



# PASSION TO INNOVATE | POWER TO CHANGE

## HR – Compensation & Benefits Expert

### YOUR TASKS AND RESPONSIBILITIES

To manage the company's compensation & benefits systems and processes, provide leadership and administrative guidance with regards to remuneration surveys and all related matters and to manage SAP HR Organisation Management and headcount reporting. In addition, provide Support to local HR BPs.

- Follow external market developments by active involvement in relevant industry networks and by participating in compensation and benefits surveys & benchmarking studies (e.g. by Hay, Mercer, Hewitt)
- Develop and implement a country specific compensation and benefits approach based on the global compensation and benefits philosophy, including communication concept
- Develop and implement local compensation and benefits policies and processes, follow-up of legal context, coordination and communication.
- Govern and coordinate local incentive/ bonus scheme
- Manage projects, e.g. regarding compensation and benefits change and optimization
- Single point of contact for HR//CoE Compensation & Benefits
- Act as focal point for internal audits
- Adjust internal compensation and benefits practices (e.g. salary bands, policies on promotion, merit increase, starting salary etc.) based on market practice/development, benchmark results and business needs
- Advise Country HR organization and line managers in all questions related to compensation and benefits
- Steer harmonization of reward management across all SGs/SCs

### Application Period

1 February 2019 – 8 February 2019

### Reference Code

HRCBE2019

### Division

Country Platform

### Company

Bayer (Pty) Ltd

### Department

Human Resources

### Location

Isando

### Functional Area

Centre of Expertise

### Position Grade

VS1.2

### Employment Type

Permanent

### Work Time

Regular



- Ensure the implementation and application of agreed directives, policies, processes, systems, and programmes throughout all divisions.

#### REMUNERATION

- Be custodian of all remuneration systems.
- Administer/process documentation relating to merit increase for all employees, including Bargaining Unit and issue relevant correspondence to all concerned, namely employees and payroll.
- Administrate and process all remuneration-related documentation, ie promotions, transfers, interim increments, title changes, confirmation of earnings, STI's, exgratia bonuses, maternity leave, etc. and issue relevant correspondence to employee.
- Monitor adherence to Compensation policies and procedures and that correct authorization is obtained.

#### COMPENSATION/BENEFIS SYSTEMS

- Create, manage and maintain SAP HR Organisation Management to ensure correct position titles, reporting structure and cost centre allocation
- Via Org Management relationships, manage classifications and codings for salary surveys, Prokon, Government reporting/Stats SA, etc
- Manage cost centre allocation relating to car lease costs and travel expenses.
- Report quarterly actuals, estimates and budgeted headcount figures to Leverkusen via Prokon.

#### MISCELLANEOUS

- Support organisational changes (Mergers & Acquisitions,etc.) with comparative compensation & benefits frameworks & support payroll changes where necessary
- Update HR Manual in consultation with HRBPs & Head of HR
- Complete required templates for STI's, annual increment review, etc as mandated by CoE.
- Track staff movement, advise all relevant parties of outgoing employees and issue documentation to departing staff member.
- Provide standard reports to relevant parties as required, ie. Service anniversary, retirements

#### WHO YOU ARE

- An equivalent of a university degree in HR, Admin or similar, plus about 5 years Experience in compensation & benefits, HR policy formulation
- Global Remuneration Professional Certificate (GRP)
- Strong numerical skills and demonstrative ability of working with statistical information
- High levels of computer literacy especially with regards to SAP HR & MS Excel
- Experience in a multinational organisation,preferably in FMCG
- Good knowledge of HR processes
- Analytical ability
- Energy & results orientation
- Emotional maturity
- Ability to manage multiple tasks simultaneously with a strong sense of urgency and schedule adherence



- Ability to integrate information from different sources & to anticipate its consequences or impact on each other
- Attention to detail
- Role model for the Bayer LIFE Values, Leadership, Integrity, Flexibility & Efficiency

#### **CONTACT US**

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