

Reward Professional Designation Framework

| Designation | Criteria | Qualifications | Experience |
|--------------------------|---|----------------------|--|
| Master Reward Specialist | <p>Analyses the business requirements in terms of a total remuneration philosophy, strategy and policy for the company on a Global/ National basis ensuring that the reward strategy integrates with the broader HR value chain and enhances the EVP</p> <p>Approves requests for exceptions to policies</p> <p>Be a leading expert in national and international remuneration trends and practices</p> <p>Ensures that appropriate change management interventions are adopted for implementation of new products, policies, practices, systems and processes</p> <p>Serves on Organisation's Global/ National Remuneration Committee or Governance body; drafts and collates all submissions related to Remcom meetings, required to make submissions and presentations to the executive forum and often to the Remuneration committee</p> <p>Negotiates with internal and external key stakeholders regarding the end-to-end increase and bonus process</p> <p>Positions strategic employee benefit proposals to relevant forums for consultation and approval</p> <p>Designs, obtain approval for LTI and STI schemes with executive forums to align with the broader strategy and implements across a broad employee base</p> <p>Consults with Line HR to ensure correctness of all relevant documentation for RemCo to enable effective decision making</p> <p>Manages the budget for the remuneration division and the team of remuneration specialists (typically globally or in a matrix relationship)</p> <p>Ensures governance over the remuneration function across the company</p> <p>Analyses complex information from multiple sources and develops a proposal to address complex problems</p> <p>Functions at Executive level, reporting to the HR Director / Head of HR for the business; CEO, COO or CFO (or similar)</p> <p>Typically only one person with this designation in a large multi-national corporation</p> | Post graduate degree | <p>12+ years' relevant experience (with GRP Certificate)</p> <p>15+ years' relevant experience (with no GRP Certificate)</p> |

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| Chartered Reward Specialist | <p>Proactively identifies and analyses the needs of the business by conducting research into remuneration trends and best practices</p> <p>Manages two or three remuneration specialists / analysts or the payroll manager</p> <p>Approves requests for exceptions to policies</p> <p>Compiles an increase mandate for approval by Exco, participate in union negotiations and manages the increase process within the business</p> <p>Sound knowledge of Labour legislation, King III and relevant governance codes that influence sphere of job</p> <p>Ensures the total remuneration approach includes sound job evaluation methodology and process</p> <p>Negotiates and agrees with key survey houses on the contractual agreement for survey participation</p> <p>Research and benchmarks best practice in employee benefits. Prepare final recommendations for approval and is policy custodian for benefit policies.</p> <p>Assists with the provision of relevant market information supporting the design of STI and LTI schemes. Conducts training on all schemes to HR, employees and line forums</p> <p>Finalises agenda, source and compile relevant documents for RemCo packs</p> <p>Benchmarks information for the development of paylines and implements market related remuneration structures.</p> <p>Functions at senior management level reporting to the Remuneration Executive / HR Executive, HR Director or similar, CFO, COO or CEO.</p> | B Degree/ 3 year Diploma (equivalent to NQF6) | 8 to 12 years' relevant experience (with GRP Certificate) 10 to 15 years' relevant experience (with no GRP Certificate) |
| Reward Specialist | <p>Develops solutions to identified problems, customising solutions to needs of different business units</p> <p>Compiles an increase mandate for approval by Exco and manage the increase process for specific business units or departments</p> <p>Approves requests for exceptions to policies</p> <p>Conducts job evaluations for all Paterson levels</p> <p>Sound knowledge of Labour legislation, King III and relevant governance codes that influence sphere of job</p> <p>Checks data input before submission, check comparative analysis and communicates findings to business units and develops policies or processes addressing shortcomings in the remuneration framework</p> <p>Answers queries on the relevant STI, LTI and BEE schemes as well as all benefit policies. Conducts training to various HR, employee and line forums.</p> <p>Research and benchmark best practice in employee benefits. Prepare final recommendations for approval by Exco</p> <p>Functions at management level or as a Senior Specialist reporting to the Remuneration Executive / HR Executive / Senior manager: HR, Senior manager: remuneration, Finance manager.</p> | B Degree/ 3 year Diploma (equivalent to NQF6) | 5 to 8 years' relevant experience (with GRP Certificate or MRS accreditation) 8 to 10 years' relevant experience (with no GRP Certificate or MRS accreditation) |

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| Reward Analyst | <p>Under guidance, answers all remuneration policy and process related queries from the business</p> <p>Assists in the compilation of an increase mandate, and union negotiations and participates in the rollout of the increase process to the business</p> <p>Conducts Job Evaluations for Paterson levels A to C</p> <p>Compiles and completes survey source data without assistance from relevant parties in the business, undertakes comparative analysis and communicate findings and present to management committees</p> <p>Research and benchmark best practice in employee benefits</p> <p>Gather and collate initial information for RemCo packs</p> <p>Functions at Specialist level reporting to the Remuneration manager / HR manager / Senior manager: HR or Senior manager: Remuneration.</p> | 3 year Diploma (equivalent to NQF6) | 2 to 5 year's relevant experience (with GRP Certificate or MRS accreditation) |
| Reward Administrator | <p>Collates information, provide administrative support, assist in preparing reports, conduct excel calculations and prepare Powerpoint presentations</p> <p>Responsible for survey matching, data collation and submission and basic analysis of survey reports</p> <p>Provides policy guidance to clients and escalate requests for exceptions to policies</p> <p>Prepares basic dashboards on employee efficiencies</p> <p>Functions as an entry level analyst / administrator / officer</p> | Matric | 1 to 2 years' relevant experience |

Footnote: In line with SARA's Recognition of Prior Learning (RPL) Policy, the Accreditation Committee may decide to waive the qualification requirements in favour of relevant experience.