

## Job Description

POSITION DETAILS			
Functional Designation		Department	Data Science & Analytics
Sub Department	Data Science & Analytics	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The Incentive &amp; Scorecard Specialist will be responsible for designing, implementing, and managing incentive programs and performance scorecards to drive employee engagement and business performance. This role involves leveraging data analytics to develop effective incentive structures and performance measurement tools that align with organizational goals.</p>			
Principal Accountabilities			
<ul style="list-style-type: none"> <li>• Design and implement incentive programs to motivate and reward employees.</li> <li>• Ensure incentive programs are fair, transparent, and aligned with business objectives.</li> <li>• Monitor the effectiveness of incentive programs and make adjustments as needed.</li> <li>• Develop and implement performance scorecards to measure key business metrics.</li> <li>• Utilize data analytics to identify performance trends and areas for improvement.</li> <li>• Collaborate with cross-functional teams to ensure scorecards align with business objectives.</li> <li>• Analyze data to support the development of incentive programs and scorecards.</li> <li>• Prepare and present reports on incentive outcomes and performance metrics.</li> <li>• Provide insights and recommendations based on data analysis.</li> <li>• Work closely with HR, finance, and business leaders to align incentive and scorecard strategies.</li> <li>• Communicate plans, progress, and results to stakeholders.</li> <li>• Provide regular updates and reports on program performance.</li> <li>• Stay updated on industry trends and best practices in incentive management and performance measurement.</li> <li>• Implement innovative approaches to enhance program effectiveness.</li> <li>• Continuously improve incentive and scorecard processes and methodologies</li> </ul>			
Desired Profile			
<ul style="list-style-type: none"> <li>○ Bachelor's degree in Business Administration, Data Science, Human Resources, or a related field.</li> <li>○ Proven experience in a role focused on incentive management or performance measurement.</li> <li>○ Strong background in data analysis and program design.</li> <li>○ Expertise in data analysis tools and software (e.g., Excel, SQL, Tableau).</li> <li>○ Excellent project management and organizational skills.</li> <li>○ Strong analytical and problem-solving abilities.</li> <li>○ Effective communication and presentation skills.</li> </ul>			

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- Ability to work collaboratively in a fast-paced environment.