



**UNIVERSITY OF
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

HUMAN RESOURCES DIVISION

MANAGER: REMUNERATION

REFERENCE NUMBER: 2024/04/HR65

GRADE 6

The purpose of this position is to manage and deliver total reward, remuneration management and benefit expertise, structure, and processes to support the overall Remuneration strategy guided by statutory and regulatory requirements.

KEY ACTIVITIES

- Review, recommend and implement requisite changes to the remuneration policy, procedures, and guidelines.
- Support the efficient functioning of the institutional Payroll system.
- Undertake regular benchmarking and surveys to guide the University's strategic remuneration positioning, principles, and procedures.
- Conduct research and coordinate remuneration related projects to ensure delivery of anticipated results timeously and within approved budgets.
- Produce monthly remuneration and benefits reports using data from various HR systems.

MINIMUM REQUIREMENTS

- Honours Degree in Human Resources Management / Business Management / Finance or equivalent qualification.
- Minimum 6 years' experience in a remuneration environment, of which 2 years must be at a supervisory / management level.
- Expert knowledge of remuneration, employee benefits and related practices.
- Knowledge of any HR and Payroll system.

PREFERENCES

- A Master's Degree in Human Resources Management, Business Management, Finance or equivalent qualification would be an added advantage.
- Registration with a relevant professional body i.e. South African Rewards Association (SARA) would be an added advantage.
- Global Remuneration Professional (GRP) accreditation or equivalent would be an added advantage.
- South African Board of Personnel Practitioners (SABPP) registration would be an added advantage.
- Experience in the Higher Education sector would be an added advantage.

OTHER REQUIREMENTS

Knowledge

- MS Office suite
- Theoretical knowledge of legislation related to Remuneration and Compensation Management.
- Salary Benchmarking
- Project Management
- HR Policies and Procedure
- Applicable HR Legislation (Skills Development Act, Skills Levies Act, BCEA, etc.)

Skills

- Communication
- Interpersonal
- Presentation and Facilitation
- Time Management
- Planning and Organising
- Reporting
- Decision making
- Problem Solving

Behaviour / Attributes

- Self-Motivated
- Customer Focused
- Team Player
- Confidentiality

- Attention to Detail
- Punctuality
- Analytical
- Integrity

CLOSING DATE: 28 April 2024

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.