

Job Title: Total Rewards Manager
Location: Dubai, UAE (GCC Region)
Job Type: Full-time
Department: Human Resources

Job Description:

We are seeking a highly skilled **Total Rewards Manager** to join our HR team in Dubai, UAE. The ideal candidate will have extensive experience in compensation and benefits management, with expertise in the **GCC region** and proficiency in **SAP** systems. The successful candidate will be responsible for developing, implementing, and managing the company's total rewards strategy, ensuring it aligns with organizational goals and regional market trends.

Key Responsibilities:

- **Compensation & Benefits Strategy:** Develop and manage competitive compensation and benefits programs across multiple countries within the GCC region, ensuring alignment with the company's strategic objectives, local laws, and industry standards.
- **SAP Expertise:** Utilize SAP HR modules to manage compensation data, run reports, and ensure accuracy in compensation and benefits processing.
- **Market Analysis:** Conduct regular market surveys and job benchmarking to assess the competitiveness of the company's pay structures and ensure equity within the region.
- **Incentive Programs:** Design and implement incentive, recognition, and bonus programs that drive performance, productivity, and employee engagement.
- **Global & Local Compliance:** Ensure compliance with local labor laws, tax regulations, and company policies within the GCC region.
- **Employee Communication:** Work closely with the HR team and management to communicate compensation and benefits offerings to employees, addressing any concerns and promoting the company's total rewards programs.
- **GRP Certification (Preferred):** Support the development and certification of compensation and benefits programs to align with global best practices, with a focus on obtaining or maintaining **GRP (Global Remuneration Professional)** certification.
- **Reporting & Analysis:** Provide regular reporting and analysis of compensation and benefits metrics to senior leadership, highlighting trends, issues, and opportunities for optimization.
- **Employee Retention:** Leverage total rewards data and employee feedback to drive retention strategies and improve employee satisfaction.

Required Qualifications:

- **Experience:** Minimum of 8 years of experience in total rewards management, with at least 5 years of experience in the GCC region.
- **SAP Expertise:** Strong proficiency with **SAP HR/SuccessFactors** and experience in utilizing SAP for managing compensation and benefits programs.
- **GRP Certification (Preferred): GRP (Global Remuneration Professional)** certification is preferred, or a willingness to pursue certification.
- **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field. A master's degree is a plus.
- **Skills & Knowledge:**
 - In-depth knowledge of compensation and benefits practices in the GCC region.
 - Strong analytical skills with the ability to conduct compensation benchmarking and market analysis.
 - Excellent understanding of local labor laws, tax regulations, and benefits compliance in the GCC.
 - Strong communication skills, with the ability to effectively explain complex compensation and benefits information to employees and senior management.
 - Experience in designing and implementing incentive and performance-based reward programs.
 - Proficiency in Microsoft Excel, PowerPoint, and other HR software.

Preferred Qualifications:

- **Language Skills:** Proficiency in English (Arabic is a plus).
- **Certifications:** Additional certifications in compensation and benefits management or HR are an advantage (e.g., CCP, SHRM-SCP).

Benefits:

- Competitive salary and performance-based incentives
- Comprehensive health and wellness benefits
- Professional development and certification opportunities
- Dynamic work environment in a leading multinational company

Application Process:

Interested candidates are encouraged to submit their resumes along with a cover letter outlining their experience in total rewards management, particularly within the GCC region and their proficiency with SAP systems.