MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 23-Nov-2026

Course Profile Document

Human Resources Management

Compensation, Remuneration and Benefits Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The **Compensation, Remuneration and Benefits Management** programme by Magna Skills is a practical and strategic short course designed for professionals responsible for employee compensation, salary administration, payroll coordination, rewards systems, and staff benefits management within government institutions, NGOs, public enterprises, financial institutions, and the private sector. The course equips participants with modern approaches to designing fair, competitive, compliant, and performance-driven remuneration systems that improve employee satisfaction, retention, productivity, and organisational sustainability.

Over 3 to 4 intensive training days, participants will explore compensation structures, grading systems, benefits administration, salary benchmarking, performance-linked rewards, and compliance with labour and taxation regulations. Through real-world case studies, practical discussions, and African workplace scenarios facilitated by experienced trainers from Magna Skills, delegates will gain practical skills to strengthen workforce motivation, improve compensation decision-making, and align remuneration strategies with organisational goals and financial realities.

Course Outcomes

By the end of this programme, participants will be able to:

1. Understand the principles and frameworks of compensation, remuneration, and employee benefits management.
2. Develop competitive and equitable salary structures aligned with organisational objectives and labour market trends.
3. Design and manage employee benefits programmes that improve staff motivation, retention, and performance.
4. Apply job evaluation, grading, and salary benchmarking techniques for fair compensation administration.
5. Strengthen compliance with labour laws, taxation requirements, and best practices in remuneration and rewards management.

Course Outline / Curriculum

Module 1: Fundamentals of Compensation and Remuneration Management

- Principles and concepts of compensation and total rewards
- Components of salary, allowances, incentives, and employee benefits

Module 2: Job Evaluation, Grading and Salary Structuring

- Job analysis and job evaluation methods
- Developing salary scales, grading systems, and pay structures

Module 3: Employee Benefits and Rewards Administration

- Managing pensions, medical aid, insurance, leave, and non-monetary benefits
- Designing attractive and sustainable employee rewards programmes

Module 4: Performance-Based Compensation and Salary Benchmarking

- Linking compensation to performance management systems
- Conducting salary surveys and market benchmarking exercises

Module 5: Legal Compliance, Payroll Governance and Compensation Strategy

- Labour law compliance, taxation, and payroll governance
- Developing strategic compensation policies and remuneration frameworks

Target Audience

Target Audience

This programme is suitable for professionals responsible for employee compensation, remuneration planning, payroll coordination, benefits administration, and human resource management.

- Compensation and Benefits Officers
- Remuneration and Rewards Managers
- Human Resource Managers and Officers
- Payroll Administrators and Payroll Managers
- Employee Relations Officers
- HR Business Partners
- Talent Management Officers
- Pension and Benefits Administrators
- Finance and Administration Managers
- Labour Relations and Compliance Officers
- Public Service Human Capital Officers
- Organisational Development Practitioners
- Revenue Authority and Government HR Personnel
- NGO and Development Sector HR Professionals
- Senior Administrators responsible for staff welfare
- Officers managing compensation and benefits policies

The programme is specifically designed for professionals working in Ministries, Government Departments, Revenue Authorities, Central Banks, State-Owned Enterprises, NGOs, Financial Institutions, Universities, and private sector organisations responsible for compensation, payroll, remuneration strategy, and employee benefits administration.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Compensation, Remuneration and Benefits Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____