



STCU AC Meeting

**30th September -
1st October 2008, Brussels**

STCU Salary Survey & review



- **5 Major salary survey benchmarks used:-**
- E&Y Non Profit Organisations
- E&Y Private Sector Organisations
- EC Delegation, Kiev
- British Embassy as part of a 10 Embassy/NGO benchmark survey
- Ancor Survey.

- Last STCU Salary & Remuneration Policy approved by GB in December 2003 & Implemented 01/01/2004



- **Current Problems:-**
- Job Classifications band widths (Min/Max Salary levels) out of date.
- Some job classifications / descriptions have changed over time - to be reviewed.
- Review areas where turnover is highest (Accounting, IT, Admin).
- Review salaries of staff positions / most crucial to STCU (i.e:- IT, Accounting).



- **STCU Secretariat reviewed each position, classification, band width, salary level to market comparison and made the following recommendations:-**
- Support Staff salary levels are currently satisfactory.
- Administrative and secretarial new revised minimum entry starting salary level will be US\$600
- Executive assistants will start at US\$750
- Specialist minimum starting level will be US\$825 (This effects 5 staff)
- Senior Specialist band width is increased and will be \$1000->\$2000
- Deputy CFO bandwidth maximum level is increased to \$2600
- SS Project Accountants bandwidth increased to \$1250 -> \$2000
- IT staff salaries and band widths are all revised.
- IT Entry level will be \$825. (as per specialist minima)



- Special increases due to salary survey market forces are recommended to:-
- SS / Systems Administrator
- S / Webmaster / Database Administrator (Dual role)
- SS / Regional (Kharkiv) Officer

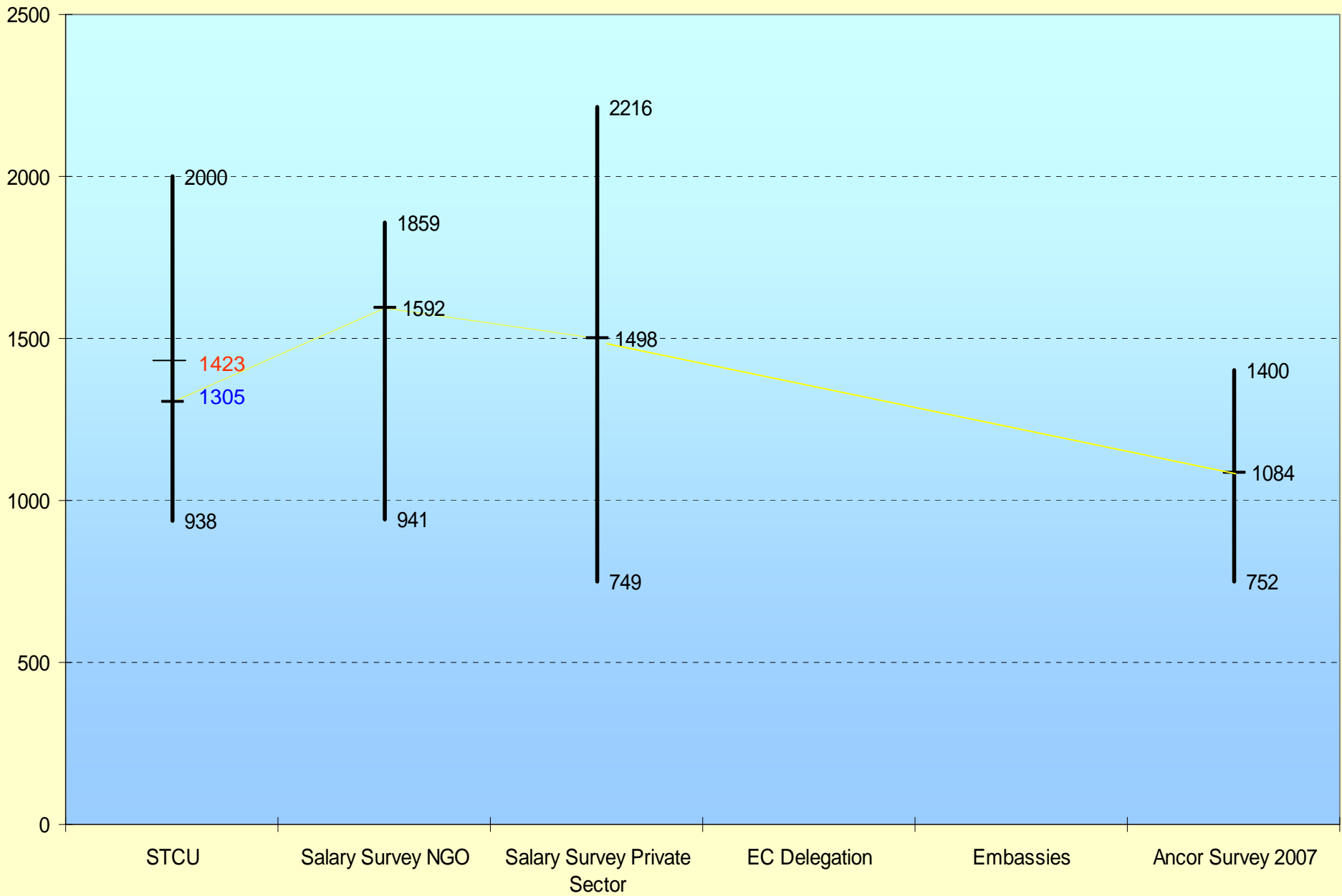
- Salary Adjustment made to:-
- 1 S / Customs Officer, SS / 2 Procurement Officers (1 Dual role), 1 Secretary
- 3 SS / Project Accountants
- 1 SS / Sustainability Officer
- 1 SS / Performance Measurement Officer

- Other Senior Specialist (PC) / Manager salary levels are left unchanged.
- Likewise regional office salary levels/positions are left unchanged (1 exception)

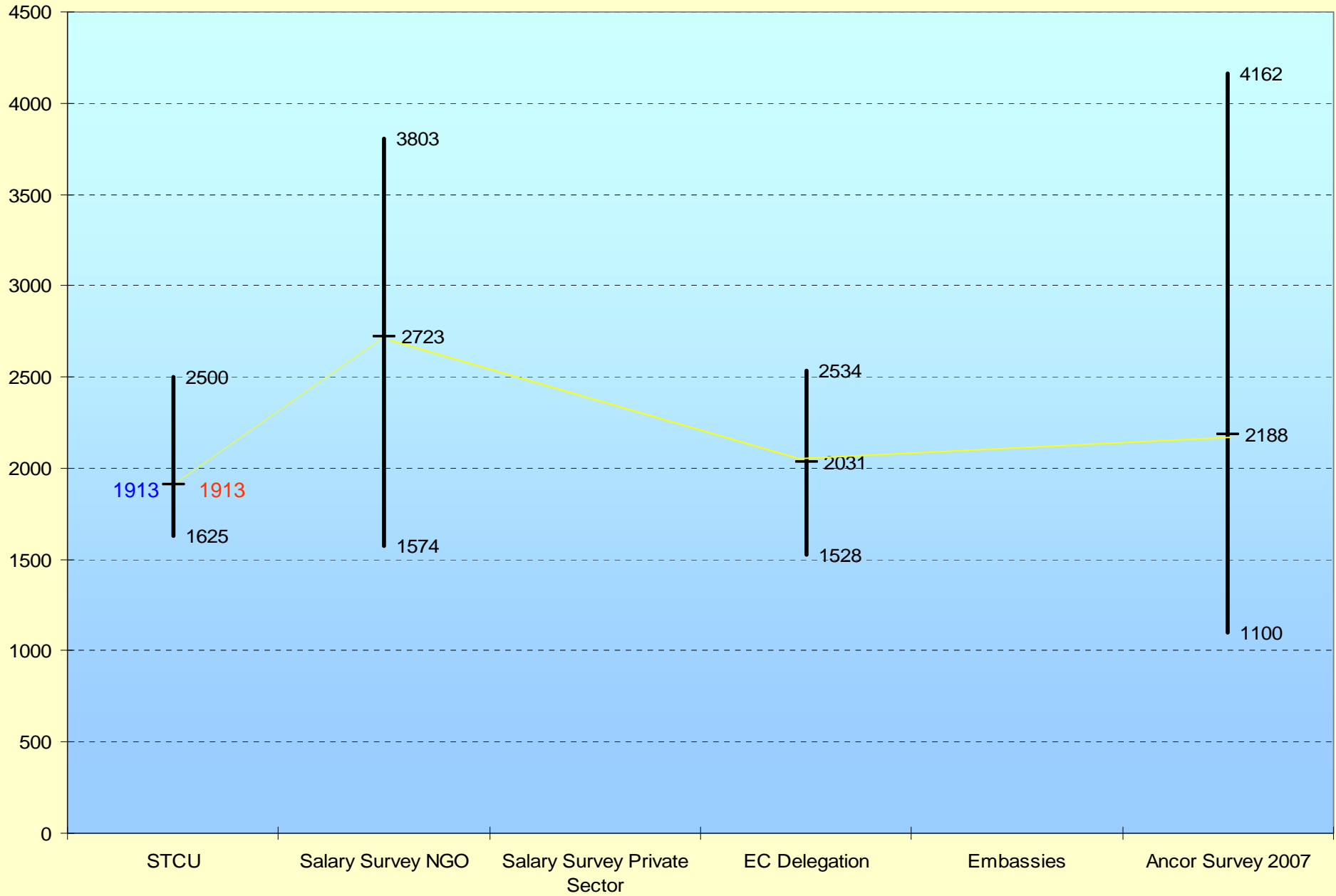


- The following slides represent the recommended adjustments after STCU's market salary survey review to job classification band widths, minimum, maximum and salary increases over and above the 25% across the board salary increase adjustment as approved by the June 2008 GBM plus @ 1% more on additional salary adjustments:-
- **NB:** In the slides graph graphics the following coloured figures mean:-
- **Black figures denote “new or unchanged” min / max salary band width**
- **Blue figures denote pre-revision median salary of staff in position before review**
- **Red figures denote post-revision median salary of staff in position after review**

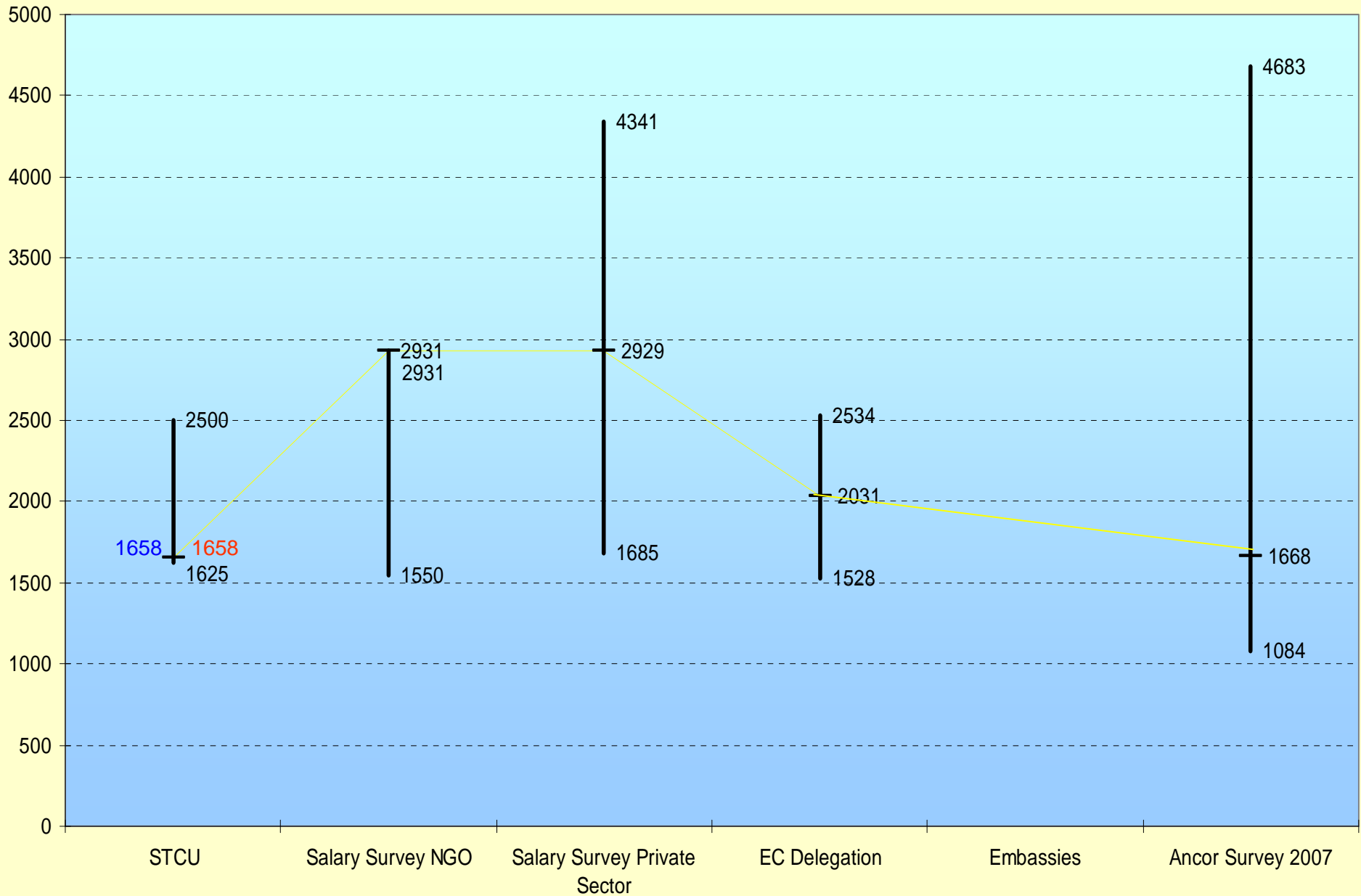
SENIOR SPECIALIST / REGIONAL OFFICER (UA)



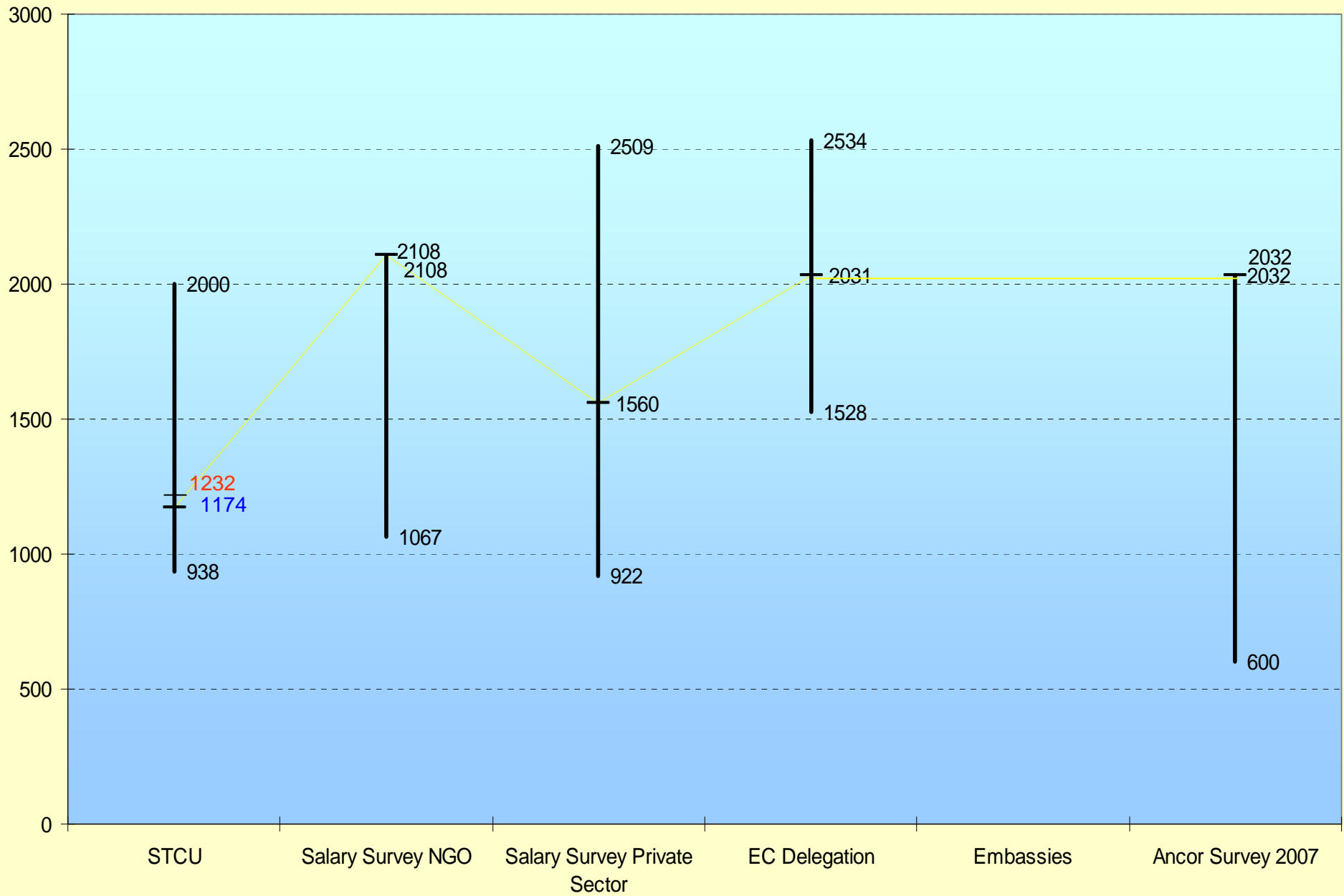
MANAGER / REGIONAL OFFICER (UA)



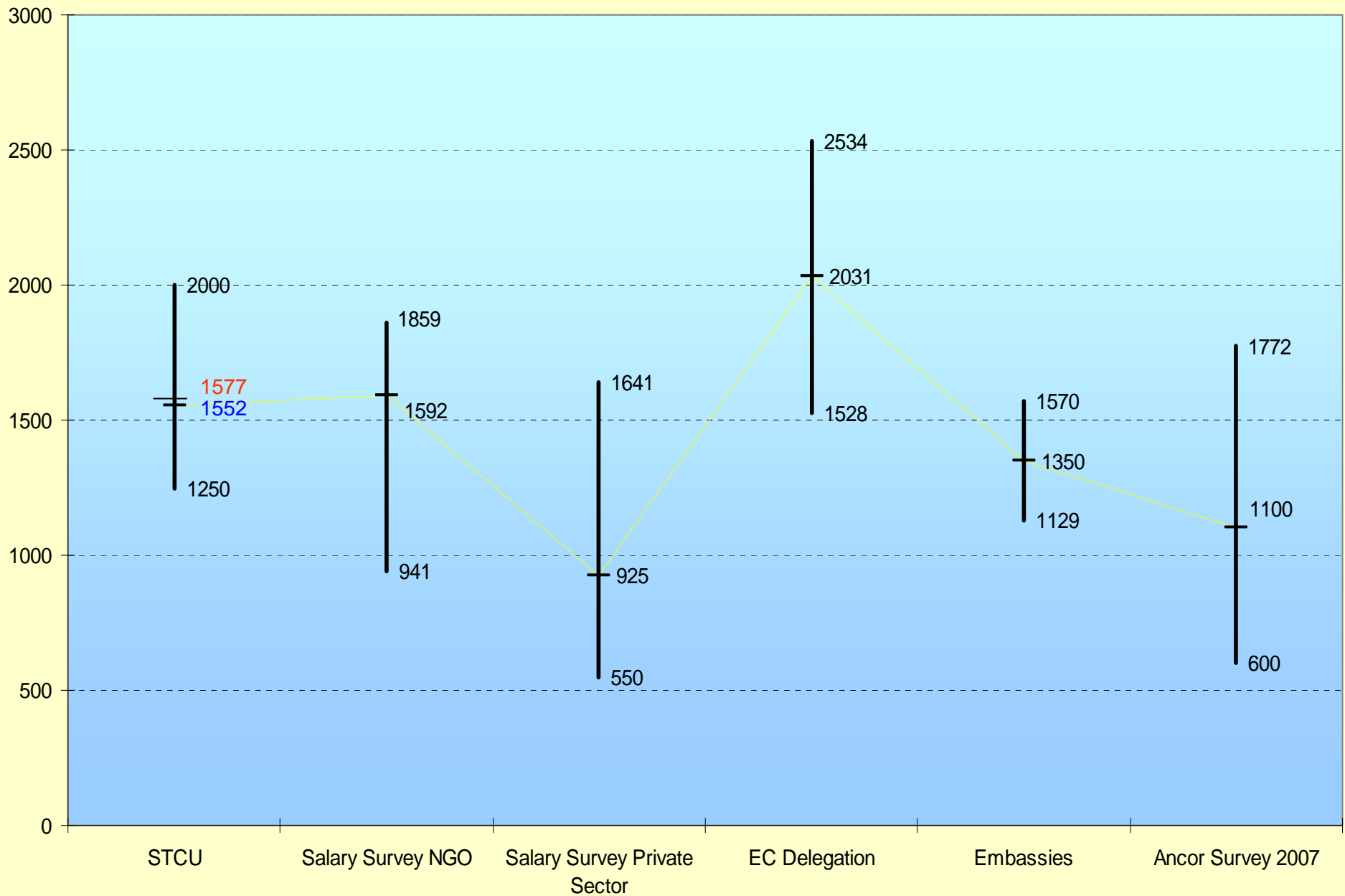
MANAGER GP / NGP



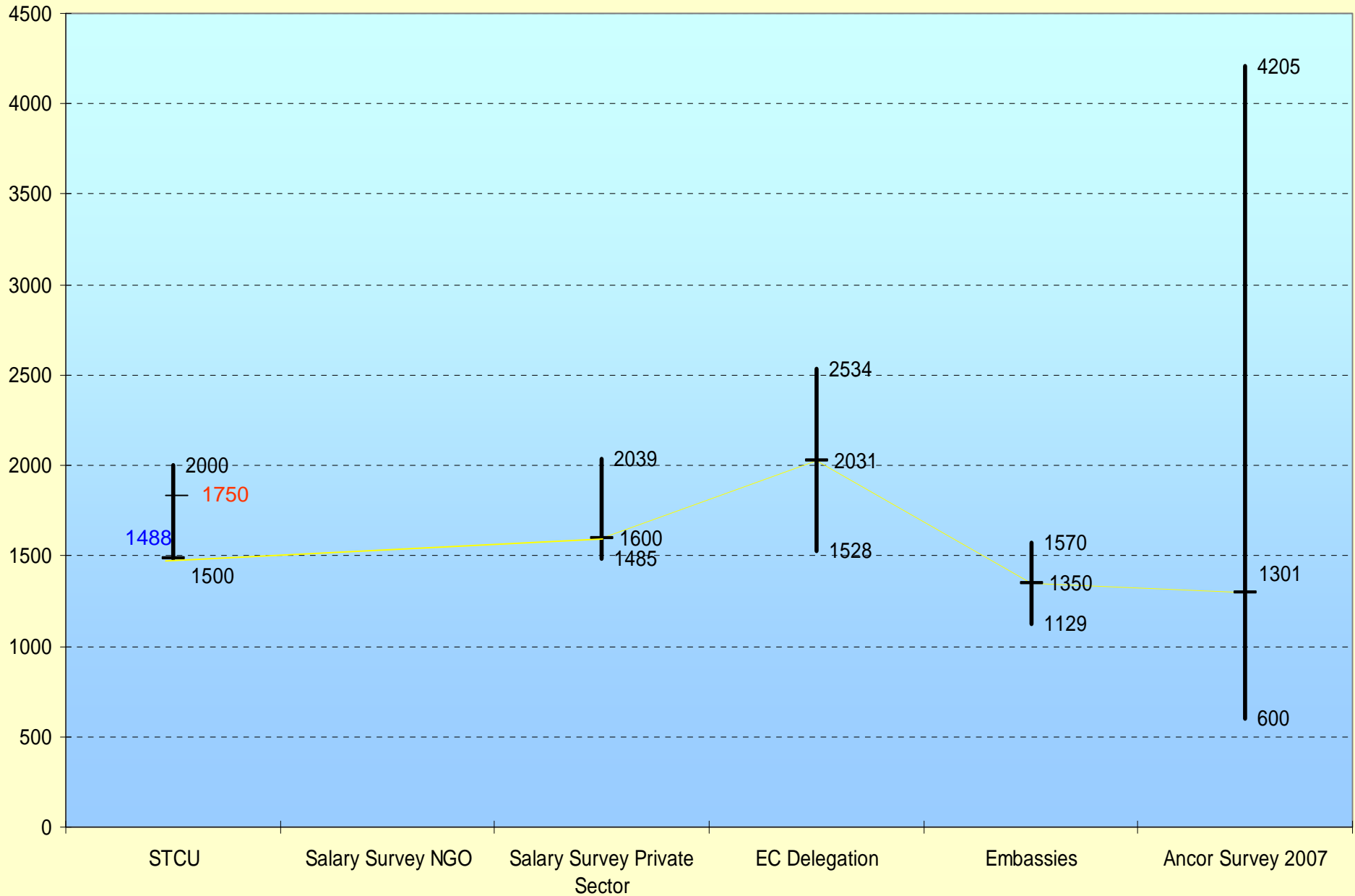
SENIOR SPECIALIST / PROJECT ACCOUNTANT



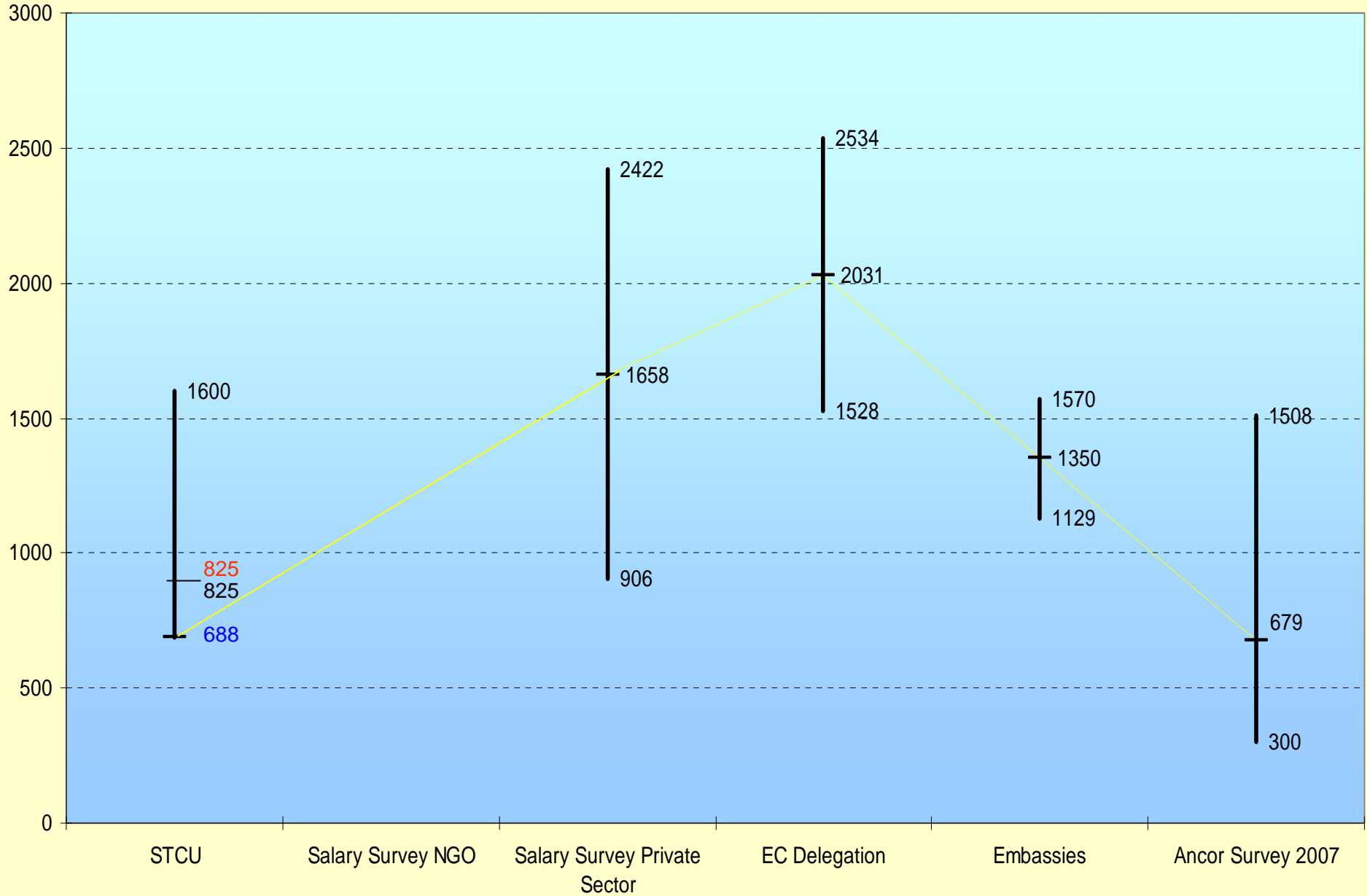
SENIOR SPECIALIST / PROGRAM ASSISTANT SUST.OFF DED's



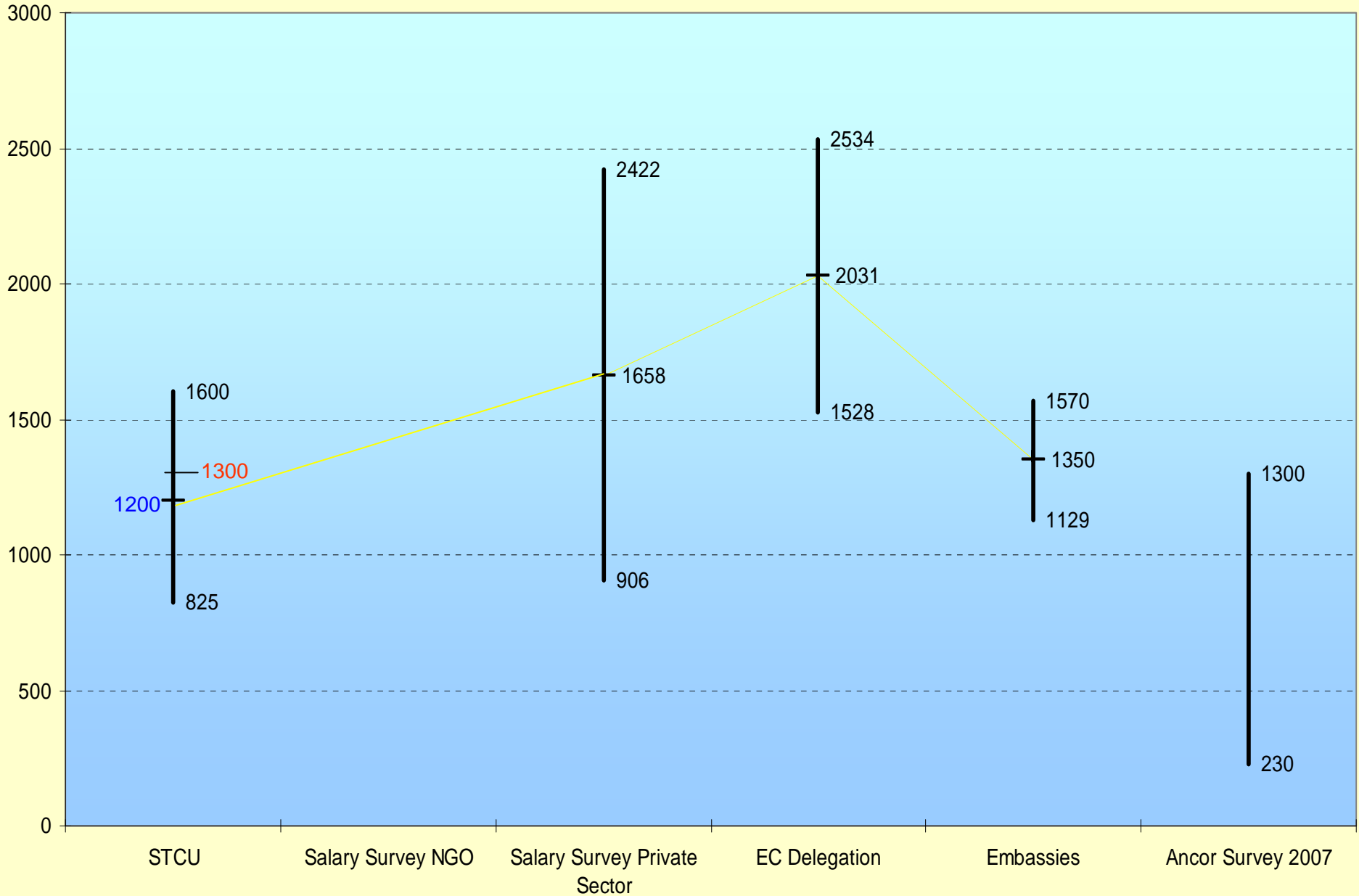
SENIOR SPECIALIST DATABASE ADMINISTRATOR



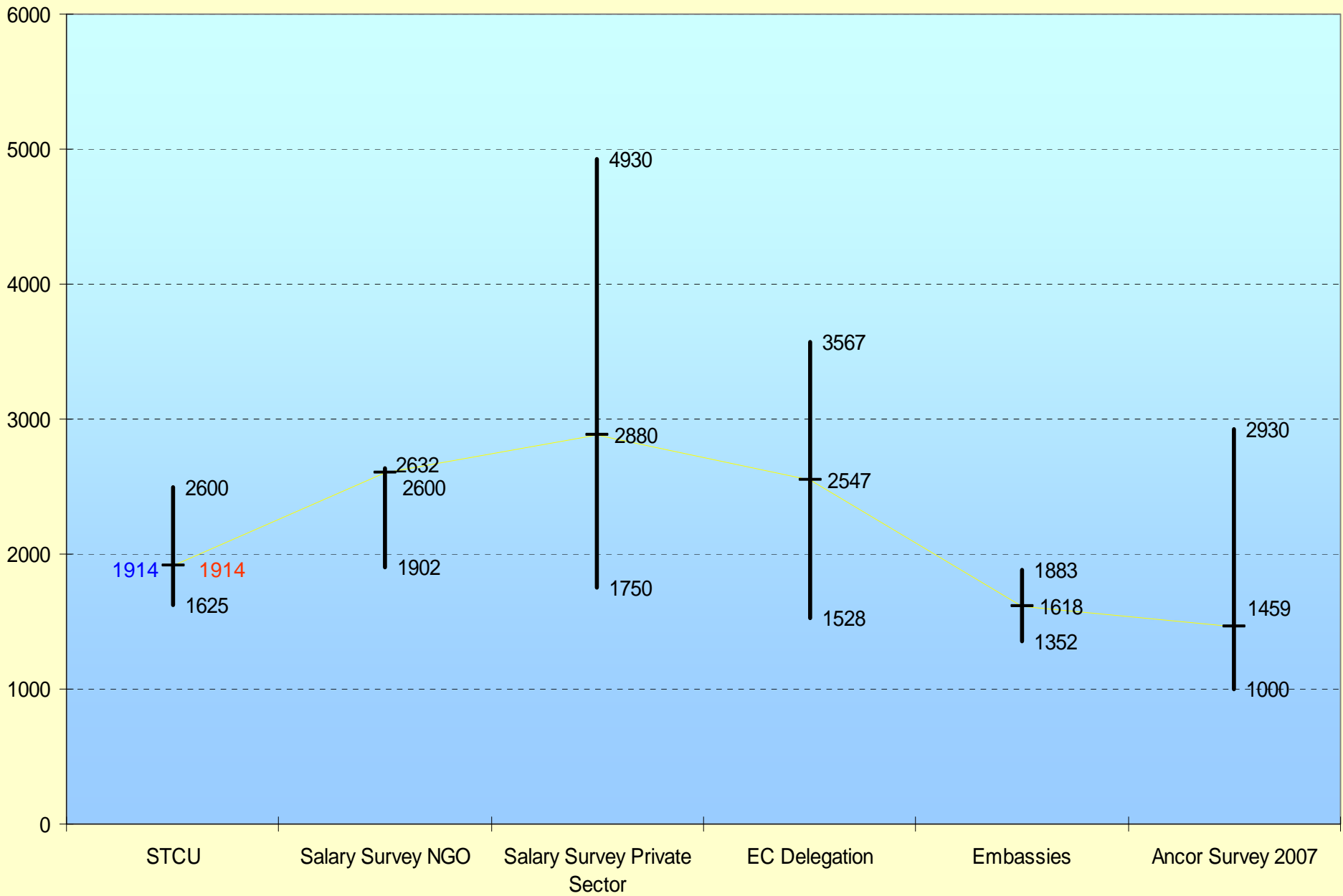
SPECIALIST / PROGRAMMER



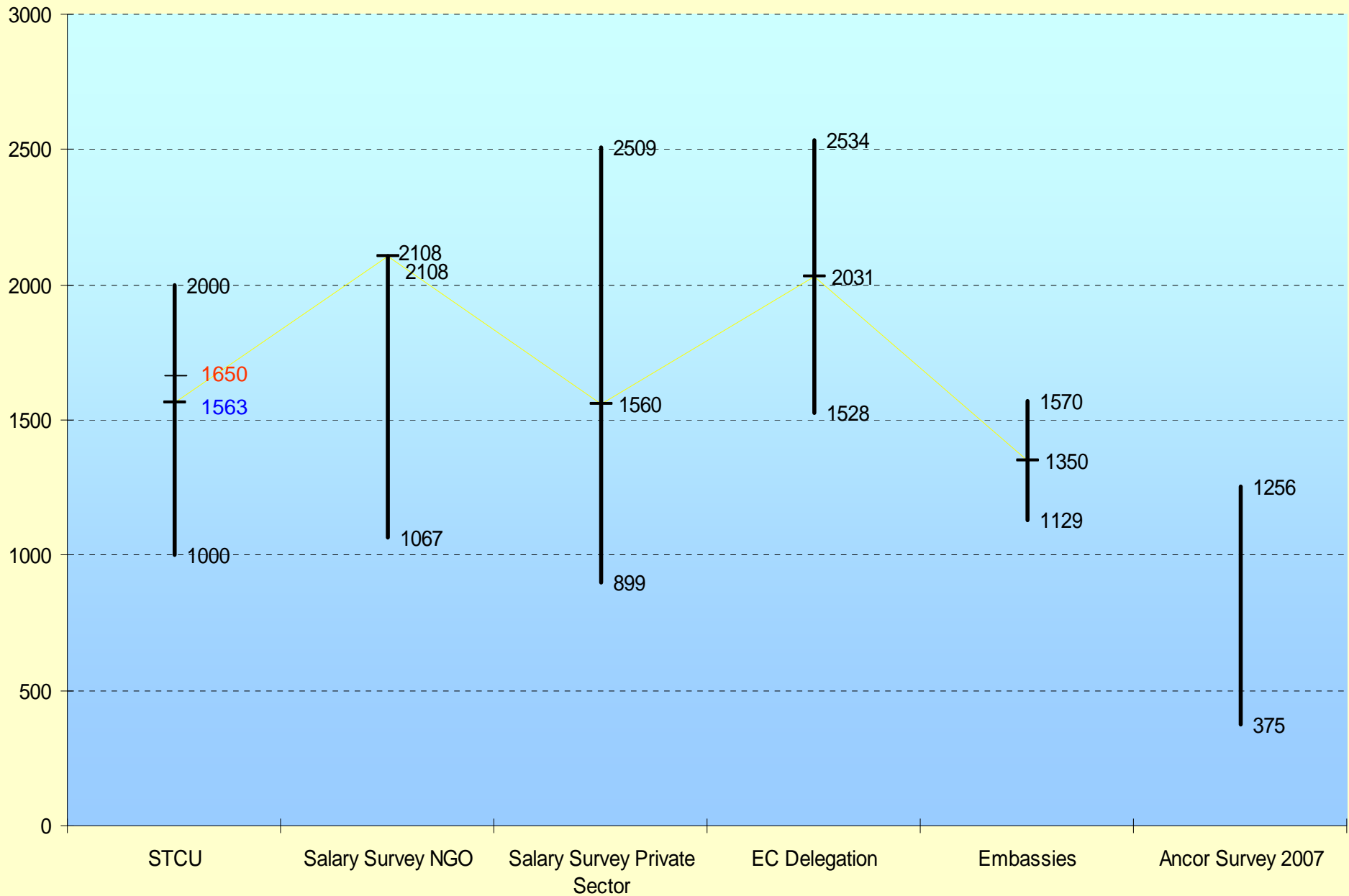
SPECIALIST / WEBMASTER OR SIMILAR



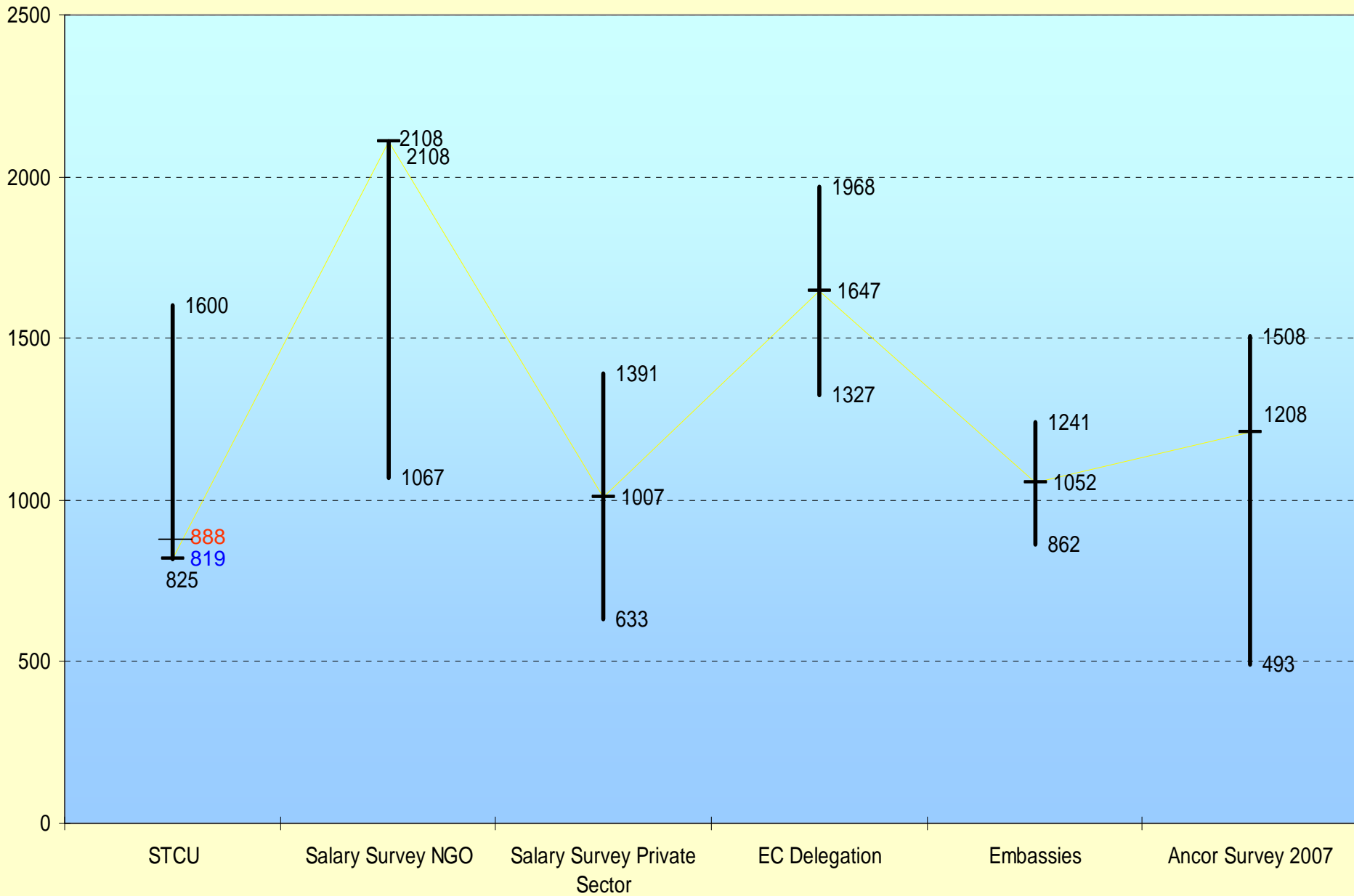
MANAGER / CHIEF ACCOUNTANT / DEPUTY CFO



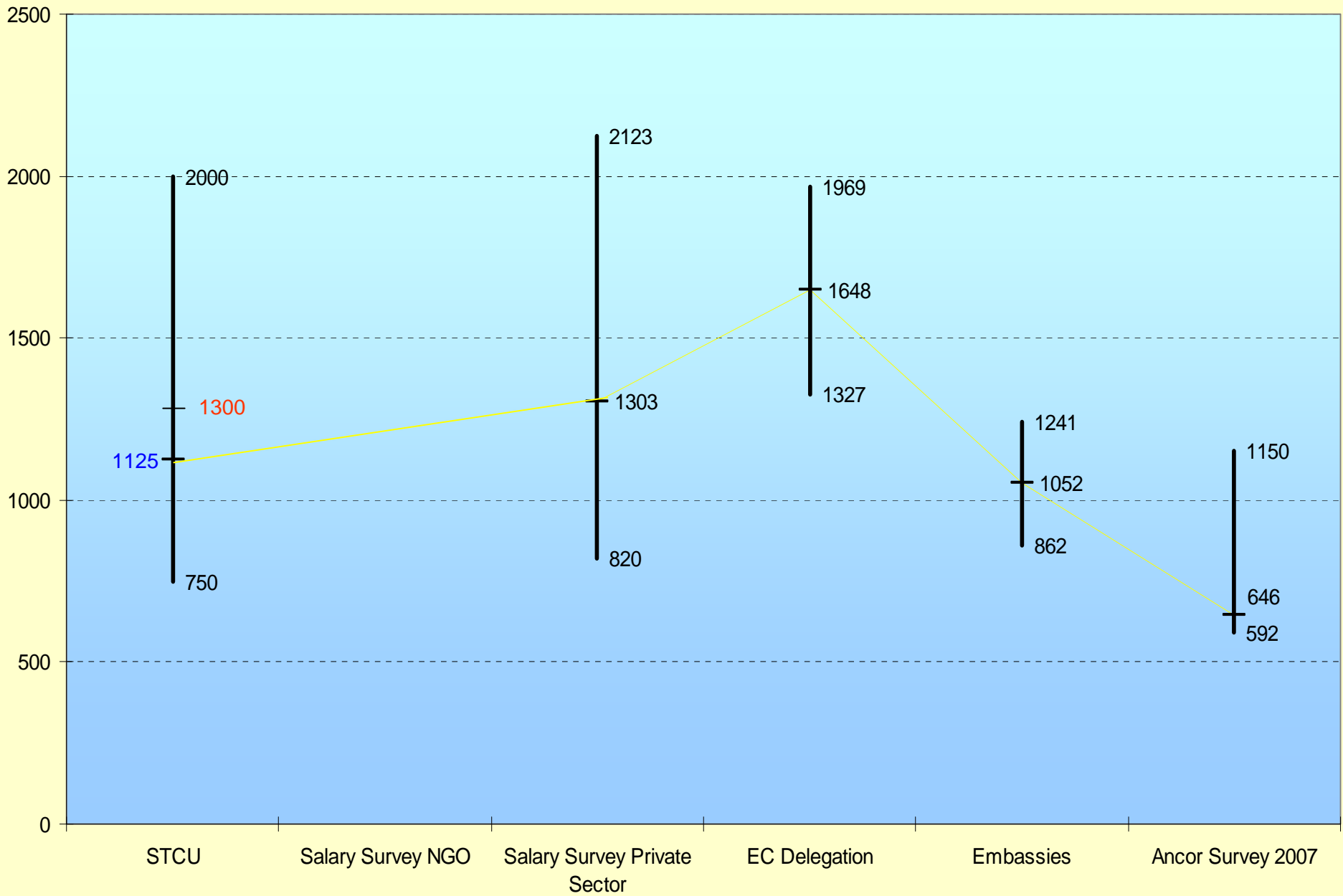
SENIOR SPECIALIST / SENIOR ACCOUNTANT



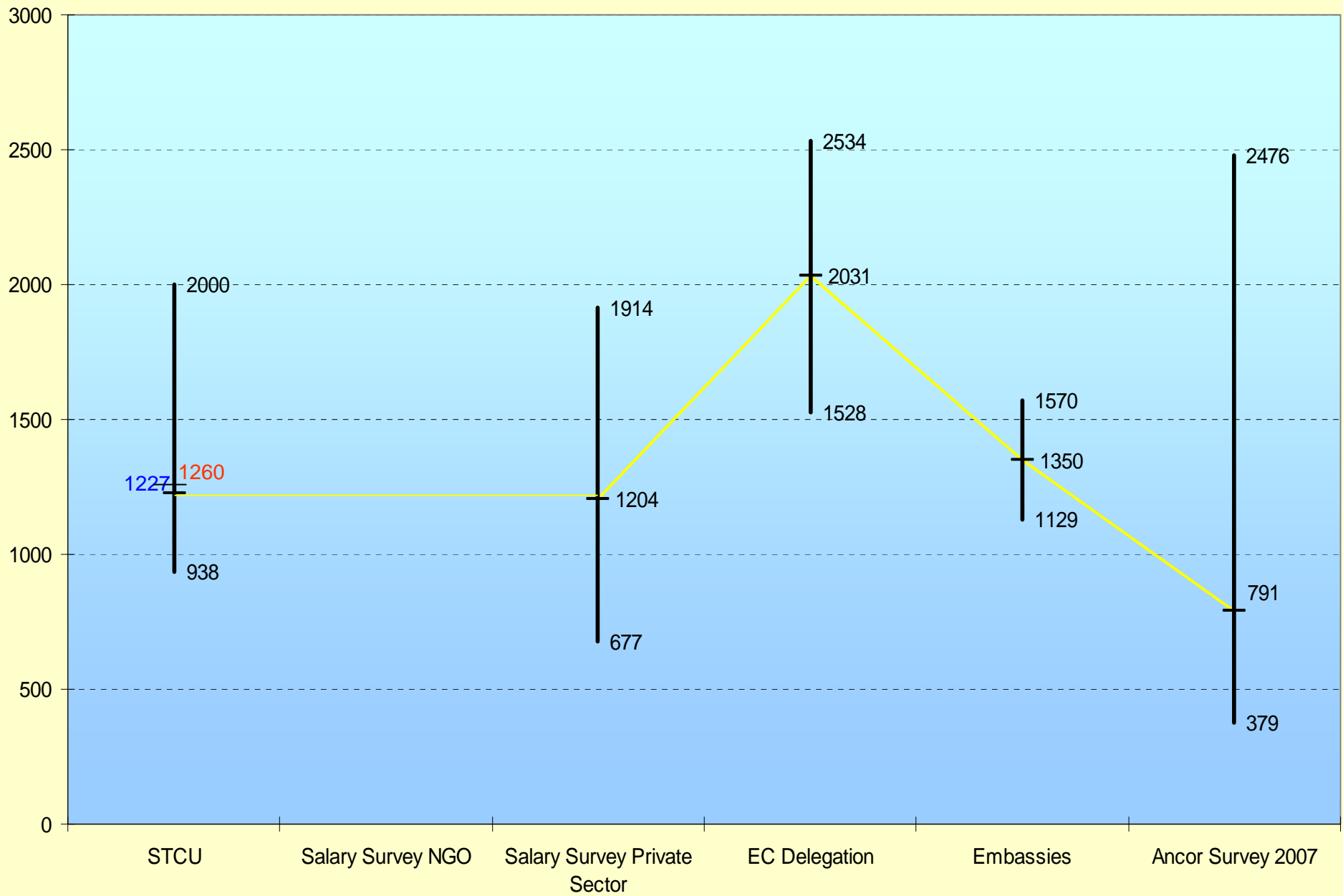
SPECIALIST / ACCOUNTING ACCOUNTANT



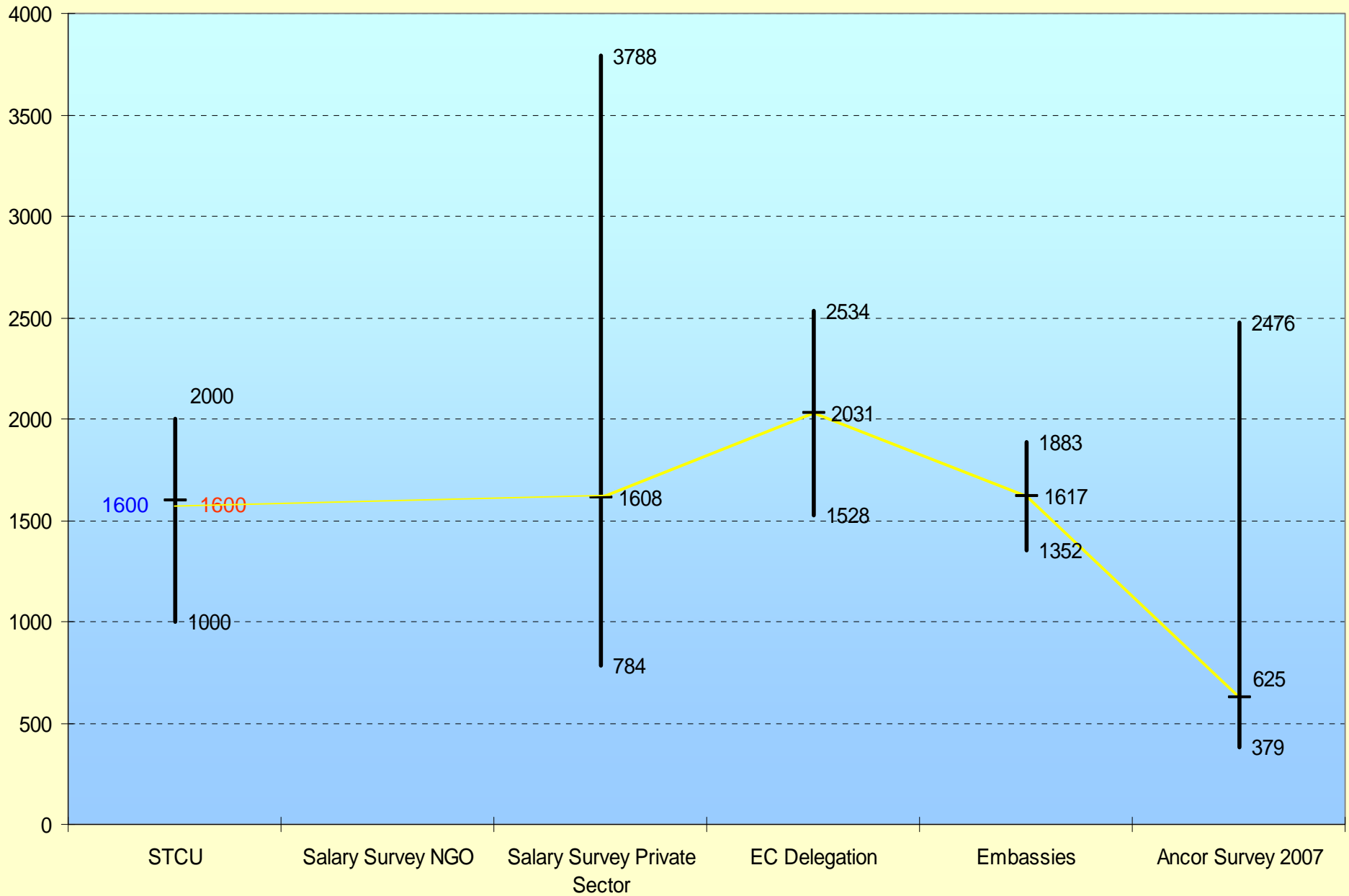
CUSTOMS OFFICER



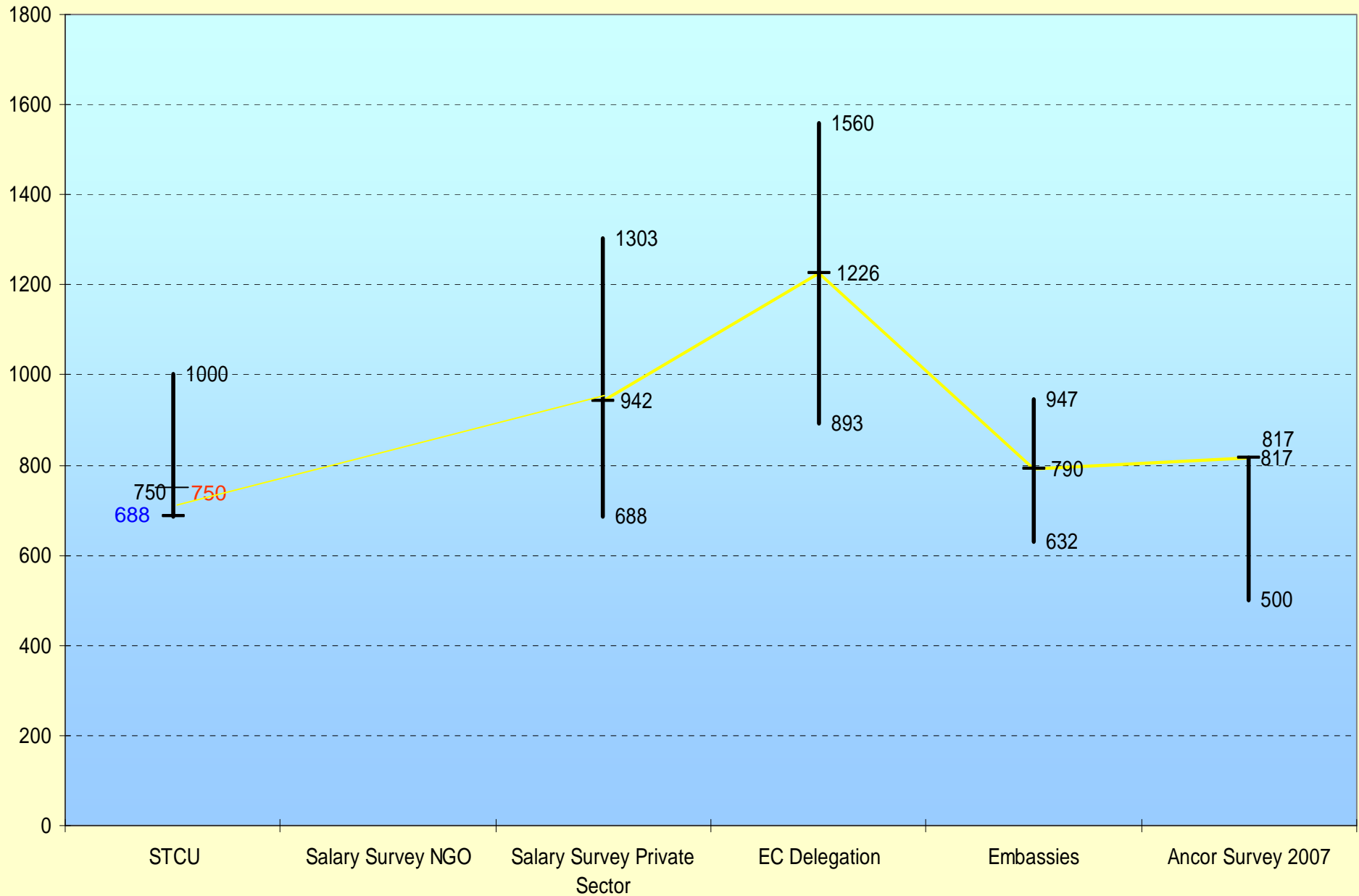
PROCUREMENT SPECIALIST



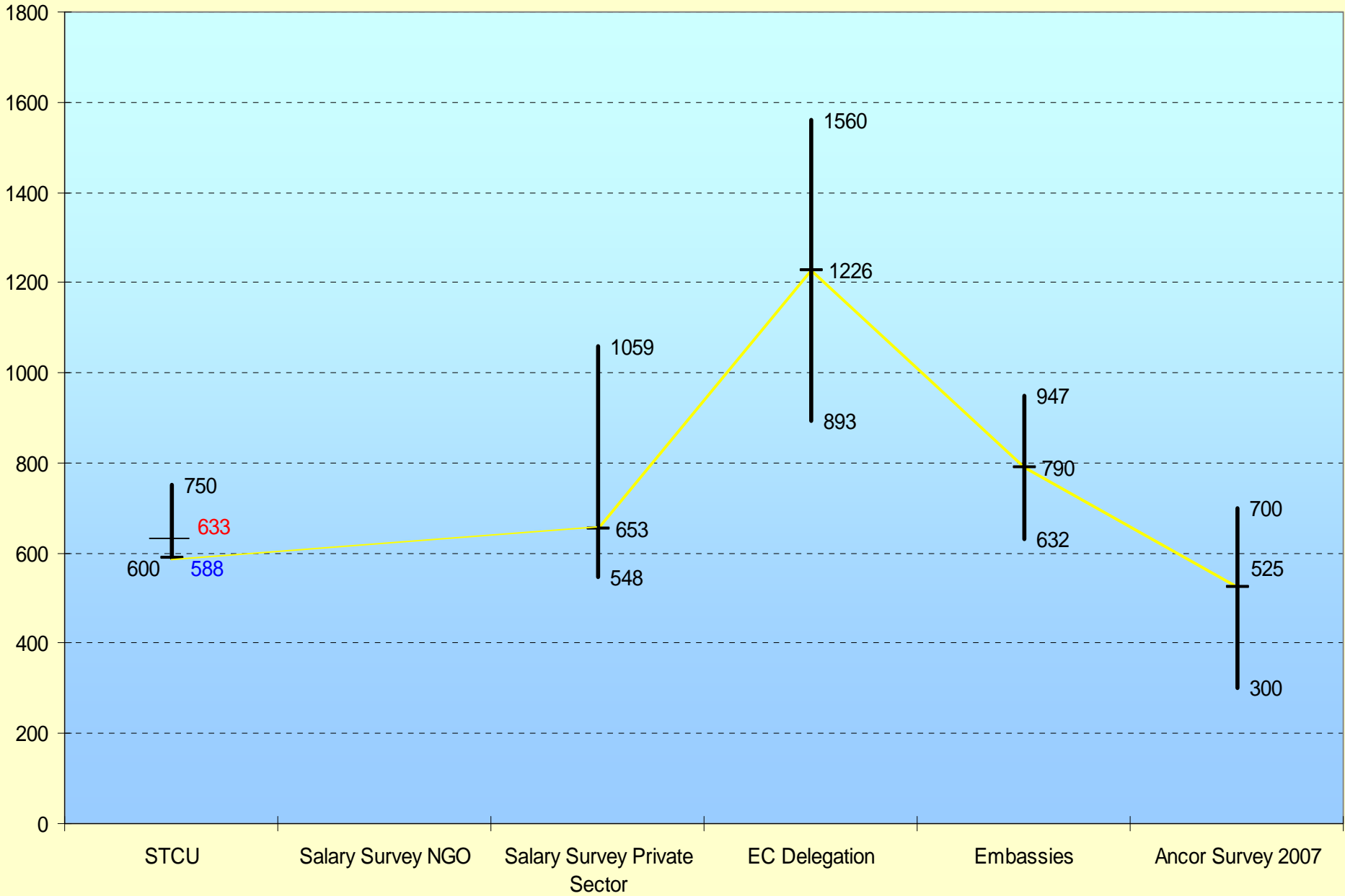
SPECIALIST PROCUREMENT (MANAGER)



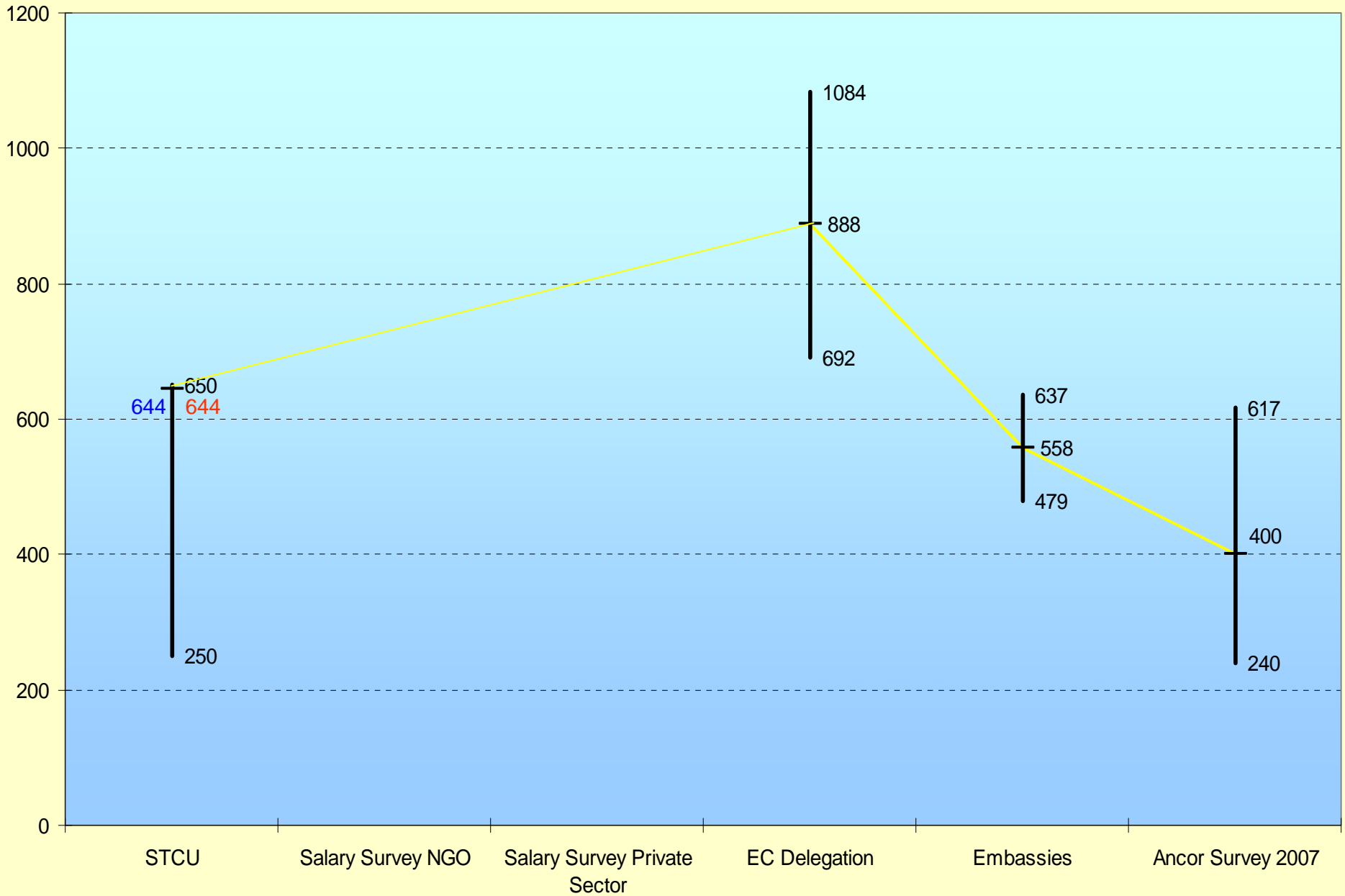
EXECUTIVE PERSONAL SECRETARY



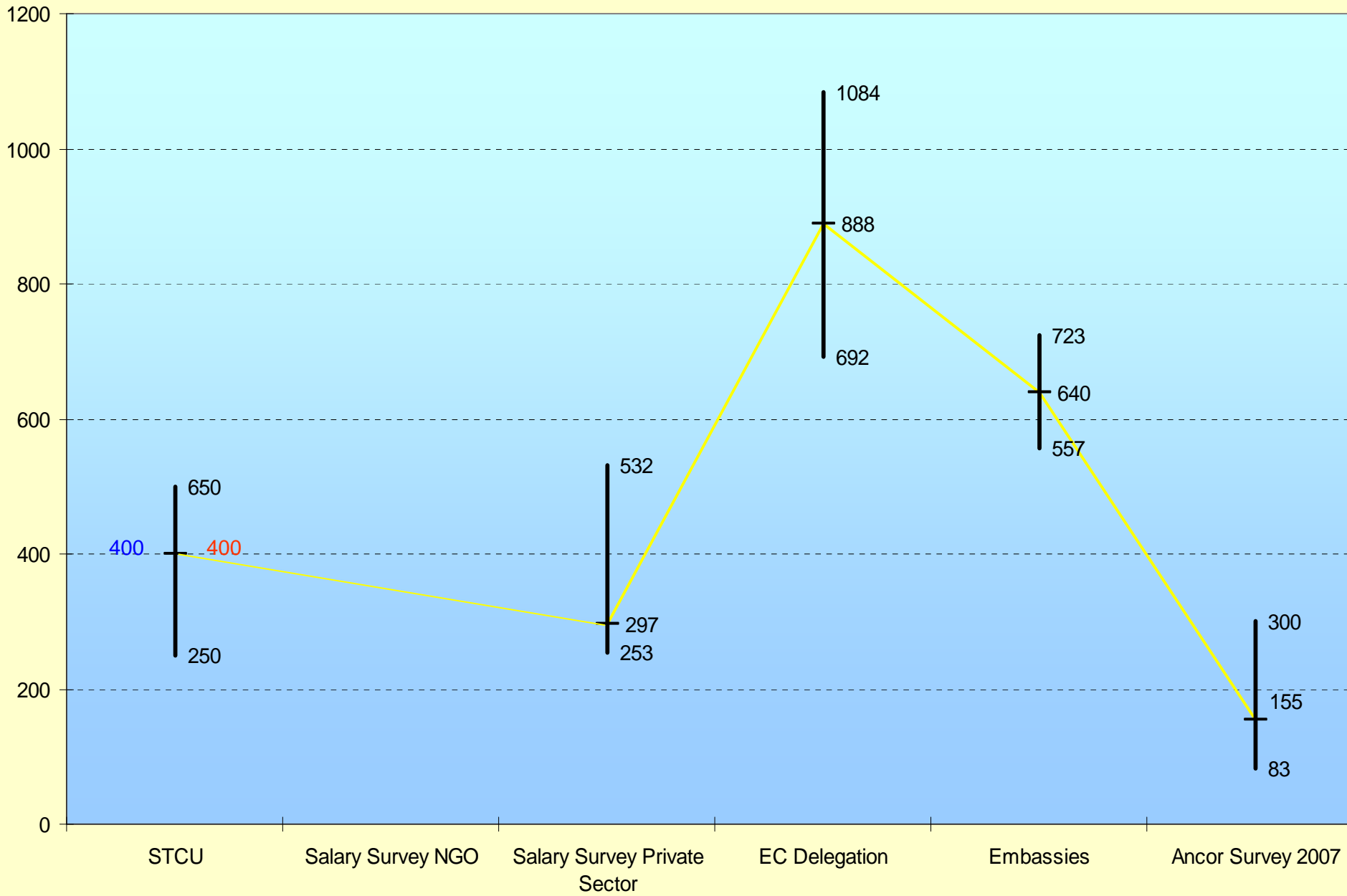
SECRETARY / ADMINISTRATIVE ASSISTANT DED



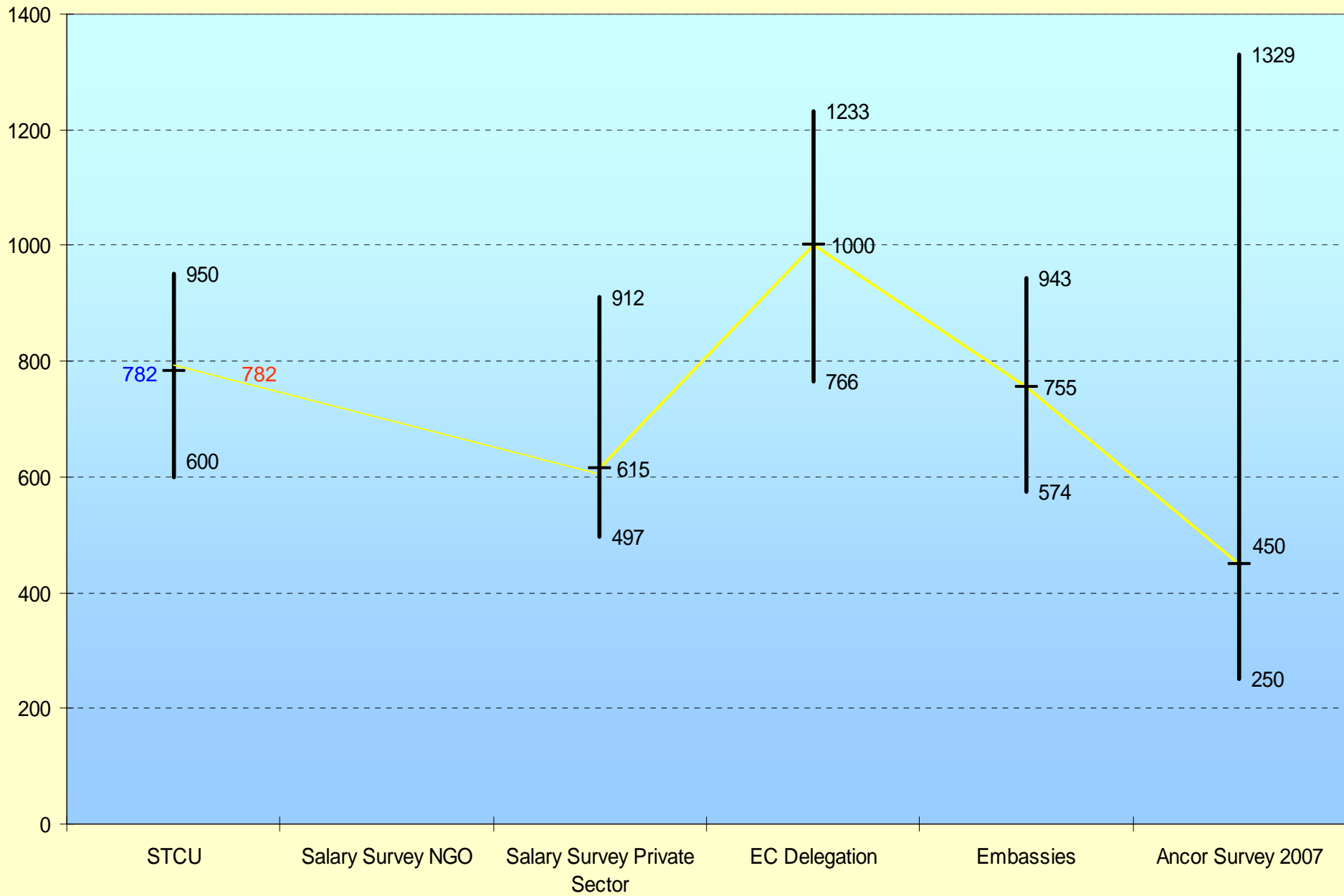
KITCHEN STAFF



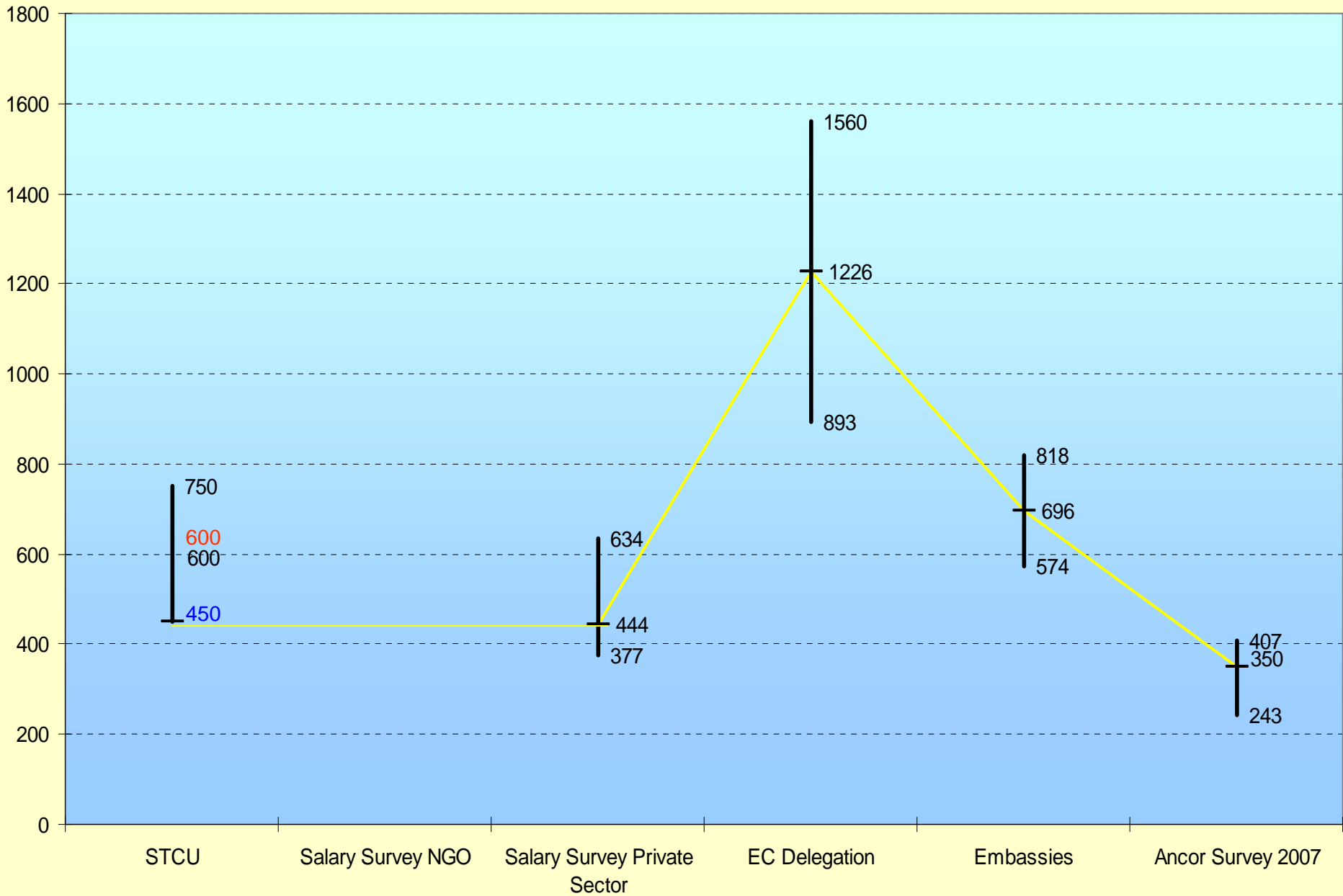
CLEANER



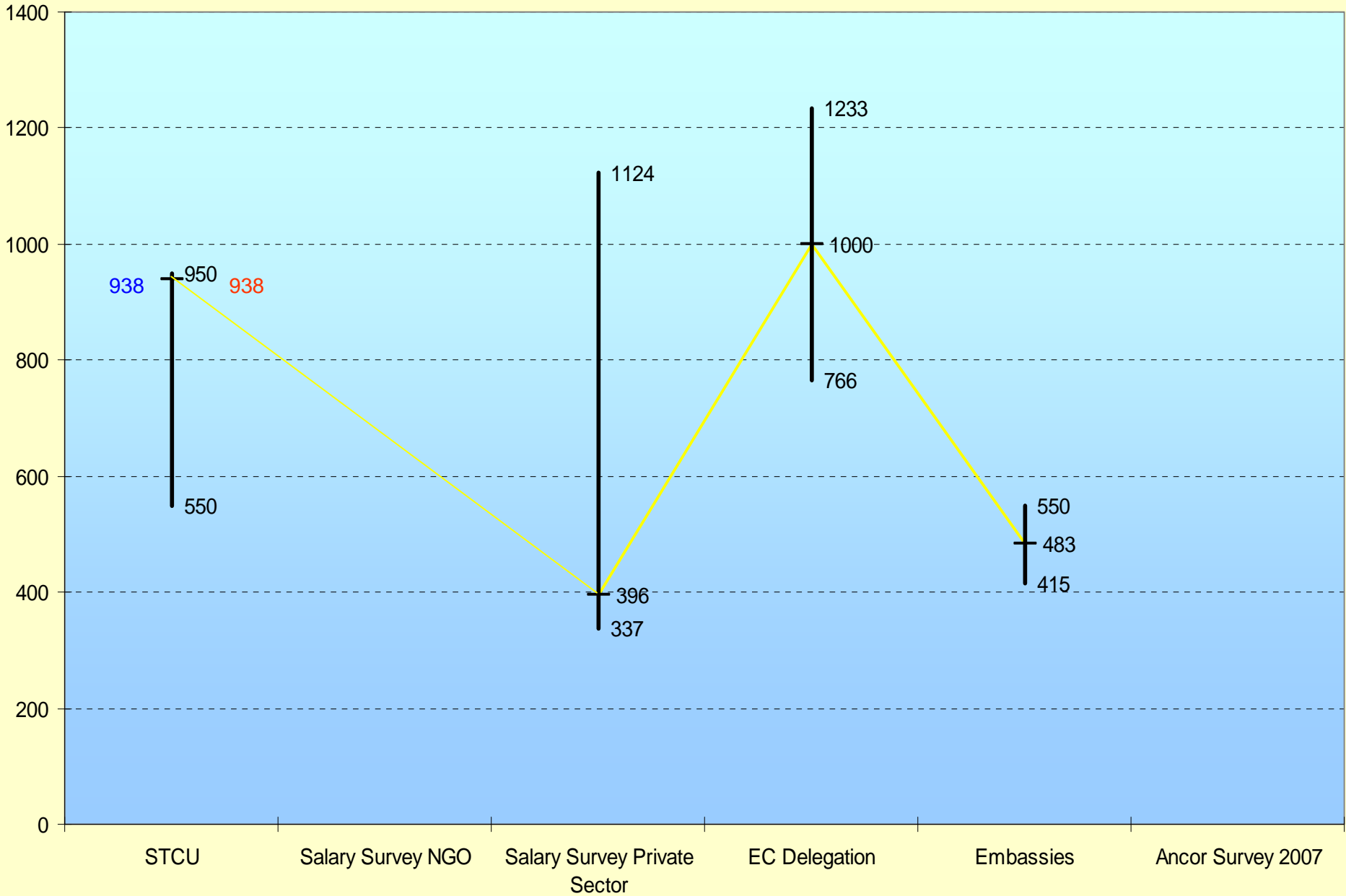
DRIVER



RECEPTIONIST / JUNIOR SECRETARY



MAINTENANCE STAFF



SENIOR MAINTENANCE SUPERVISOR

