### shared:Users:Work:Nelson Mandela University:10. Stationery:3. Letterheads:- Print:NMU - Letterhead - print_Header.jpg

DRAFT RECRUITMENT ADVERTISEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | People and Operations | DEPARTMENT | Human Resources |
| CAMPUS | North Campus | GRADE | PL7 |
| POSITION | Remuneration and Benefits Specialist | REF NUMBER (POST CODE) | 7392 |
| UPDATED JOB PROFILE/DESCRIPTION |  | | |
| DATE DRAFT ADVERTISEMENT RECEIVED(2 weeks before expected advertising date) |  | DATE TO ADVERTISE POST(2 weeks) |  |
| CONFIRMATION OF BUDGET |  | OFFICE DETAILS |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (Indicate if the position is permanent OR contract (if contract, specify the relevant contract period) | | | | | | | |
| **PERMANENT**  **(mark adjacent block with X)** | **X** | | **CONTRACT PERIOD**  **(indicate period)** | | |  | |
| (Indicate if the position is full-time OR part-time. IWCs are not included in this template – please contact your HRC for the relevant form.) | | | | | | | |
| **FULL-TIME** | **X** | | **PART-TIME (5/8)** | | |  | |
| (Indicate if the position is to be advertised internally only (NMMU Staff portal)/ externally (NMMU staff portal & printed media as selected below) | | | | | | | |
| **INTERNAL**  **(mark adjacent block with X)** | **X** | | **EXTERNAL**  **(mark adjacent block with X)** | | | **X** | |
| Media to be used for advertising for advertising externally (mark ONE adjacent block with an X) | | | | | | | |
| **MEDIA** | **As per policy** | | | | | | |
| **Disclaimer:**  *In accordance with the HR Recruitment Policy, HR will only pay for* ***full*** *advertisements for post levels P1-5 (and P6 on motivation), and place one-liner advertisements for other post levels. Advertisements will be placed in the EP Herald (post levels 9 – 18) and the Sunday Times Careers (post levels 1 – 8), informing individuals that full advertisements are available on the Nelson Mandela University website.*  *Should faculties/directorates wish to place full ads in the above-mentioned or other media for, it will be for their own account\* (****except*** *for positions on P1-5). In such cases, secretaries need to obtain order numbers and forward these to both HR Consultants and the Branding Section for record purposes.*  *IWCs – Deans/Directors to directly liaise with Branding Section (HR Consultants only to place ads on the web)* | | | | | | | |
| **AGREED DATE TO SHORTLISTING MEETING**  (Within 2 weeks after closing date) | | | |  | | | |
| 1. **HUMAN RESOURCES – full costs**   **(mark adjacent block with X)** | | **X** | | | | | |
| 1. **COMBINATION – partial costs**   **(mark adjacent block with X)** | |  | | | **COST CENTRE** | | **7070** |

|  |
| --- |
| CORE PURPOSE OF JOB |
| The purpose of the role is to support the design of effective remuneration systems and policies for the University, ensure internal pay parity and external competitiveness with industry leaders and other higher education institutions and to integrate the remuneration and benefits strategy with the broader talent management strategy of the University. The role serves to influence and align internal policies and procedures with compliance to legislative requirements. The University is also committed to fairness and equity in its dealings with staff and the remuneration policy must reflect these University values. |

|  |  |  |
| --- | --- | --- |
| KEY PERFORMANCE AREAS | | |
| Manage the implementation of remuneration, benefits and recognition strategies in line with legislation, agreed upon institutional policies and guidelines  Monitor the headcount costs and remuneration budget contingencies. Ensuring that staff costs are within the budget set by Council, and are sustainable over time.  Conduct and/or oversee research, trend analysis and participate in surveys  Prepare and/or present comprehensive and detailed reports to leadership, HR Service Partners and Governance Structures of the university  Developing a specific cost of employment structure that enables the University to attract and retain quality and representative staff in its teaching, research, professional, administrative and service categories; and to do this inter alia with reference to appropriate market rates where these are relevant, and benchmarking specific categories where required  Maintain stakeholder relations by promoting a supportive working relationship with internal stakeholders and external service providers  Coordinate strategic remuneration and benefit projects aligned to the Human Resources strategy and university Strategy  Drive business engineering improvement initiatives  Provide support to the Head of the portfolio when necessary to provide effective leadership and training to the remuneration and benefits coordinators in the department | | |
| **CORE COMPETENCIES** | |
| Knowledge and application of Job profiling and evaluation techniques is advantageous  Thorough knowledge of legislation relevant to HR in South Africa, national and global remuneration and benefits trends  Strong analytical and integrational skills  Sound financial background, including payroll and salary budget systems  Advanced Excel skills  Strong leadership skills  Conceptualising skills  Problem solving skills  Strong written and verbal communications skills  Networking skills  Presentation skills  Project management skills  Ability to work independently | |
| REQUIREMENTS | |
| * Honours or BTech Qualification in Human Resources/Finance related field. * At least 5 years’ experience in HR with at least 3 years in a reward/remuneration and benefits environment. * Experience in Employee Benefits, Pension/Provident Fund and Retirement Benefits Administration will be a distinct advantage. * Experience in leading a team will be advantageous. * Global Remuneration Professional Certificate will be advantageous. | |
| **SCREENING QUESTIONS** | |
| * Have you managed implementation of remuneration, benefits and recognition strategies in line with legislation and organisation’s strategies * Have you conducted / oversee research, trend analysis and participated in surveys * Do you have knowledge and application of job profiling and evaluation systems and techniques. | |
| **SALARY RANGES (Peromnes)** | |
|  | |
| ADDITIONAL INFORMATION e.g. contact person and telephone number, e-mail; etc. **CLOSING DATE FOR APPLICATIONS:** | |
| * Cover letter * Equity targeted groups to be specified on the advert | |
| **SIGNATURE: HEAD OF DEPARTMENT** | **DATE** |
|  |  |
| **SIGNATURE: DEAN/ DIRECTOR/ REGISTRAR** | **DATE** |
|  |  |
| **SIGNATURE: EXECUTIVE DIRECTOR HR** | **DATE** |

|  |  |  |  |
| --- | --- | --- | --- |
| SHORTLISTING/ INTERVIEW MEETING DATES | | | |
| **DATE OF SHORTLISTING**  **(At least 2 proposed date)** | |  | |
| **DATE INTERVIEW**  **(At least 2 proposed date)** |  | **DATE MINUTES SIGNED OFF BY CHAIRPERSON**  **(Within 5 working days after interviews)** |  |
| **EE PROTOCOL APPLICATION** | **YES** | **NO** |  |
| **DATE OF OFFER** |  | **DATE OF APPOINTMENT** |  |
| **REMARKS** | | | |