

## Job Specification & Recruiting Profile of Vacancy

23 May 2025

The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Remuneration and Benefits Specialist	<b>Type &amp; Grade</b>	Permanent, D1
<b>Vacancy No</b>	16 of 2025 /26	<b>Department &amp; Unit</b>	Human Resources

### POSITION OVERVIEW:

To ensure remuneration levels of employees are in line with company as well as market related salary ranges through compilation and analysis of remuneration survey information, reports, maintenance of relevant remuneration records whilst managing rewards, employee benefit schemes in line with remuneration policies, processes and systems.

### RESPONSIBILITIES:

#### Compensation and benefits management

- Designs, develops, implements and manages salary, bonus and benefit packages
- Reviews and administers reward and benefit policies
- Job Specification & Recruiting Profile of Vacancy

- Drafts remuneration and rewards processes and procedures
- Implements signed off remuneration policies, processes and procedures
- Guides the coordination of salaries, pension, relocation packages, life insurance, company cars
- Educates new employees on the cost to company concept – presents scenarios as required
- Salary benchmarking & Market information sourcing
- Collates market data, using national salary surveys
- Collects data and research competitor's remuneration and reward strategies
- Accurately benchmarks each position to the national/industry circle salary survey
- Analyses market data and prepares recommendations for senior management
- Implements recommendations upon approval
- Completes pay analysis across the Group and ensures employees compensation packages presents equality across position levels, duties, experience, race and gender etc.
- Investigates pay anomalies.
- Reports on pay anomalies and provides recommendations

### **Job Evaluation/Grading**

- Implements and manages an approved job grading system
  - Grade jobs using the Paterson Grading point system
  - Formulates the grading outcomes to a job grade matrix – ranking positions from top – down and across functions.
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- Extracts graded tables salary survey data, applies benchmarking formula's
- Process calibration to market grade data per function
- Creates company pay scales
- Completes the pay analysis and comparative reports.
- Aligns remuneration of employees to the approved pay scales
- Ensures that all positions remain market-related and competitive.

#### **Salary review process**

- Prepares analysis and reports for salary reviews and incentive schemes.
- Manages the annual salary and incentive review process.
- Prepares increase and bonus schedules as per policy and business instruction
- Prepares and distributes increase and bonus letters

#### **Compliance to regulatory requirements**

- Interprets new legislation impacting salaries
  - Reviews and improve remuneration policies and procedures
  - Assists with internal and external audits related to payroll
  - Ensures all remuneration information and records are maintained in accordance with statutory requirements Payroll systems
  - Introduces and maintains systems and procedures aimed at ensuring efficiency
  - Provides input into payroll operations and processing.
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- Assists payroll team with various related queries.
  - Works closely with the payroll team in obtaining cross functional remuneration and benefits processes and procedures management.
  - Supervises and co-ordinate activities of team.
  - Oversees the maintenance of current employee data systems.
  - Communicates and updates Time & Attendance labour rules

#### **Additional responsibilities**

- Completes monthly Employee/Employment Equity review & movements
- Completes Annual Employment Equity remuneration reports
- Annual B-BBEE completion - Employment Equity & Management Control
- Continuous support and advisory to the business - professional and strategic
- Participation in various remuneration councils and wage committees

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### **DESIRED SKILLS AND EXPERIENCE**

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#### **Minimum requirements:**

- NQF Level 7 in Human Resources, Finance, or any other relevant qualifications
  - Certification as a payroll practitioner
  - Computer literacy – Intermediate MS Package Suite
  - Project Management certification
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- Driver's License
- At least 6 years' experience in Remuneration and Benefits environment
- 3 years working experience in a supervisory capacity.
- Experience in managing payroll of more than 600+ employees.
- Experience and advanced knowledge of payroll systems.
- Advances experience of payroll principles, practises, and applicable legislation

**Preferred**

- NQF Level 8 in Human Resources, Industrial Psychology
- Certification as a payroll practitioner
- Project Management Experience

**Skill and Competencies:**

- Strategic and visionary
  - Project Management
  - Interpersonal Skills
  - Data Analysis
  - Presentation Skills
  - Goal orientation skills
  - Influential and advocacy
  - Systems and IT Processes
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- Attention to detail.
  - Quality assurance
  - Written and Verbal communication.
  - Reporting
  - Conflict Resolution
  - Negotiations Skills
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## **PLEASE NOTE**

**Closing date:** 08 June 2025

Interested applicants must complete and submit an Employment Application Form available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the following email address: **jobs@nsfas.org.za**

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful. Appointments will be made in line with the NSFAS Employment Equity goals and targets

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