

Escala Salarial Personal Service Contracts (SC)

Año 2017 – Ajuste Aplicado 3.2%

Resumen:

Service Bands	Min	Q1	Mid	Q3	Max
SB-5	\$4,371,666	\$5,706,335	\$6,206,891	\$6,457,169	\$7,500,467
SB-4	\$2,627,045	\$3,429,082	\$3,729,879	\$3,880,277	\$4,507,221
SB-3	\$1,223,766	\$1,838,779	\$2,000,076	\$2,080,724	\$2,708,504
SB-2	\$735,392	\$959,907	\$1,044,110	\$1,086,211	\$1,261,712
SB-1	\$441,916	\$576,833	\$627,432	\$652,732	\$758,195

Detallado:

Contribution Value	SC Level	Service Bands	Min	Q1	Mid	Q3	Max
Substantive Innovation	SC-11	SB-5	\$5,639,449	\$6,428,971	\$6,992,916	\$7,274,889	\$7,500,467
Adaptative Delivery	SC-10	SB-5	\$4,371,666	\$4,983,699	\$5,420,865	\$5,639,449	\$5,814,315
Analytical	SC-9	SB-4	\$3,388,888	\$3,863,332	\$4,202,221	\$4,371,666	\$4,507,221
Basic Conceptual Comprehension	SC-8	SB-4	\$2,627,045	\$2,994,831	\$3,257,536	\$3,388,888	\$3,493,970
Integrated Service Execution	SC-7	SB-3	\$2,036,469	\$2,321,575	\$2,525,222	\$2,627,045	\$2,708,504
Comprehensive Process Support	SC-6	SB-3	\$1,578,658	\$1,799,670	\$1,957,536	\$2,036,469	\$2,099,615
Specialized Process Support	SC-5	SB-3	\$1,223,766	\$1,395,093	\$1,517,470	\$1,578,658	\$1,627,609
Basic Process Support	SC-4	SB-2	\$948,656	\$1,081,468	\$1,176,333	\$1,223,766	\$1,261,712
Repetitive Support	SC-3	SB-2	\$735,392	\$838,347	\$911,886	\$948,656	\$978,072
Mechanical Operations	SC-2	SB-1	\$570,071	\$649,881	\$706,889	\$735,392	\$758,195
Physical Operations	SC-1	SB-1	\$344,188	\$503,784	\$547,976	\$570,071	\$587,748

Contribution Value	SC Levels	Service Bands	Service Bands
Substantive Innovation	SC-11	SB-5	Fifth range: SC10-11 representing work of a conceptual, analytical and advisory nature at the higher professional level related to development, humanitarian and emergency project work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include a postgraduate degree and relevant experience commensurate with the job.
Adaptive Delivery	SC-10		
Analytical	SC-9	SB-4	Fourth range: SC8-9 representing work of an analytical nature requiring basic conceptual comprehension; this work requires appropriate educational background and relevant work experience.
Basic Conceptual Comprehension	SC-8		
Integrated Service Execution	SC-7	SB-3	Third range: SC5-7 representing work of a specialized and comprehensive support nature progressing to integrated execution at the higher level; this work requires appropriate educational background and relevant work experience.
Comprehensive Process Support	SC-6		
Specialized Process Support	SC-5		
Basic Process Support	SC-4	SB-2	Second range: SC3-4, representing work of a more basic processing support nature covering clerical, secretarial, certain technical functions; this work requires appropriate educational background and relevant work experience.
Repetitive Support	SC-3		
Mechanical Operations	SC-2	SB-1	First range: SC1-2, representing work in the custodial, maintenance, security, driving and messenger areas; this would be considered mechanical and physical operations.
Physical Operations	SC-1		

Annex: Service Contract Service Bands samples services areas and TOR description.

1. Development Project Management¹

Contribution Value	SC Level	Sample Service area	Thumbnail TOR description
Substantive Innovation	SC-11	Senior Project Officer	Innovate development programme in a major sector of activity. Design project portfolios and promote organization's capacity as a reliable partner with national counterparts. Ensure coordination of sectoral activities with broader country programme. Advocate on behalf of organization's goals.
Adaptive Delivery	SC-10	Project Officer	Design sectoral programme initiatives to support broader country programme goals. Assess project proposals for relevance and coherence. Organize project execution consistent with programme objectives engaging national counterparts and building reputation for quality design and reliable delivery.
Analytical	SC-9	Project Officer	Assess project proposals for quality and consistency. Identify project delivery issues and ensure effective coordination of project resources. Work closely with national counterparts to build cooperative relationships and establish the organization as an effective partner.
Basic Conceptual Comprehension	SC-8	Assistant Project Officer	Review project components, develop project resource profiles and timelines. Assess delivery issues and works with national counterparts to build common understanding and coordination on project activities.
Integrated Service Execution	SC-7	Sr. Project Programme Assistant	Oversee support activities in project implementation including procurement, recruitment and operations logistics. Assess support requirements against project objectives and operating environment.
Comprehensive Process Support	SC-6	Project Programme Assistant	Prepare project financial statements and manage project budgets, monitoring expenditures against established allocations
Specialized Process Support	SC-5	Project Sr. Programme Clerk	Organize statistical data on project implementation which supports transparent management of project resources. Support procurement and recruitment related project activities
Basic Process Support	SC-4		
Repetitive Support	SC-3		
Mechanical Operations	SC-2		
Physical Operations	SC-1		

¹ Please note that TORs below the SC5 level have been left blank intentionally as specialized functions in Development Project Management are not found at these levels.

2. Information Technology²

Contribution Value	SC Level	Sample Service area.	Thumbnail TOR description
Substantive Innovation	SC-11	Project Chief, IT Services	Organize provision of integrated services covering system, hardware and software. Develop and sustain performance standards aligned with business cycles
Adaptive Delivery	SC-10	Project IT Operations Specialist	Oversee system integrity and operation, ensuring continual secure and stable operating environment. Promote accessibility and utility to user community
Analytical	SC-9	Project Systems Analyst/Developer	Advise on system configuration to promote optimal use by individual users. Review current operations identifying areas where improved performance is needed.
Basic Conceptual Comprehension	SC-8	Project Systems/Analyst - Programmer	Analyze basic system design requirements, Write programme code and validate system functionality from development through production stage. Assess system performance against design specifications
Integrated Service Execution	SC-7	Project Webmaster	Oversee development and maintenance of web services and web platform. Advise on development of web portals for delivering information.
Comprehensive Process Support	SC-6	Project OTC	Ensure operational services of network/hardware/software and advise users on basic access issues.
Specialized Process Support	SC-5	Project Help Desk Asst	Provide specific assistance with respect to network and software questions. Maintain overview of overall system performance
Basic Process Support	SC-4		
Repetitive Support	SC-3		
Mechanical Operations	SC-2		
Physical Operations	SC-1		

² Please note that TORs below the SC5 level have been left blank intentionally as specialized functions in Information Technology are not found at these levels.

3. General Administration

Contribution Value	SC Level	Sample Service area	Thumbnail TOR description
Substantive Innovation	SC-11	Project Building Manager	Oversee management of premises including contracted services, office supplies and procurement, layout and maintenance
Adaptive Delivery	SC-10	Project Admin. Services Specialist	Advise on delivery of specialized administrative support related to procurement and or supply including service contracting and insurance related to office operations
Analytical	SC-9	Project Admin. Services Officer	Analyze administrative service needs to support specific business operations encompassing travel, transport, supply and/or communication
Basic Conceptual Comprehension	SC-8	Project Admin. Services Officer	Compile/analyze data on admin services performance against organization need. Organize reporting systems on admin services delivery. Provide support in analysis of major service delivery programmes.
Integrated Service Execution	SC-7	Project Sr. Admin. Assistant	Supervise provision of general administrative services. Oversee quality of service delivery related to timeliness and relevance to business needs. Advise management on service process adaptation and evolution
Comprehensive Process Support	SC-6	Project Admin. Assistant	Provide specialized process delivery in a specific administrative service, ensuring consistency and timeliness of delivery
Specialized Process Support	SC-5	Project Sr. Admin. Clerk	Review specific service needs against established procedures, process requests for servicing, anticipating timing and delivery issues
Basic Process Support	SC-4	Project Admin. Clerk	Review service needs in a relatively simple operational or procedural environment. Ensure consistency in delivery against established service standards
Repetitive Support	SC-3	Project Sr. Driver	Provide chauffeur services at the representational level including knowledge of travel, customs and protocol issues
Mechanical Operations	SC-2	Project Driver	Provide chauffeur services
Physical Operations	SC-1	Project Messenger	Support internal communications through movement and storage of documents, files and correspondence. Delivery hard copy documentation outside of the organization

4. Human Resources³

Contribution Value	SC Level	Sample Service Area	Thumbnail description
Substantive Innovation	SC-11	Project HR Advisor	Manage service delivery platform or major policy component of HR Programme. Integration of use of technology with timely, appropriate service focus. Concentration on quality/responsiveness
Adaptive Delivery	SC-10	Project HR Specialist	Provide refined HR advice/service in provision of substantive support to business process
Analytical	SC-9	Project HR Services Analyst	Provide dedicated HR Services in the areas of recruitment, entitlement administration or learning and development
Basic Conceptual Comprehension	SC-8	Project HR Services Analyst	Support provision of HR Services through managing ERP datasets, analyzing service requests against existing policies, organizing data on workforce trends and service delivery performance
Integrated Service Execution	SC-7	Project Sr. HR Services Assistant	Organization of integrated process delivery, optimizing use of technology, ensuring relevance and optimal utility to user community
Comprehensive Process Support	SC-6	Project HR Services Assistant	Provision of specialized process services in entitlement mgmt and contracting, promoting consistency and responsiveness to client community
Specialized Process Support	SC-5	Project HR Clerk	Processing of entitlement/recruitment needs for client community with focus on timely response
Basic Process Support	SC-4		
Repetitive Support	SC-3		
Mechanical Operations	SC-2		
Physical Operations	SC-1		

³ Please note that while service contracts serving in the area of Human Resources in UNDP projects do not typically exceed the SC-9 level, TORs at the SC-10 and SC-11 levels are included to allow for matching to those levels of responsibility in the external labour market if they exist. This allows for additional external data points to inform the establishment and maintenance of the SB-5 pay ranges. TORs below the SC5 level have been left blank intentionally as specialized functions in Human Resources are not found at these levels.

5. Finance and Accounting⁴

Contribution Value	SC Level	Sample Service Area	Thumbnail TOR description
Substantive Innovation	SC-11	Project Accounting /Financial Specialist	Advise on accounting systems and policies to promote optimal and soundest use of financial resources, advise business units on financial management and promote awareness of financial management dimensions to business activities
Adaptive Delivery	SC-10	Project Sr. Accountant	Provide specific accounting services to support business development and execution. Ensure timely adaptive services in sync with business needs. Advise managers on specific issues related to sound accounting principles
Analytical	SC-9	Project Accountant	Analyze specific accounting issues related to business development and execution. Propose accounting services and processes to support sound financial management and responsive servicing
Basic Conceptual Comprehension	SC-8	Project Jr. Accountant	Organize information on performance of accounting systems, monitor performance of accounting functions and provide oversight on delivery of accounting services.
Integrated Service Execution	SC-7	Project Sr. Accounts Assistant	Oversee management of accounting information systems, validate system integrity and ensure timely production of reports and accounting information.
Comprehensive Process Support	SC-6	Project Accounts Asst	Prepare periodic financial reports, reconcile accounting information.
Specialized Process Support	SC-5	Project Sr. Accounting Clerk	Validate complex accounting transactions, ensure timely provision of services consistent with accounting procedures.
Basic Process Support	SC-4	Project Bookkeeper	Examine basic accounting transactions, ensure appropriate posting of accounting information.
Repetitive Support	SC-3		
Mechanical Operations	SC-2		
Physical Operations	SC-1		

⁴ Please note that TORs below the SC4 level have been left blank intentionally as specialized functions in Finance and Accounting are not found at these levels.

6. Team Assistants/Secretaries⁵

Contribution Value	SC Level	Sample Service area	Thumbnail TOR description
Substantive Innovation	SC-11		
Adaptive Delivery	SC-10		
Analytical	SC-9		
Basic Conceptual Comprehension	SC-8		
Integrated Service Execution	SC-7		
Comprehensive Process Support	SC-6	Project Executive Assistant	Provide confidential secretarial and administrative assistance at the representational and/or highest executive level. Communicate executive decisions and directions
Specialized Process Support	SC-5	Project Sr. Secretary	Provide secretarial and communication support to a large business unit, facilitating integration of communication and business activity with other units of the organization
Basic Process Support	SC-4	Project Secretary	Provide basic secretarial support to a small business service including text processing and information management
Repetitive Support	SC-3	Project Clerk-Typist	Manage information in both hard copy and electronic format. Facilitate distribution and retrieval of business information
Mechanical Operations	SC-2		
Physical Operations	SC-1		

⁵ Please note that TORs above the SC6 level and below the SC3 level have been left blank intentionally as specialized functions for Team Assistants/Secretaries are not found at these levels.