



DEPARTMENT: HUMAN RESOURCES

RE-ADVERTISEMENT

POST: REMUNERATION AND BENEFITS MANAGER

POST N^o: 3203

PEROMNES POST GRADE 6

JOB DESCRIPTION:

Key performance areas include but are not limited to:

Develop and Implement Total Rewards Strategy, Policies, and Procedures

- Align the Total Rewards strategy with VUT's overall strategic objectives and goals.
- Create comprehensive Total Rewards policies and procedures that cover compensation, benefits, incentives, and recognition programs.
- Implement effective Total Rewards policies and procedures.
- Communicate the Total Rewards strategy and policies to employees at all levels.

Manage Cost of Employment

- Develop and manage the Total Rewards budget to ensure efficient allocation of resources.
- Conduct regular cost-benefit analyses of various Total Rewards components.
- Implement measures to control the cost of employment while maintaining competitiveness.
- Benchmark VUT's Total Rewards offerings against industry standards and competitors.

Manage, Analyse, Report, and Advise on All Remuneration Matters

- Develop and implement remuneration plans that are fair, equitable, and competitive.
- Conduct regular salary surveys to gather market data and ensure competitive compensation.
- Analyse compensation data to identify trends, disparities, and opportunities for improvement.
- Prepare comprehensive reports on remuneration matters for management and stakeholders.
- Provide expert advice on remuneration issues to HR professionals and managers.

Review and Manage Benefit Structures, Salary Structures, Salary Discrepancies, and Study Support

- Regularly review and evaluate the effectiveness of VUT's benefit programs.
- Develop and maintain a fair and equitable salary structure (pay scales).
- Investigate and resolve salary discrepancies to ensure fairness and equity.
- Manage the administration of study support programs for employees.

Establish, Maintain, and Collaborate on the Rewards for Performance and Recognition Scheme. Manage, Control Job Evaluation

- Develop and implement a robust reward for performance scheme.
- Establish and manage recognition programs to acknowledge employee achievements.
- Collaborate with other departments to ensure alignment of performance and recognition programs with organizational goals.
- Conduct regular job evaluations to ensure accurate job classifications and fair compensation.

Manage Staff in the Remuneration and Benefits Section

- Provide leadership and guidance to the Remuneration and Benefits team.
- Set performance expectations, provide feedback, and conduct performance reviews for team members.
- Identify training needs and provide opportunities for professional development.
- Foster a positive and collaborative work environment within the team.

Application Criteria:

Minimum Requirements:

Qualifications: Post-graduate degree in Human Resources Management/Industrial psychology field or Commerce (Accounting) or a related field

Experience: 5 years experience in the HRM field, of which;
3 years experience is in Remuneration or Rewards field

Added advantage

- Certified Global remuneration professional (GRP)
- Registered with SARA as a Reward specialist or above
- Working at management level /Senior specialist

Skills and competencies:

Numerical skills, excellent Excel skills, analysing skills, Total Reward Strategy Development; Advanced Financial Management; Staff costing skills; Remuneration and benefits management skills; Surveying skills; knowledge of and conducting job evaluation; communication and consulting skills; Research skills; Project Management skills; creation, analysis, and evaluation of data; Forward Thinking, conceptual, and detail conscious

Candidates who applied previously will not be automatically considered, and they need to re-submit if they meet the minimum requirements as indicated.

Please complete the application form available on the VUT website

Closing date for applications: 26 September 2024

1. A fully completed prescribed application form which can be obtained from VUT website
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment3@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only.

If you do not hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:
HR Practitioner: Angie Moeti .Tel 016 950 9452

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

