



Secretariat

ST/IC/1994/17
25 April 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: REVISED FORMAT OF SALARY SCALES OF LOCALLY
RECRUITED STAFF*

1. The purpose of the present circular is to advise staff members of the new format of salary scales applicable to locally recruited staff, effective 1 April 1994.

2. The decision to revise the format of salary scales derives from the approval by the General Assembly, in section I, paragraph 1, of its resolution 48/225 of 23 December 1993, whereby the pensionable remuneration of staff in the General Service and related categories is to be determined by application of the income replacement approach. This revised methodology is described in detail in information circular ST/IC/1994/15 and in the letter dated January 1994 from the Secretary of the United Nations Joint Staff Pension Fund (UNJSPF). It was also decided that non-pensionable elements, if any, should be reflected as a separate amount in the scale. Consequential to the revised methodology, a new format of salary scales applicable to staff in the General Service and related categories has been developed. Sample scales are contained in the annexes to the present circular.

3. The new salary scale format will contain five lines for each grade level and step with each line described below:

(a) Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis on which salary is reported for staff members whose United Nations emoluments are subject to income taxation by certain Member States;

* Personnel Manual index No. 3126.

(b) Gross pensionable salary has been derived through application of staff assessment to net pensionable salaries in accordance with the methodology contained in article 54 of the Pension Fund Regulations. Gross pensionable salary is the basis for Pension Fund contributions under article 25 of the UNJSPF Regulations and for determining Pension Fund benefits;

(c) Total net remuneration is the sum of the non-pensionable component and the net pensionable salary;

(d) Net pensionable salary is that part of net salary to which staff assessment has been applied for determination of the gross pensionable salary. The net pensionable salary is based upon the net salary less the non-pensionable component;

(e) The non-pensionable component is a part of net salary that is excluded from the determination of gross pensionable salary.

4. The new format of salary scales is being introduced with revisions to salary scales effective on or after 1 April 1994. With regard to those duty stations where no revisions in local salary scales take place after 1 April 1994, salary scales in the revised format will be issued as from 1 July 1995.

Annex I

Annex I continued

Representative posts in the General Service category

The posts listed below are considered representative of the jobs at each grade level. The list includes jobs used for comparison purposes during the local salary survey. They are based on the job classification standards approved by the International Civil Service Commission for use by the organizations of the United Nations common system. This list does not necessarily include all jobs at the duty station.

<u>Level</u>	<u>Type of post</u>
1	Messenger
2	Driver
3	Senior Driver Clerk Typist
4	Secretary Administrative Clerk Finance Clerk
5	Senior Secretary Senior Administrative Clerk Senior Finance Clerk
6	Secretary to Head of Office Administrative Assistant Finance Assistant
7	Senior Administrative Assistant Senior Finance Assistant

Annex II

Annex II continued

Representative posts in the National Officer category

The posts listed below are considered representative of the jobs at each grade level. This list does not necessarily include all jobs at the duty station.

<u>Level</u>	<u>Type of post</u>
A	Assistant Administrative Officer Assistant Programme Officer
B	Associate Administrative Officer Associate Programme Officer
C	Administrative Officer Programme Officer
D	Senior Administrative Officer Senior Programme Officer
E	Project Officer

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