



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

10 June 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Lead Remuneration and Benefits	Type & Grade	Fixed Term Contract (Grade 13)
Vacancy No	94 of 2019/20	Department & Unit	Human Resources

POSITION OVERVIEW:

The main purpose of the job is to effectively partner with business to design, implement and manage fair reward practices including performance-based pay which is aligned to best practice and compliant with relevant legislation and to develop and maintain required policies and procedures.

RESPONSIBILITIES:

Rewards and Benefits

- Research, design and implement NSFAS Remuneration and Benefits strategy.
- Design and implement compensation packages; appropriate allowances and performance reward programmes that are aligned to key NSFAS strategic outputs.
- Ensure remuneration and benefits comply with all relevant legislation.
- Review NSFAS compensation plans based on employee needs.

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- Ensure competitive compensation plans.
 - Analyse remuneration models to ensure that these are appropriate and aligned with organisational requirements.
 - Conduct cost analysis, financial modelling, impact analysis and provide legally compliant remuneration and benefits options.
 - Assess impact of payroll and tax legislation on the organisation.
 - Provide direction in terms of variable pay frameworks.
 - Administer Retirement and medical aid Plans and Group Life and Disability Policies.
 - Manage overall risk around tax and impact on business as it relates to remuneration and benefits.

Retirement Fund and Group Life Assurance

- Review of the current Retirement funding and GLA model
- Develop and implement effective new retirement funding options
- Facilitate and monitor compliance to all legislative requirements

Stakeholder Relations

- Serve as expert Remuneration & Benefits consultant to managers.
- Manage Remuneration and Benefits service providers.

Benchmarks and Surveys

- Monitor and research remuneration and benefits surveys.
- Complete annual salary surveys.
- Conduct research analysis around modelling, structuring and cost impact.
- Track compensation and benefits benchmarking data.

Risk Management

- Draft and maintain Remuneration and Benefits risk register.
- Mitigate existing Remuneration and Benefits risks as per risk register

Service Unit Management

- Draft and execute Remuneration and Benefits Operations Plan.
 - Drive and monitor service unit performance.
 - Manage individual performance in accordance with HR requirements.
 - Ensure that team members are adequately capacitated to deliver on their required outputs.
 - Manage service unit budget.
 - Manage service unit employee relations in accordance with HR prescripts.
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Honours' degree in Human Resources, Industrial Psychology or Finance or related field.
- At least 10 years' proven experience as a Remuneration and Benefits Specialist or Manager, of which at least 5 years' must be at senior management level
- Sound knowledge of relevant Remuneration and Tax legislation
- Extensive knowledge of performance-based pay models
- Extensive knowledge of Retirement Funds, Group Life Assurance and Medical Aids
- Knowledge of Public Financial Management Act.
- Expert knowledge of payroll practices
- Proficient knowledge of all disciplines related to Fair Compensation and Reward Frameworks
- Expert knowledge of HR Information Systems
- Knowledge of grading systems and their impact on pay
- In depth knowledge of remuneration survey practices and methodologies

Beneficial skills and experience:

- Postgraduate Business Qualification
- Masters' degree
- South African Remuneration Association (SARA) accreditation

Core Competencies:

- Analytical skills
- Communication (verbal and written) skills
- Conflict resolution skills
- Negotiation skills
- Flexible thinking
- Managing resources
- Teamwork and team leadership
- Change management skills
- Client focus
- Diplomatic sensitivity
- Influence
- Confidentiality and trust
- Emotional intelligence
- Resilience
- Service orientation/customer service (appreciation of levels of disadvantage, social awareness)

Computer skills required:

- MS Word – Intermediate
- MS Excel – Intermediate
- MS Power Point – Intermediate
- MS Outlook – Intermediate
- Payroll systems; Peoplesoft; Oracle; SAP or related - Expert
- HR Management Systems – Intermediate
- Data Analytics- Proficient

REMUNERATION & BENEFITS

Remuneration Package:

R 1 005 063 to R 1 183 932 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 24 June 2019

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference.”



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