

Job Description

Position Title: Compensation, Benefits & Rewards Officer

Location: Egypt

Reports to: HR Manager

Supervisory Responsibilities: None

Salary Grade: SG 06

Background:

UTTRCO is a Global Corporation specialized in providing Finance Services, HR Solutions, Vat/Tax Recovery, Compliance and Consultancy Services. UTTRCO is headquartered in Doha-Qatar with over 5 Offices in Middle East, Europe and India.

Our VISION is to enrich people's lives by providing organizations with superior services at competitive prices and to be the premier and preferred provider of innovative Business Process Outsourcing for HR, Accounting and Finance and Tax recovery services.

Our MISSION is to provide the perfect match and solutions for the needs of our clients through long-term client relationship built on experience, insight and team work. In addition, we help our clients to reduce their administrative cost and at the same time providing quality software support.

www.uttrco.com

Job Summary:

Under the supervision of the HR Manager, the Compensation, Benefits and Rewards officer will be responsible for designing, valuating, modifying, overseeing and implementing diversified compensation and benefits programs that are competitive and in compliance with legal requirements.

Specific Responsibilities:

The incumbent will carry out the following functional areas:

- Administer, direct, and review benefit programs, including the integration of benefit programs following mergers and acquisitions;
- Monitor salary structures, balance staffing needs with cost controls.
- Perform job analysis and evaluation and match results with salary grid.
- Ensure that policies, procedures and programs are in alignment with the organizations overall strategic objectives and HR vision.
- Research and make recommendations on retirement and insurance plans.
- Evaluate competitor compensation and benefits packages, creating policies and procedures, monitoring the payroll interface to ensure compliance and data integrity.
- Analyze compensation policies, government regulations, and prevailing wage rates to develop a competitive compensation plan;
- Direct preparation and distribution of written and verbal information to inform employees of benefits, compensation, and personnel policies;
- Fulfill all reporting requirements of all relevant government rules and regulations;
- Manage the design and development of tools to assist employees in benefit selection, and to guide managers through compensation decisions;

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- Contribute to the planning and implementation of capacity building based staff.

Key Working Relationships:

Supervisory: None.

Internal: All staff

External: Clients; Lawyers, HR and Operation Officers within the group

Task Competencies:

- Integrity — Job requires being honest and ethical.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Focus on Quality — Job requires operating with world-wide quality performance standards and best practices.

Position Requirements:

Professional Qualifications:

- Minimum of seven years' work experience in International/Multinational organization.
- Min. 3 years' experience in management/Supervisory role
- Strong ability to read and interpret policies and regulations.
- Fluency in written and spoken English with strong drafting skills.
- Ability to make oral presentations and write clear reports and guidance in English and Arabic.
- Skilled in MS Office Suite, including Word, Excel, Outlook, PowerPoint, and Internet.
- Seek and apply knowledge, information and best practices.

Education:

- Graduate degree in a respective field such as Business Administration, Accounting, Finance, Financial Management;
- HR Management certification preferred
- Significant work experience in a directly related field will be considered in lieu of a graduate degree

Personal Competencies:

- Comfortable working as part of a team and an ability to work with a minimum of supervision and under time and work pressure.
- Demonstrated strengths in financial management with a strong client service focus; able to work with diverse groups of people and team oriented environment
- Capacity to initiate, sustain and deepen relationships with key clients.
- Good interpersonal skills and ability to work smoothly in a multi-cultural environment while building good teamwork spirit.
- High tolerance rate for working under pressure and dealing with diversified cultures and tense situations.
- Strong ability to analyze data, identifies gaps, and makes recommendations.

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- Position requires flexibility and the capacity to deal with ambiguity and change
- Demonstrated strength in clients relationships; diplomatic and able to manage conflicts and to move groups toward consensus
- Demonstrated ability to transfer knowledge and skills formally and informally to diverse audiences;
- Patience and dedication to strengthening clients' organizations and working with clients in a spirit of authentic partnership;

Physical Requirements/Environment:

- Normal conditions of an office environment.
- Position requires flexibility and the capacity to deal with ambiguity and change until regional systems and standards are in place.

Disclaimer:

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

I, the undersigned _____ certify that I have read and understood my Job Description.

Employee	Name	Signature	Date
Supervisor	Name	Signature	Date
CEO or Designate	Name	Signature	Date