1. **Job Identification**

Title: Compensation and Benefit Officer

Supervisors: HR & Corporate Services Manager

1. **Position Summary:**

This role is responsible for ensuring our compensation structures and employee benefits are competitive, compliant, and aligned with the company’s objectives. The ideal candidate will use market data, internal metrics, and best practices to support talent attraction, motivation, and retention while ensuring cost efficiency and legal compliance.

1. **Reporting Relationship**

**HR & Corporate Services Manager**

**Compensation & Benefit officer**

1. **Main Responsibilities:**
2. **Compensation:**
* Design and administer competitive salary structures and incentive programs.
* Conduct regular benchmarking and market analysis to ensure compensation remains competitive.
* Develop and maintain job grading and salary banding frameworks.
* Support the annual salary review and bonus processes.
* Ensure compliance with legal regulations regarding compensation.
* Partner with managers and HRBPs to provide guidance on compensation decisions.
1. **Benefits:**
* Manage employee benefits programs including health insurance, retirement plans, wellness initiatives, and leave policies.
* Evaluate vendors and negotiate benefit contracts to ensure cost-effectiveness.
* Coordinate open enrolment periods and benefit communication to employees.
* Ensure compliance with government regulations (e.g., tax laws, labor laws, social security).
* Handle employee queries and resolve benefit-related issues.
1. **Analytics & Reporting:**
* Develop and maintain compensation and benefits dashboards and reports.
* Analyze compensation data to identify trends and make recommendations for improvement.
* Support HR audits and ensure accurate record-keeping.

**Minimum requirements of the job**

**Formal education and professional qualifications**

* Bachelor’s degree in Human Resources, Business Administration, Finance, or related field.
* Strong knowledge of labor laws and regulatory compliance.
* Proficiency in HRIS systems and Microsoft Excel (pivot tables)
* Analytical mindset with excellent attention to detail.
* Strong communication and interpersonal skills.

**Relevant working experience**

* 1-3 years of experience in compensation and/or benefits management.

**Relevant personal traits**

* Honesty& Integrity;
* Strength from cultural diversity;
* Commitment to each other; and
* Outstanding value to clients and markets.

**Scope of the job**

**Responsibility for staff (direct reports)**

* HR, Finance & Administration
* Other staff

**Responsibility for other resources**

* Confidentially of staff information

**Responsibility for internal and external relations**

**Internal**

* All departmental staff
* Selected staff of other departments.

**External**

* TRA
* Helsb
* WCF
* NSSF
1. **Approval**

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| --- | --- | --- |
|  | **Supervisor** | **Jobholder** |
| **Name**  |  |  |
| **Position** |  |  |
| **Signature** |  |  |
| **Date**  |  |  |