



AVERILE RYDER

GLOBAL REWARD SPECIALISTS PROPRIETARY LIMITED

COMPANY REGISTRATION NO. 2019/029935/07

Established 1999

ARGRS 2022 - GENERAL BENCHMARK POSITIONS

Business Development Professional Job Family	Business Development Functions include: advocacy, call centres, communications, dialogue, events, fund raising, marketing, policy development, external stakeholder and partner relationship development
	Business Development Functions Line Management Careers
	Senior Business Development Functions Line Manager
	Intermediate Business Development Functions Line Manager
	Advancing Processes Business Development Functions Junior Line/Call Centre Manager
	Processes Business Development Functions Supervisor/Team Leader
	Routine Operations Business Development Functions Supervisor/Team Leader
	Basic Operations Business Development Functions Supervisor/Team Leader
	Business Development Functions Professional Careers
	Senior Business Development Functions High Level Specialist
	Intermediate Business Development Functions Specialist
	Advancing Processes Business Development Functions Specialist
	Processes Business Development Functions Specialist (Includes Copywriters, Fund Raisers, Graphic Designers, Social Media Coordinators & CRM Administrators)
	Routine Operations Business Development Functions Assistant
	Basic Operations Business Development Functions Assistant
	Business Development Functions Call Centre/Clients/Events & Member Administration/Logistical & Liaison Support Careers
	Routine Operations Business Development Call-Centre Operator/Clients/Events & Member Administration/Logistical & Liaison Support
	Basic Operations Business Development Call-Centre Operator/Clients/Events & Member Administration/Logistical & Liaison Support
	Basic Operations Business Development Functions Administration & Logistical Support
	Defined Operations Business Development Functions Administration & Logistical Support
Finance/ Grants/ Internal Audit & Associated Support Services Job Family	Grants Administration/Donor Compliance Line Management & Specialist Professional Careers
	Senior Grants Administration/Donor Compliance Line Manager/High-Level Specialist
	Intermediate Grants Administration/Donor Compliance Line Manager/Specialist
	Advancing Processes Grants Administration/Donor Compliance Line Manager/Specialist
	Processes Grants Administration/Donor Compliance Line Manager/Specialist
	Routine Operations Administration/Donor Compliance Administrator/Assistant
	Basic Operations Administration/Donor Compliance Administrator/Assistant
	Finance Compliance/Internal Audit/Regulatory & Risk Line Management & Specialists Professional Careers
	Senior Finance Compliance/Internal Audit & Risk High Level Specialist/Line Manager
	Intermediate Finance Compliance/Internal Audit & Risk Line Manager/Specialist
	Advancing Processes Finance Compliance/Internal Audit & Risk Junior Line Manager/Specialist
	Processes Finance Compliance/Internal Audit Specialist
	Debtors/Creditors Functions Professional Careers
	Advanced Processes Creditors/Debtors Controller/Officer/Supervisor
	Processes Creditors/Debtors Controller/Officer/Supervisor
	Routine Operations Debt Collector/Creditors Clerk/Legal Administrator
	Basic Operations Debt Collector/Creditors Clerk/Legal Administrator
	Payroll Processing & Administration Functions Professional Careers
	Advancing Processes Payroll Administration & Processing
	Processes Payroll Administration & Processing Controller/Officer
Routine Operations Payroll Administration & Employee Benefits Processing Clerk/Support	
Basic Operations Payroll Administration & Processing Clerk/Support	
Organisation/Programs Finance Functions Line Management & Specialists Professional Careers	



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	Senior Organisation/Programs Finance Line Manager/Management Accountant/Officer
	Intermediate Organisation/Programs Finance Line Manager/Management Accountant/Officer
	Advanced Processes Organisation/Programs Finance Junior Line Manager/Management Accountant/Officer
	Processes Organisation/Programs Finance Supervisor/Accounting Officer
	Processes Organisation/Programs Finance Qualified Bookkeeper/Junior Accountant
	Processes Organisation/Programs Finance Unqualified Bookkeeper/Junior Accountant
	Routine Operations Organisation/Programs Finance Clerk/Support
	Basic Operations Organisation/Programs Finance Clerk/Support
	Organisation/Programs Finance & Administration Line Management & Professional Careers
	Senior Organisation/Programs Finance/Administration/Corporate Services Line Manager
	Intermediate Organisation/Programs Finance/Administration & Corporate Services Line Manager
	Advancing Processes Organisation/Programs Finance/Administration & Corporate Services Line Manager/Senior Officer/Specialist
	Processes Organisation/Programs Finance/Administration & Corporate Services Line Manager/Officer/Specialist
	Routine Operations Organisation/Programs Finance/Administration & Corporate Services Assistant
	Basic Operations Organisation/Programs Finance/Administration & Corporate Services Assistant
	Organisation/Programs Business Analyst/Intelligence/Economist & Finance Systems Professional Careers
	Senior Organisation/Programs Business Analyst/Intelligence/Economist & Finance Systems Specialist
	Intermediate Organisation/Programs Business Analyst/Intelligence/Economist & Finance Systems Specialist
	Advancing Processes Organisation/Programs Business Analyst/Intelligence/Economist & Finance Systems Specialist
	Processes Organisation/Programs Business Analyst/Intelligence & Finance Systems Specialist
General Job Families (Contains Benchmark Positions Found in Most Organisations)	Facilities/Building/Complex/Maintenance Line Management & Professional Careers
	Senior Facilities/Buildings Line Manager
	Intermediate Facilities/Buildings Line Manager
	Intermediate Facilities/Buildings Maintenance Services Line Manager
	Advancing Processes Facilities/Buildings/Complex Junior Line Manager/Maintenance Coordinator/Officer
	Processes Facilities/Building/Complex Caretaker/Maintenance Officer/Supervisor/Team Leader
	Routine Operations Facilities/Building/Complex Caretaker/Maintenance Officer/Supervisor/Team Leader
	Basic Operations Facilities/Building/Complex Caretaker/Maintenance Officer/Supervisor/Team Leader
	Routine Operations Facilities/Building/Complex Caretaker/Maintenance Assistant/Handyman/Painter
	Basic Operations Facilities/Building/Complex Caretaker/Maintenance Assistant/Handyman/Painter
	Compliance/Occupational Health & Safety/Regulatory/Security/Sustainability Line Management & Professional Careers
	Senior Occupational Health/Security/Safety/Environment Regulatory & Compliance Line Manager/High Level Specialist
	Intermediate Compliance/Occupation Health & Safety/Regulatory/Sustainability Line Manager/Specialist (Includes Company Secretary)
	Advancing Processes Compliance/Occupation Health & Safety/Regulatory/Sustainability Junior Line Manager/Specialist
	Processes Compliance/Occupation Health & Safety/Regulatory/Sustainability Line Manager/Specialist
	Routine Operations Compliance/Regulatory/Security & Sustainability Coordinator/Assistant
	Basic Operations Compliance/Regulatory/Security & Sustainability Coordinator/Assistant
	Office Administration Line Management & Professional Careers
	Advancing Processes Office Administrator/Coordinator/Junior Line Manager
	Processes Office Administrator/Coordinator/Supervisor
	Routine Operations Office Administrator/Coordinator
	Basic Operations Office Administrator/Coordinator
	Archives/Knowledge & Records Management Line Management & Professional Careers
	Intermediate Archives/Digital Repository/Knowledge/Resource Centre Line Manager/Specialist
	Advancing Processes Archives/Digital Repository/Knowledge/Resource Centre Junior Line Manager/Specialist



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	Processes Archives/Knowledge & Records Management Supervisor/Specialist
	Routine Operations Archives/Knowledge & Records Management Librarian & Support
	Executive/Divisional/Departmental Secretarial & Administration Support
	Executive/C-Suite Assistant
	Personal Assistant to CEO/Other Company Executive
	Divisional/Departmental Secretary to Executives/Managers
	Front Office/Reception/Administration & Internal/External Logistical Support
	Routine Operations Front Office/Reception & Administration Support
	Basic Operations Front Office Receptionist
	Basic Operations Relief/Trainee Receptionist/Logistical & Basic Administration Support
	Routine Operations Type Setter/Junior Desk Top Publisher/Specialised Administration Support
	Basic Operations Administration/Data Clerks
	Defined Operations Administration/Data Clerks
	Defined Operations Cleaner/Gardner/General Assistants & Groundman
	Drivers & Related Coordinating Support
	Vehicle & Motor Bike Driver
	Senior Driver/Coordinator/Supervisor
General Community Social Services/ Outreach Job Family	General Community Social Services/Outreach Line Management Careers
	Senior General Community Social Services/Outreach Line Manager
	Intermediate General Community Social Services/Outreach Line Manager
	Advancing General Processing Community Social Services/Outreach Junior Line Manager
	Principal of an ECD/Child/Youth Education Facility
	Processes General Community Social Services/Outreach Junior Line Manager
	Routine Operations General Community Social Services Centre/Facility/Shelter/Village Housemother/Supervisor/Team Leader
	Basic Operations General Community Social Services Centre/Facility/Shelter/Village Housemother/Supervisor/Team Leader
	General Community Social Services/Outreach Professional Careers
	General Community Social Services/Outreach Professionally Qualified & Registered Social Worker
	General Community Social Services/Outreach Professionally Qualified & Registered Social Auxiliary Worker/Certified Counsellor
	General Basic Operations General Community Social Services/Outreach Specialist (Cook/Hairdresser/Pastor/Masseur Therapist)
	General Community Social Services/Outreach Professionally Qualified ECD/Nursery/Primary/High School Teacher/Certified Counsellor
	Defined Operations General Community Social Services/Outreach Client/Child Carer/Support
	Defined Operations General Community Social Services/Outreach General Assistant (Includes Charity Shop Assistants/Cleaners/Gardeners/Groundsmen/Maintenance & Security Guards, etc.)
	General Community Social Services/Outreach Administration Support
	Processes General Community Social Services/Outreach Administration Support
	Routine Operations General Community Social Services/Outreach Administration Support
	Basic Operations General Community Social Services/Outreach Administration Support
	General Education/ Development & Training Job Family
Senior General Education/Development & Training Line Manager	
Intermediate General Education/Development & Training Line Manager	
Advancing Processes General Education/Development Junior Line Manager/Coordinator	
Processes General Education/Development & Junior Line Manager/Supervisor	
Routine Operations General Education/Development & Training Supervisor/Team Leader	
Basic Operations General Education/Development & Training Supervisor/Team Leader	
General Education/Development & Training Job Family Professional Careers	
Senior General Education/Development & Training High Level Specialist (could also be an internet curriculum development specialist)	
Intermediate General Education/Training/Development Specialist (could also be a management mentor/instructional developer)	
Advancing Processes General Education/Development Specialist (Includes mentors/school/student engagement specialists)	
Advancing Processes General Education/Development & Training Functions Officer/Specialist	



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	Processes General Education/Development & Training Functions Specialist (includes Assessor/Coaches/Mentor/Officer & Learner Support)
	Routine Operations General Education/Development & Training Functional Specialist (Includes Assessor/Coach/Facilitator/Instructor/Mentor & Learner Support)
	Basic Operations General Education/Development & Training Coach/Facilitator/Instructor/Peer Mentor
	Defined Operations General Education/Development & Training Coach/Facilitator/Instructor/Peer Mentor
	General Education/Development & Training Administration/Logistical/Materials Development & Secretarial Support
	Processes General Education/Development & Training Alumni/Learner Administration/Logistical/Materials Development & Secretarial Support
	Routine Operations General Education/Development & Training Alumni/Learner Administration/Logistical/Materials Development & Secretarial Support
	Basic Operations General Education/Development & Training Administration/Logistical/Materials Development & Secretarial Support
	Defined Operations General Education/Development & Training Administration/Logistical & Materials Development Support
General Monitoring/Evaluation & Quality Assurance Functions Job Family	General Monitoring/Evaluation & Quality Assurance Line Management Career
	Senior General Monitoring/Evaluation & Quality Assurance Line Manager
	Intermediate General Monitoring/Evaluation & Quality Assurance Line Manager
	Advanced Processes General Monitoring/Evaluation & Quality Assurance Junior Line Manager
	Processes General Monitoring/Evaluation & Quality Assurance Supervisor/Team Leader
	General Monitoring/Evaluation & Quality Assurance Professional Careers
	Senior Monitoring/Evaluation & Quality Assurance High Level Specialist/Advisor
	Intermediate Monitoring/Evaluation & Quality Assurance Advisor/Specialist
	Advancing Processes Monitoring/Evaluation & Quality Assurance Advisor/Senior Officer/Specialist or Statistician
	Processes Monitoring/Evaluation & Quality Assurance Analyst/Officer/Specialist or Statistician
	Routine Operations Monitoring/Evaluation & Quality Assurance Assistant
	Basic Operations Monitoring/Evaluation & Quality Assurance Assistant/Officer
Defined Operations Monitoring/Evaluation & Quality Assurance Assistant/Data Capturer/Collector	
General Programs Job Family	General Programs Line Management Careers
	General Senior Organisational/Provincial/Regional Programs Lead/Line Manager
	General Intermediate Organisational/Provincial/Regional Programs Line Manager
	General Advanced Processes Programs Junior Line Manager
	General Processes Programs Supervisor/Team Leader
	Routine Operations General Programs Supervisor/Team Leader
	Basic Operations General Programs Supervisor/Team Leader
	General Programs Professional Careers
	Senior General Programs High Level Officer/Specialist
	Intermediate General Programs Officer/Specialist
	Advancing Processes General Programs Administrator/Officer/Specialist
	General Processes Programs Administrator/Officer/Specialist
	General Routine Operations Programs Administrator/Assistant/Support
	Basic Operations General Programs Administration/General Assistant Support
	Defined Operations General Programs Administration/General Assistant/Support
	General Programs Line Management Careers
	General Senior Organisational/Provincial/Regional Programs Lead/Line Manager
	General Intermediate Organisational/Provincial/Regional Programs Line Manager
General Advanced Processes Programs Junior Line Manager	
General Processes Programs Supervisor/Team Leader	



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Human Resources Job Family	Human Resources Line Management & Professional Careers
	Senior Human Resources Business Partner/Line Manager/High Level Specialist
	Intermediate Human Resources Business Partner/Line Manager/Specialist
	Advancing Processes Human Resources Business Partner/Generalist/Junior Line Manager/Officer/Specialist
	Processes Human Resources Business Partner/Generalist/Officer/Specialist/Supervisor/Team Leader
	Routine Operations Human Resource General/Business Partner Support
	Processes Human Resources Assistant/Administration & Other Support
	Routine Operations Human Resources Assistant/Administration & Other Support
	Basic Operations Human Resources Functions Assistant/Administration & Other Support
	Defined Operations Human Resources Functions Assistant/Administration & Other Support
Information Technology Job Family	Information Technology Line Management Careers
	Senior Information Technology Lead/Line Manager
	Intermediate Information Technology Lead/Line Manager
	Advancing Processes Information Technology Junior Line Manager
	Processes Information Technology Team Leader/Supervisor
	Routine Operations Information Technology Team Leader/Supervisor
	Basic Operations Information Technology Team Leader/Supervisor
	Information Technology Professional Careers
	Senior Information Technology High Level Specialist
	Intermediate Information Technology Engineer/Officer/Specialist
	Advancing Processes Information Technology Systems Administrator/Officer/Specialist
	Processes Information Technology Systems Administrator/Officer/Specialist/Technician
	Routine Operations Information Technology Systems Facilitator/Technician
	Basic Operations Information Technology Systems Assistant/Facilitator/Technician
	Defined Operations Information Technology Assistant/Facilitator/Technician
Internships/ Learnships (Covers All Occupational Families with The Exception of Qualified Medical Internship/Lea rnership Roles)	Grade 12s', Undergraduates and Graduates
	Grade 12 Learner with NO Mathematics and Science as subjects
	Grade 12 Learner WITH Mathematics and Science as subjects
	Undergraduate Intern
	Graduate Intern
Legal/Media/ Publications & Research Job Family (Includes Economics, Education, Health, Psychological, Political, Security & Social Research)	Legal/Media/Publications & Research Line Management & Professional Careers
	Senior Legal/Media/Publications & Research Line Manager/High-Level Specialist
	Intermediate Legal/Media/Publications & Research Line Manager/Specialist
	Advancing Processes Legal/Media/Publications & Research Junior Line Manager/Specialist
	Advancing Processes Legal/Media/Publications & Research Community Mobiliser/Liaison Officer
	Processes Legal/Media/Publications & Research Community Mobiliser/Liaison Officer
	Processes Legal/Media/Publications & Research Line Officer/Researchers/Specialist/Supervisor/Team Leader
	Processes Legal/Media/Publications & Research Administration/Field/Secretarial/Telephonic & Logistical Support
	Routine Operations Legal/Media/Publications Desktop Research/Administration/Field & Logistical Support



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	Basic Operations Legal/Media/Publications & Research Administration/Field & Logistical Support
Operations / Supply Chain Job Family	(Includes all or some of the following: contracts/infrastructure/leases/logistics/procurement/policies/procedures/procurement/safety/security/supply chain/vehicle fleet & warehousing and will vary from company to company)
	Operations/Supply Chain Functions Line Management Careers
	Senior Operations/Supply Chain Functions Line Manager
	Intermediate Operations/Supply Chain Functions Line Manager
	Advancing Processes Operations/Supply Chain Functions Junior Line Manager/Coordinator
	Processes Operations/Supply Chain Functions Supervisor/Team Leader
	Routine Operations/Supply Chain Functions Supervisor/Team Leader
	Basic Operations/Supply Chain Functions Coordinator/Supervisor/Team Leader
	Operations/Supply Chain Functions Professional Careers
	Senior Operations/Supply Chain Functions High Level Specialist
	Intermediate Operations/Supply Chain Functions Specialist
	Advancing Processes Fleet/Logistics/Procurement/Stores/Travel Officer/Specialist
	Processes Operations/Supply Chain Functions Officer/Specialist
	Routine Operations/Supply Chain Functions Assistant/Clerk
	Basic Operations/Supply Chain Functions Assistant/Clerk
	Defined Operations/Supply Chain Functions Assistant
	Operations/Supply Chain Functions Administration/Logistical & Secretarial Support
	Processes Operations/Supply Chain Administration/Logistical and Secretarial Support
	Routine Operations/Supply Chain Administration/Logistical and Secretarial Support
	Basic Operations/Supply Chain Administration/Logistical and Secretarial Support
Defined Operations/Supply Chain Clerical/Logistical Support	
Social Housing Job Family	Social Housing Line Management Careers
	Senior Social Housing National/Provincial Lead/Line Manager
	Intermediate Social Housing National/Provincial/Portfolio/Projects Line Manager
	Advancing Processes Leasing/Portfolio/Projects/Property Junior Line Manager
	Processes Portfolio/Projects/Property Supervisor/Team Leader
	Social Housing Professional Careers
	Processes Social Housing Coordination/Liaison & Specialist Support
	Routine Operations Social Housing Coordination/Liaison & Specialist Support
	Basic Operations Social Housing Coordination/Liaison & Specialist Support
	Processes Social Housing Administrator
Routine Operations Social Housing Administrator	
Basic Operations Social Housing Administrator	