

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely 'people-centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Human Capital Services

Post: Remuneration Specialist X2 (Ref HR26 and HR27)

Minimum Requirements:

- NQF Level 8 in Human Resources OR Industrial Psychology OR related field.
- Global Remuneration Professional Certification (GRP).
- Professionally designated as Reward Specialist/Analyst by SARA (Preferred).
- At least 5 to 7 years' experience in Human Resources Environment.
- At least 3 years in Remuneration and Benefits.
- Knowledge of the operations of a university, or organisation with similar needs and constraints, and its environment
- Strong planning, organising and delivering ability.
- Pro-active and innovative problem solver.
- Ability to liaise externally on a professional manner.
- A high level of financial proficiency and discipline.
- Excellent communication and presentation skills.
- Ability to prepare and evaluate conceptual information.
- Advanced knowledge of the interpretation of complex Remuneration data.
- A sound understanding of legislation and processes that govern Remuneration and Benefits.

Summary of Duties:

- Implement and apply the principles of an integrated Total Rewards model for DUT across all remuneration platforms.
- Apply the Total Rewards Strategy and Philosophy throughout remuneration platforms.
- Provide input into the research of Remuneration and benefits policies, plans and market trends.
- Partner with HR business partners to identify and propose total reward solutions to influence employee behaviour, to attract and retain.
- Produce analytical reports with recommendations for Head of Remuneration and Benefits.
- Manage and monitors implementation of remuneration policies, systems and procedures, making recommendations to senior management regarding same.
- Monitor remuneration trends and market surveys.
- Applies the pays scale across all salary changes.
- Collaborate with assigned HCS business areas to ensure appropriate changes to remuneration are captured in the relevant systems.
- Produce reports to support Head of Remuneration and Benefits presentations to the HCS Committee and relevant meetings/committees (Governance Structures).
- Maintain an accurate and up to date database of job evaluation results and validated results.
- Manages job evaluation and profiling process in accordance with policies, procedures, and legal requirements.
- Complete and submit all relevant documentation and input to participate in identified salary surveys to determine prevailing pay rates and benefits.
- Calculates the payment of incentives, rewards, salaries, and wages etc., as well as queries/problem resolution.
- Conduct ad hoc as well as planned benchmarking exercises.
- Compile the annual increase schedule for manager review.
- Update and amend schedules as per management outcomes.
- Prepare and distribute the annual increase letters.
- Advises payroll of salary changes.
- Manage and Administrate employee benefits (Medical Aid, Pension Fund and Group Life Assurance).

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 21 April 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.