



<b>ORGANISATION</b>	<b>Greenpeace Africa</b>
<b>JOB TITLE</b>	<b>Remuneration &amp; Benefits Specialist (3 Year Fixed-Term Contract)</b>
<b>DEPARTMENT</b>	<b>Division of Human Resources</b>
<b>REPORTS TO:</b>	<b>Director HR &amp; Security</b>
<b>DIRECT REPORTS (please specify)</b>	<b>None</b>
<b>LOCATION</b>	<b>Johannesburg, South Africa</b>
<b>WORKING HOURS</b>	<b>9am to 5pm Mon-Fri</b>
<b>EFFECTIVE FROM</b>	<b>ASAP</b>

**Greenpeace Africa is an independent campaigning organisation that acts to change attitudes and behaviour, to protect and conserve the environment and to promote peace with offices in Southern, Western, Central, and Eastern Africa.**

**MAIN PURPOSE OF THE JOB**

The incumbent will be expected to provide Greenpeace Africa with specialist advisory and operational support on remuneration and benefits related matters so as to facilitate and guide effective decision making and planning, including managing projects, systems & data and processing of payroll. The individual will also be required to contribute to the development of Conditions of Service, Staff Benefits and related policies, processes and systems, and to communication, implement same.

- Undertake regular salary and remuneration benchmarking so as to guide the remuneration processes
- Development and maintenance of various remuneration scales
- Manage GPAf-wide administration of all staff benefits (viz All categories of Leave; Leave; Retirement Funds; Group Life Insurance; Death Benefits; Funeral Benefits; Temporary Disabilities; Permanent Disabilities; Medical Aids; Injuries on Duty; Staff Salary Advance; Termination of Service of all categories of staff; etc)
- Develop and maintain a Shared directory which houses all pro forma letters, forms, checklists, procedures, protocols and useful information for reference
- Ensure records and procedures for controlling staff transactions and reporting staff data are adhered to.
- Execute Payroll and benefit payment processes while complying with deadline dates.
- Maintain HR registry by maintaining personnel files and ensuring all documentation is recorded and captured on the HR system
- Ensure that correct information is inputted into HR systems by ensuring that all reports pulled reflect correct data and that databases received from external systems reflect accurately



## MINIMUM REQUIREMENTS

<b>Qualification(s)</b>	A bachelors degree in Human Resources with Five(5) years experience at least three (3) years at a specialist level in a Human Resources environment
<b>Experience</b>	In the absence of a degree Eight (8) years experience in a Human Resources environment five (5) of which should be at a specialist level
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Computer literacy (MS Office &amp; SAGE VIP)</li> <li>• Understanding of African employment tax and related legislation</li> <li>• Gathering data and compiling statistics for reporting purposes</li> <li>• Examining and re-engineering operations and procedures, and implementing new procedures.</li> <li>• Accountancy and payroll processing</li> <li>• Project Management</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and professionally at all levels</li> <li>• Client and customer service focus</li> <li>• Reliability</li> <li>• Initiative</li> <li>• Ability to work independently</li> <li>• Ability to work effectively under pressure</li> </ul>

**All appointments will be in terms of the prevailing Greenpeace Policy. Greenpeace Africa reserves the right not to make an appointment or to stop the process at any stage to headhunt or re-advertise the post to meet its organisational goals. Candidates who do not meet the minimum criteria will not be considered. Kindly note that should you not receive correspondence from us within 20 days from the closing date; please accept that your application has been unsuccessful.**