



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Specialist: Remuneration and Benefits		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Consultant: HR Administration and Benefits		
JOB GRADE	C5	Minimum	Midpoint
	CTC	R578 561.00	R680 660.00
NO. OF INCUMBENTS	1		
DIVISION	Corporate Services		
LOCATION	Seda National Office		
MAIN PURPOSE OF THE JOB	To implement remuneration, benefits programme and HR administration strategies, policies, systems and procedures as well as to create organizational competitive advantage (external and internal parity) in the ability to attract and retain talent.		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Implement remuneration, benefit and administration related policies, systems and procedures aligned with corporate services strategic objectives. ❖ Implement Seda benefits programme which include processing of benefits programme claims. ❖ Provide technical expertise and advisory support in areas of payroll and benefits to internal stakeholders. ❖ Implement and maintain an effective and accurate payroll and benefits programme HR system. ❖ Collaborate with internal and external stakeholders to implement value adding benefits for the organization. 		

REQUIRED MINIMUM EDUCATION	<ul style="list-style-type: none"> ❖ Matric (NQF Level 4) plus National Diploma (NQF Level 6) in Human Resources Management/Business Management /Commerce. ❖ Bachelor’s Degree (NQF Level 7) in Human Resources Management/Business Management/Commerce will be an added advantage
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 4 - 6 years’ experience in Employee Compensation, Remuneration and Benefits administration environment. ❖ Experience in VIP will be an added advantage.
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Advisory Service ❖ Communication ❖ Analytical ❖ Business Acumen ❖ Planning & Organizing ❖ Performance Driven ❖ Team Work ❖ Policy Adherence

NB: It is the organization’s intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). **Previously Disadvantaged Individuals are encouraged to APPLY.**

The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful. **Proposed offers will be made from Minimum to Midpoint as advertised.**

- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to recruitment@sepa.org.za

Please state the position you are applying for in the subject line. **Closing Date: 11 April 2024**