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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | COMPENSATION AND BENEFITS MANAGER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a compensation and benefits manager consists of planning, directing, or coordinating compensation and benefits activities and staff of an organization. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to consider the relative costs and benefits of potential actions to chose the most appropriate one.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
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| TASKS: | * Administer, direct, and review employee benefit programs, including the integration of benefit programmes following mergers and acquisitions;
* Analyse compensation policies, government regulations, and prevailing wage rates to develop a competitive compensation plan;
* Design, evaluate and modify benefit policies to ensure that programmes are current, competitive and in compliance with legal requirements;
* Direct preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies;
* Fulfil all reporting requirements of all relevant government rules and regulations;
* Identify and implement benefits to increase the quality of life for employees, by working with brokers and researching benefit issues;
* Manage the design and development of tools to assist employees in benefit selection, and to guide managers through compensation decisions;
* Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labour relations, and employee relations;
* Prepare budgets for personnel operations;
* Prepare detailed job descriptions and classification systems and define job levels and families, in partnership with other managers.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |