in all relevant surveys on behalf of the organisation to obtain relevant comparative market data and benchmarks

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- Annually review and update Salary ranges in line with market rates and benchmark jobs
- Ongoing communication and awareness of Fort Hare Total Reward / Value Proposition
- Job evaluation and job grading of new or changed roles as identified and requested by Business
- Develop and review Remuneration and Employee Benefit Policies and Procedures including Expatriate management and International assignments
- Provide guidance and support to the HR department and line management across the group on all remuneration and benefit matters
- Manage employee benefit programmes through liaison with appointed brokers and/or consultants and ensure all contracts and rates are implemented effectively
 - Institution elected medical aid providers,
 - GAP cover,
 - Pension and provident funds and Bargaining council funds,
 - Employee Assistance programme
 - Group Life and Personal Accident Fund
 - Emergency medical evacuation cover
- Serve on the Main Board of Trustees of the institution retirement fund and/or industry funds
- Manage all administrative matters and payroll processes for executives and head office staff in lifecycle of employment on a monthly basis
- Manage approved disabilities in receipt of income continuation benefits on behalf of the university
- Provide user specifications for HR Management System to align with policy and

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procedure

- Management of retirement funds and insured benefits, medical aid fund strategy and policy and remuneration practices.
- Skills and Knowledge
 - Detailed knowledge and experience of retirement fund administration and management
 - Working knowledge of the Labour Relations Act
 - Basic Conditions of Employment Act; UIF Act; Medical Schemes Act; COID Act; Income Tax Act, Pension Funds Act, Regulation 28
 - Knowledge/sensitivity to International employment law and the differences between countries.
 - Detailed knowledge of formulae and benefits calculations
 - Peromnes Job Evaluation Grading principles
 - Working knowledge of REMChannel and REMmeasure, and Sharepoint will be an advantage
 - Advanced MS Word competency

INHERENT CRITERIA:

Minimum requirements and Qualifications

- Master's Degree in Business, Accounting, Human Resource Management or related.
- Any other relevant degree specializing in remuneration and benefits.
- Minimum of ten years relevant experience of which five years' experience in a similar role at a senior management level

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Professional Registration

- Global Remuneration Professional Certification
- SARA (South Africa Rewards' Association) Professional Designation as Remuneration Specialist preferred

Desired competencies:

- Analysis & Judgment
- Problem-solving
- Assertiveness
- Stress Management
- Excellence orientation
- Ethical behaviour
- Client Focus
- Conflict handling
- Business Acumen
- Financial acumen

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP981** to Genevieve Michel c/o ufh1@talenting.co.za