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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |