AM00800
REMUNERATION ANALYST

Level 9

Reports to (Hierarchical)
Compensation and Benefits Manager – MSF Norway

Reports to (Functional)
Compensation and Benefits Manager – MSF Norway

Job Family
HR & FIN

Main Purpose
Performing a comparative analysis and providing a remuneration report on a defined reference market, as requested by the mission, according to MSF protocols, standards and benchmark procedures in order to provide the mission with an up to date picture of the local remuneration practices

Accountabilities
- Presenting the process of the remuneration study to all coordination teams and when requested, to the national staff, ensuring confidentiality and impartiality at all times.Communicating with various actors on different levels (comparators, mission, HQ, national staff, etc.)
- In collaboration with the mission (HR Co and/or project coordination teams) and the Comp and Ben Manager, selecting the relevant functions to be benchmarked as well as the potential comparators for each study location
- Collecting the necessary information from the mission (org chart, function grid, salary scale, national staff remuneration and benefit policy, etc.) in order to obtain a good understanding of the mission and the context.
- When necessary, interviewing supervisors/staff and relevant people in order to obtain a better understanding of the issues concerning salaries, functions and the reference labour market
- Sending requests, scheduling meetings and conducting interviews with comparators in order to collect the data necessary for the study (org chart, function grid, salary scale, etc.), ensuring consistent and appropriate inclusion of both quantitative and qualitative data and that the required minimum number of comparators are interviewed and data is collected before departure from the field
- Conducting parallel research regarding the local labour market and peer organizations/ employers and obtaining any relevant data including official labour statistics, labour laws and regulations, cost of living indexation rate and period, etc.
- Updating the Comp & Ben Manager regularly on the progress of the study (status with comparators, database and report, etc.) and reporting any problems / difficulties that may arise
- With the direct support of the Comp and Ben Manager, analysing the benchmark data obtained and writing the final HQ as well as the Comparators report according to MSF

Benchmarking Tool Kit model, ensuring that results are properly documented for future reference.

Education

- Minimum Bachelor degree in Economics/Finance or similar studies
- Higher vocational training in Business Administration/MBA

Experience

- Essential, working experience of at least two years in relevant and similar jobs
- Desirable working experience with MSF or other NGOs, in developing countries

Languages

- English essential. French, Spanish or Arabic desirable

Knowledge

- Computer proficiency in MS Excel and Word
- Good analytical skills, at ease with figures and economics data
- Excellent communication and diplomatic skills, including writing skills

Competencies

- People Management and Development **L2**
- Commitment to MSF Principles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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