

SKILLS FRAMEWORK FOR HUMAN RESOURCE SKILLS MAP - ASSOCIATE, PERFORMANCE AND REWARDS			
Sector	Human Resource		
Track	Performance and Rewards		
Occupation	Associate		
Job Role	Associate, Performance and Rewards		
Job Role Description	<p>The Associate, Performance and Rewards assists with the administration of performance reviews and compensation and benefits programmes in the organisation. He/She researches on industry compensation and benefits practices and liaises with vendors for benefits programmes suitable for the workforce. He manages routine employee queries relating to performance management systems and compensation and benefits processing. He generates salary and benefits reports, conducts data analyses and presents preliminary findings to senior members of the team.</p> <p>The HR Associate, Performance and Rewards enjoys working in a team environment and interacts proactively with various stakeholders. He is enthusiastic and eager to serve others and can adapt to various forms of technology within his area of work to enhance work quality and meet others' needs more effectively.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Administer performance management programmes	Disseminate information to employees in relation to performance reviews and timelines	In accordance with: • Central Provident Fund Act • Employment Act • Employment of Foreign Manpower Act • Employment of Foreign Manpower (Work Passes) Regulations • Fair Consideration Framework • Industrial Relations Act • Retirement and Re-employment Act • Workman Injury Compensation Act • Workplace Safety and Health Act
		Generate performance management reports ensuring confidentiality of performance review data	
		Respond to employee enquiries relating to performance management system	
	Implement compensation and benefits plan	Document organisation's compensation and benefit policies	
		Consolidate data on industry compensation and benefits practices for review purposes	
		Gather information on employees' job requirements to support job evaluation in reference to Skills Map of the Skills Framework	
		Gather employee feedback on organisation's benefits schemes for review purposes	
		Source for external vendors for memberships and promotions as part of benefits programmes	
		Gather data on employee demographics and risk profiles to support review of benefits programmes	
	Administer employee compensation	Generate monthly payroll reports	
		Generate reports on employer contributions towards employee's retirement savings plan	
		Administer compensation reimbursement based on employee submissions	
		Generate annual salaries report and income tax declaration forms	
		Respond to routine employee queries on matters relating to compensation	
	Administer employee benefits	Collate submitted benefits claims	
		Process benefits claims based on employee submissions	
		Generate benefits claims reports	
		Respond to routine employee queries on matters relating to benefits	
	Prepare performance, rewards and other employee data	Maintain historical and current employee data in HR system	
Identify data availability and data quality challenges to support report generation			
Follow regulatory and ethical guidelines when handling employee data			
Prepare performance and rewards data for analysis			
Process performance, rewards and other employee data reports from HR systems			
Draw inferences from data analysis for further evaluation			
Consolidate outcomes of analysis, highlighting anomalies if any			
Technical Skills & Competencies		Generic Skills & Competencies	
Benefits Management	Level 2	Service Orientation	Basic
Compensation Management	Level 2	Communication	Basic

Skills & Competencies	Data Collection and Preparation	Level 2	Interpersonal Skills	Basic
	Data Management	Level 2	Teamwork	Basic
	Employee Communication Management	Level 2	Digital Literacy	Basic
	Human Resource Analytics and Insights	Level 2		
	Human Resource Practices Implementation	Level 2		
	Human Resource Systems Management	Level 2		
	Job Analysis and Evaluation	Level 2		
	Performance Management	Level 2		
	Skills Framework Adoption	Level 2		
	Stakeholder Engagement and Management	Level 2		
Programme Listing	For a list of Training Programmes available for the Human Resource sector, please visit: www.skillsfuture.sg/skills-framework/hr			