

**JOB TITLE** : **HEAD: REMUNERATION AND BENEFITS**  
**REPORTS TO** : **CHIEF HUMAN RESOURCES OFFICER**  
**BUSINESS UNIT** : **HEAD OFFICE - PRETORIA**  
**LOCATION** : **HEAD OFFICE: PRETORIA**  
**POSITION STATUS** : **PERMANENT**  
**POSITION GRADE** : **D5**

## **Purpose of the Job**

The Head: Remuneration and Benefits is responsible for leading and managing the strategic implementation of the Remuneration/Reward and Benefits landscape. To ensure a scalable and sustainable value proposition, aligned with business goals and objectives. This will require expertise in the design and execution of competitive remuneration and reward practices, benefit, wellness offerings and experiences for employees.

## **Job Responsibilities**

### **Strategy Alignment and Implementation**

- Lead the alignment of the functional strategy in line with the overarching the company and cascaded the company business goals
- Ensure effective implementation of the strategy by means of providing direction, structure, frameworks, models, plans and roadmaps
- Oversee and review the functional implementation roadmap to ensure its alignment with the business strategy and HR strategy while considering the changing dynamics of the internal and external ecosystem

### **Operational Delivery**

- Establish, monitor and align the direction and results of the Rewards function, collectively and as individual work areas
- Lead and drive an integrated solution development and problem-solving philosophy across the compensation, \benefits and recognition sub-functions
- Monitor true-value metrics to measure the impact and benefit of the function to the company.
- Drive continuous improvement
- Generate visibility for the true-value contributions of the function within the company HR, and Business Leaders to drive greater service acceptance and adoption
- Based on guidance and direction from the company CHRO drive the automation and digitization of the rewards and recognition suite to enable improved processing efficiencies, analytical capabilities and employee experience, in conjunction with the company's Employee Experience and Rewards vertical
- Provide key advisory and support role to the Business Divisions/Units and Human Resources Business Partners (HRBP's) in the field of Remuneration & Benefits
- Assist in the management of the Incentive Plan and KPI/Scorecard setting process for the organization in close cooperation with the finance function
- Create and / or revise job descriptions/profiles by meeting with business to identify the key job requirements. Conducts preliminary job analysis and evaluation for new and / or revised job descriptions/job profiles using appropriate grading methodologies.
- Conducts audits when necessary to prepare new or update current job descriptions/profiles to reflect the changes in the job roles and verify against benchmark data. Maintains a job title catalogue and posts updated job descriptions in HC Shared folders.

### **Total Rewards Governance**

- Implement and manage the compensation and Benefits reward and recognition framework as per Company's guidelines

- Review and manage the Rewards governance platform in line with the company's policies, across business to drive internal and regulatory compliance, cost target efficiencies, functional performance, technical resolutions and exchange of practices
- Proactive evaluation and reporting of relevant rewards performance (financial and non-financial) metrics to enable timely course correction, programs and initiatives
- Identify and implement actions to ensure internal equity and external competitiveness in terms of reward
- Lead and drive rewards related Executive Committee proposals, papers and Board of Director submissions
- Embed and promote Rewards advisory services based on the company's standards for benefits, compensation, and recognition
- Lead and manage the company REMCO and other compensation related local governance committee presentations
- Monitor business impact of rewards and recognition programs
- Collaborate with HR for ad hoc salary increases and payouts
- Drive adequate risk mitigation and controls and elicit inputs from relevant parties
- Perform evaluation baseline of Service Level Agreements (SLAs) and KPIs
- Drive approval process on new initiatives
- Drive implementation of incentive and recognition schemes
- Responsible for contract management of internal and external service providers
- Provide relevant budget for internal projects
- Prepare proposal on change initiatives SLA, policies and procedures

## **Budgets**

- Develop and manage function's budgets in line with business objectives
- Ensure that the cost of operations is reduced, in line with a least cost operating strategy stemming from the business drivers

## **Reporting**

- Report monthly to the company CHRO relating to progress made within the function and in accordance with the measurement metrics set by the organisation
- Report on an ad hoc basis on specific projects, as required

## **Staff Leadership and Management**

- Build and manage a high performing team by providing leadership, role clarity, training and career development
- Continually develop a culture of strong collaboration and effective team working
- Ensure open communication channels with staff and implement change management interventions where necessary
- Provide definition of roles, responsibilities, individual goals and performance objectives for the team
- Performance manage resources in accordance with HR policy and legislation

## **Qualifications and Experience**

- Post-Graduate degree (specialization in Commerce/Finance/Mathematics/Sciences/Management/Human Resources as appropriate) or Relevant field (NQF 8).
- MBA or Masters / Chartered Accountancy (advantageous)
- Minimum 5 years senior management experience
- Minimum 8 - 10 years' experience in Compensation, Benefits, Recognition, Payroll & Share Administration domain
- Registered member of Rewards professional body (SARA)
- Project Management experience
- Financial / Numeracy experience

## Knowledge and understanding of:

- HR Generalist function
- Performance Management
- Relevant statutes, rules and regulations
- Payroll
- Total Rewards Governance
- Budgets
- Project management (principles, practices, techniques and tools)
- Various research and analysis techniques, and the practical knowledge of application in a diverse and dynamic environment
- Policies, practices, procedures
- Strategy development and implementation
- Quality Management Systems (e.g. ISO standards)

## Skills and attributes

- Measuring and Evaluation, Facilitation, Training needs analysis, Assessment methodology, Counselling skills, Good interpersonal skills, Detail oriented and accurate, Networking skills, Conflict resolution and/or mediation skills, Influencing and Negotiation skills, Verbal and written communication, presentation skills, Conceptualisation and integration skills, Decision making skills, Change management, Analytical Thinking and Research skills, Ability to analyse complex problem situations and design effective remedial solutions.
- Emotional intelligence, Business Acumen, Business Intelligence/ Organisational awareness, Adaptability to change, Learning Agility, Initiative, creativity and Innovation, Critical Thinking, Managing and developing others, Relationship Building, Resilience, Customer and Client Orientation

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@Postbank.co.za](mailto:RecruitmentSN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

## Closing Date

**17 July 2025**

## Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.