



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### HUMAN RESOURCES

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

#### **MANAGER : REMUNERATION AND BENEFITS (1 Post)**

Ref: 4/2024/BGM/P7

The University is looking for an energetic and knowledgeable individual who will actively support the Human Resources department in overseeing and guiding the remuneration and benefits function. This role involves meticulous creation, analysis, and maintenance of remuneration data ensuring alignment with market standards and adheres to the guidelines set by REMCO. A key responsibility includes managing the institution's total reward and benefits strategy. This entails the continuous development, implementation, reporting and monitoring of remuneration policies, systems, and procedures. The role also demands active engagement in relevant forums and participation in benchmarking surveys to keep the University's rewards and benefits competitive and in line with market standards. He/She will report to the Senior Director: Human Resources, and must meet the requirements and competencies, and be responsible for the following key performance areas below:

### REQUIREMENTS

- Bachelor of Commerce Degree in Business Management/ Financial Management/ Human Resource or equivalent qualification
- Global Remuneration Professional (GRP) certification
- South African Rewards Association (SARA) Professional Designation
- At least five (5) year's experience in a Remuneration function
- Working knowledge of REMChannel will be an advantage
- Detailed understanding of change management strategies, techniques, and programmes
- Computer literacy, with a sound knowledge of Microsoft Office (Word, Excel and PowerPoint)

### COMPETENCIES

- Technical/ professional knowledge and skill
- Possess a strong financial acumen
- Strong leadership qualities and skills appropriate to a management position including the management, development and motivation of both teams and individuals to inspire and secure high performance
- Strongly self-motivated bringing gravitas, credibility, energy, resilience, and commitment
- High level communication skills both oral and written with and ability to act as a representative

of the themed area and University in a wide range of situations, both internally and externally, nationally, and internationally

- Ability to interpret information and to draw sound conclusions.
- Ability to work positively with stakeholders to achieve outcomes and deliver change through people
- Possess a positive 'can do' attitude and approach and ability to work at pace.

## KEY PERFORMANCE AREAS

- Actively support the Senior Director: HR in the achievement of the University's remuneration and benefit strategy
- Conduct comprehensive compensation analyses, including market research on salary trends and economic indicators
- Develop and recommend compensation strategies and structures aligned with best practices and market trends
- Analyse and make recommendations on employee benefits, ensuring they are competitive and benchmarked against relevant market data
- Execute remuneration analysis for new employees, ensuring accurate compensation data alignment
- Manage and maintain the integrity of compensation data, including updates on control sheets and master records
- Conduct statistical analysis comparing employee data with market benchmarks to ensure competitive positioning
- Stay abreast of institutional remuneration policies and legislative requirements, ensuring full compliance
- Compile and submit legislative compensation-related reports and recommendations on compensation and employee benefits
- Plan, monitor, and coordinate team outputs, ensuring adherence to deadlines and quality standards
- Provide guidance, coaching, and training to team members, fostering a collaborative and effective work environment
- Communicate goals and expectations clearly, ensuring team alignment with organizational objectives
- Collaborate with internal stakeholders, HR business partners, and external service providers to gather requirements and deliver optimal solutions
- Regularly report to leadership on progress, plan adherence, and reasons for any deviations
- Address and escalate complex queries and issues, ensuring timely resolution and continuous communication
- Lead special compensation projects, planning and executing within agreed timeframe
- Manage the implementation of salary increases, including the compilation of salary increase letters and schedules
- Drive continuous improvement in remuneration and benefits practices, adapting to changing market conditions and organizational needs
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the line manager

**Closing date: 17 March 2024**

**Applications from Employment Agency will not be considered.**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Ms BG Mbanjwa, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word and PDF format, to

[hr.recruitment5@smu.ac.za](mailto:hr.recruitment5@smu.ac.za)

**The applications may also be posted OR hand delivered to (place in the application box):**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204.**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3071*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

***The university reserves the right to make or not to make an appointment***