



*Training Course:
Job Evaluation & Analysis (Certified Job Analyst)*

*1 - 5 February 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Job Evaluation & Analysis (Certified Job Analyst)

Training Course code: HR3013 From: 1 - 5 February 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

This specialized program, designed by Global Horizon Training Center, provides a structured and practical approach to mastering [job analysis](#) and [job evaluation](#) as critical components of modern Human Resource Management.

In increasingly competitive labor markets, organizations must ensure that their pay and grading structures are equitable, transparent, and aligned with both organizational strategy and employee expectations. This program equips participants with the methodologies required to systematically analyze roles, evaluate job worth, and design compensation frameworks that support performance, motivation, and retention.

Participants will explore a range of analytical and non-analytical job evaluation techniques, develop job profiles, and learn how to translate evaluation outcomes into effective pay structures. The program also addresses the strategic dimension of compensation, enabling participants to advise senior management on reward systems that balance cost control with talent attraction and retention.

Objectives

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

- Understand the principles and techniques of job analysis and job evaluation
- Identify and apply the stages of a job analysis and evaluation project
- Conduct job analysis using multiple methodologies and tools
- Apply job evaluation techniques to assess the relative value of roles
- Design and develop effective pay and grading structures
- Align compensation systems with organizational culture and strategy
- Evaluate and implement different compensation approaches including performance-related pay
- Provide strategic recommendations on compensation and grading to senior management

Target Audience

- HR Managers and Compensation & Benefits Specialists
- Organizational Development Professionals
- HR Analysts and Job Evaluation Specialists
- Talent Management and Reward Professionals
- Line Managers involved in workforce structuring and grading
- Professionals responsible for salary structures and job design

Outlines

Day 1: Introduction to Job Analysis and Job Evaluation

- Overview of job analysis and evaluation concepts
- The corporate and HR context
- Roles and responsibilities of HR and line management
- Importance of job analysis and evaluation in organizations
- Introduction to behavioral competencies
- Link between job evaluation and reward management
- Change management considerations

Day 2: Job Analysis Techniques

- Definition and scope of job analysis
- Comparative analysis of job analysis methods
- Designing job profiles and documentation
- Identifying benchmark jobs
- Role of the job analyst
- Data collection, recording, and analysis techniques
- Conducting job analysis interviews
- Completing job profile documentation

Day 3: Job Evaluation Methods and Schemes

- Definition and purpose of job evaluation
- Analytical vs. non-analytical evaluation methods
- Points rating and factor comparison methods
- Job ranking and classification systems
- Internal benchmarking and job matching
- Evaluating the effectiveness of job evaluation schemes

Day 4: Implementation and Operational Framework

- Integration of job analysis and job evaluation
- Designing grading structures
- Implementation strategies full vs. phased approach
- Communication of evaluation outcomes
- Managing employee appeals and re-grading processes
- Operational guidelines and governance

Day 5: Linking Job Evaluation to Employee Motivation and Reward

- The role of compensation in employee motivation
- Equity theory: procedural and distributive justice
- Merit-based and incremental pay systems
- Pay progression models
- Training and selection of job analysts
- Maintaining and updating job evaluation systems
- Measuring success and continuous improvement
- Personal action planning

Registration form on the Training Course: Job Evaluation & Analysis (Certified Job Analyst)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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