

## Job Specification

Job Title	Remuneration and Benefits Manager
<b>Category</b>	Permanent Position
<b>Division</b>	Corporate Services
<b>Reporting To</b>	Senior Manager: Human Resources
<b>Job Level</b>	Paterson Grade D2
<b>Job Purpose Statement</b>	<p>Responsible for the management of remuneration and benefits policies, practices and procedures for the Dube TradePort Corporation in support of the organisation's strategic and business objectives. This includes developing and implementing reward and benefits policies that will enable the business to attract and retain talented individuals whilst ensuring maximum benefit realisation for the organisation. The role will also be responsible to manage the payroll function for DTPC.</p>
<b>Key Performance Areas</b>	<p><b>Remuneration Policy and Procedures</b></p> <ul style="list-style-type: none"> <li>● Manage the implementation of approved Remuneration Policy and Procedures.</li> <li>● Develop, implement and manage legally compliant remuneration and benefits practices, processes, procedures and systems.</li> <li>● Builds capacity within HR and management team with regard to remuneration and benefits practices, processes and systems.</li> <li>● Ensure consistency in the application of remuneration and benefits policies, practices and systems throughout the organisation.</li> <li>● Provide information and update both management and employees on company benefits, policies and procedures.</li> <li>● Timeous advising on corporate governance related changes and issues to the Senior Manager: Human Resources and Corporate Services Executive.</li> </ul>
	<p><b>Job Evaluation</b></p> <ul style="list-style-type: none"> <li>● Manage implementation of Remuneration Strategy and Job Evaluation Policy and Procedures.</li> <li>● Facilitate and coordinate the job profiling and evaluation process across the organisation to ensure internal and external equity.</li> <li>● Communicate and educate employees regarding Dube TradePort Corporation job evaluation system and practices.</li> <li>● Implement and manage job grading structure.</li> </ul>

	<ul style="list-style-type: none"> <li>● Update and maintain organisational structure and headcount reports.</li> <li>● Ensure Job Evaluation and Grading Committee is in place and runs effectively.</li> </ul>
<b>Payroll and Benefit Management</b>	<ul style="list-style-type: none"> <li>● Manage the payroll function and human resource administration as per the required standards.</li> <li>● Develop and manage effective payroll management procedures and systems.</li> <li>● Manage payroll processes, salary reviews and incentive schemes.</li> <li>● Accountable for integrity of data on the HR information management and payroll system.</li> <li>● Continuous maintenance of the HR information management and payroll system.</li> <li>● Monthly payroll reconciliations and engagement with Finance to ensure accuracy and compliance.</li> <li>● Manage relationships with 3<sup>rd</sup> parties.</li> <li>● Manage the benefits of the organisation.</li> </ul>
<b>Remuneration Analysis and Benchmarking</b>	<ul style="list-style-type: none"> <li>● Undertake benchmarking exercises and assignments in remuneration and benefits practices, job evaluation and annual salary reviews, under the direction of the Senior Manager: HR.</li> <li>● Prepare and submit reports on remuneration and benefits benchmarking exercises, and other assignments as required, under the direction of the Senior Manager: HR.</li> <li>● Research and develop pay structures based on best practices and market data.</li> <li>● Provide an overall view of practices and develop a business case for change where deemed necessary.</li> <li>● Critically analyse remuneration and reward practices and provide comparison with peer organisations in the market.</li> <li>● Maintain effective and efficient relationships with external service providers to improve operating efficiencies.</li> </ul>
<b>Salary Review and Performance Bonus Process</b>	<ul style="list-style-type: none"> <li>● Manage salary review and performance bonus process under the leadership of the Senior Manager: Human Resources.</li> <li>● Recommend salary review and performance bonus guidelines, coordination of the entire process including training, documentation, distribution and consolidation of review spread sheets.</li> </ul>

	<ul style="list-style-type: none"> <li>● Prepare schedules for payroll upload and staff letters.</li> <li>● Prepare reports, statistics, graphs and cost analysis.</li> </ul>
<b>Advice and Operational Support</b>	<ul style="list-style-type: none"> <li>● Provide expert and professional advice on all remuneration related issues.</li> <li>● Support the Senior Manager: Human Resources in preparing submissions to Exco, the Remuneration and HR Committee, and the Board.</li> <li>● Conduct <i>ad-hoc</i> internal and external benchmarking exercises per position as requested by management, under the direction of the Senior Manager: HR.</li> <li>● Communicate changes in legislative policies and facilitating changes applicable to company processes.</li> <li>● Assist divisions with reviewing of job profiles and evaluation thereof.</li> <li>● Manage remuneration projects for the organisation, when required.</li> <li>● Implementation of the HR Strategy.</li> <li>● Train employees on remuneration and benefits related policies.</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>● Manage and motivate staff to achieve maximum performance by training, mentoring &amp; skills development</li> <li>● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously.</li> <li>● Plan for and manage recruitment needs for area of responsibility.</li> <li>● Ensures that the working environment contributes to improving staff morale and increasing productivity.</li> <li>● Provides leadership that demonstrates the values of DTPC.</li> </ul>
<b>Qualifications, Knowledge, Skills and Competencies Required</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Human Resource Management / Finance or related field.</li> <li>● A post graduate qualification in HR or Certification as a remuneration specialist is preferable.</li> <li>● Minimum 5 years experience in the HR field: remuneration and benefits, and payroll management.</li> <li>● Minimum 2 years experience at management level.</li> <li>● Hands-on experience in remuneration function that includes benchmarking, pay design and salary surveys.</li> </ul>

- Experience in presenting remuneration and benefits information to executive management and committees.
- Exposure to remuneration analysis, modelling and benchmarking.
- Experience in job evaluation processes, organisation and job design.
- Knowledge of applicable remuneration legislation and taxation laws.
- Experience in payroll management and HR systems, specifically VIP/Sage.
- Knowledge of corporate governance.
- Advanced MS Office skills, particularly in Excel.
- Presentation skills
- Excellent report writing skills
- Attention to detail
- Excellent numerical ability and analysis skills
- Results-driven
- Ability to work under stress and pressure. Working with tight deadlines
- Honesty and discipline
- Good verbal and written communication skills
- Good planning and organising skills
- Professional excellence
- Innovation and creativity
- Service excellence
- Integrity
- Personal credibility
- Ability to speak isiZulu, will be an advantage.

**Opening Date**

25 August 2019

**Closing Date**

8 September 2019

**Employment Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment and Selection Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers License; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R666,426 – R999,639 Annual Package on a total cost to company basis.

Cellphone allowance of R800 per month.

Non-guaranteed performance bonus.

22 Working days leave per annum.

**Application Forwarding Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)