

Appendix 2

LIST OF SALARY TABLES OR BENCHMARK POSITION DESCRIPTIONS IN THE ARRS JULY 2016 NPO SALARY SURVEY REPORT

TABLE - Summary of all benchmark positions

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
Advocacy / Business and Policy Development / Communication / Dialogue / Fundraising / Marketing / Media / Public Relations and Stakeholder Relationship		
B001	Advocacy / Business Development / Communications / Dialogue / Fund Raising Marketing / Media / Public Relations / Stakeholder Relationship Executive or Senior Manager	E Lower
B002	Advocacy / Business Development / Communications / Dialogue / Fund Raising Marketing / Media / Public Relations / Stakeholder Relationship Senior Manager	D Upper
B003	Advocacy / Business Development / Communications / Dialogue / Fund Raising Marketing / Media / Public Relations / Stakeholder Relationship Middle Manager	D Lower
B004	Advocacy / Business Development / Communications / Dialogue / Fund Raising Marketing / Media / Public Relations / Stakeholder Relationship Junior Manager or Team Leader	C Upper
B005	Advocacy / Business Development / Communications / Copy Writer / Dialogue / Editor / Fund Raising / Journalist / Marketing / Media / Public Relations / Stakeholder Relationship Advanced Career Expert or Specialist	D Upper
B006	Advocacy / Business Development / Communications / Copy Writer / Dialogue / Editor / Fund Raising / Journalist / Marketing / Media / Public Relations / Stakeholder Relationship Expert or Specialist	D Lower
B007	Advocacy / Business Development / Communications / Copy Writer / Dialogue / Editor / Fund Raising / Journalist / Marketing / Media / Public Relations / Stakeholder Relationship Senior Learning Career Professional	C Upper
B008	Advocacy / Business Development / Communications / Copy Writer / Dialogue / Editor / Fund Raising / Journalist / Marketing / Media / Public Relations / Stakeholder Relationship - Junior Career Professional	C Lower
B010	Organisation Member / Client / Patient / Donor Stakeholder Administrator and Liaison	C Lower
B011	Modern Media Tools Administrator	C Lower
B012	Telesales Marketer or Donations / Clients / Member or Patients Assistant	B Upper
B013	Advocacy / Business Development / Communications / Dialogue / Fund Raising Marketing / Media / Public Relations / Stakeholder Relationship Clerk or Assistant	B Upper
B014 + G014	Workshop / Events / Radio / Television Coordinator / Videographer Coordinator	C Upper
B015	Call Centre Operator Level 2	B Upper
B018	Call Centre Operator Level 3	C Lower

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
Community Social Services		
C001	Support Care Worker in a Patient / Baby / Aged / Primary Medical Community Care Facility	A Band
C002	Support Care Workers for Child and Youth Community Care Facilities	B Band
C003	Support Care Worker Supervisor	B Lower
C004	Coordinator of Baby / Child / Youth Care Services	B Upper
C005	Building / Facility or House / Coordinator / Organizer / Mother	B Upper
C006	Unqualified Teacher / Teaching Aide / Assistant	A Band
C007	Qualified School Teacher	C Lower
C008	Crèche / Nursery School Assistant	A Band
C009	Qualified Nursery School Teacher	C Lower
C010 + C011	Principal / Manager of an Auxiliary Services, Orphanage, Youth Care Centre, Nursery School or Crèche Department or Facility	C Upper
C012 + C013	Qualified Counsellors and Auxiliary Services Professionals	C Lower
C014	SAW - Social Auxiliary Worker	B Upper
C016	Social Worker	C Lower
C018	Social Services / Social Work Manager	C Upper
C019	Charity Shop Supervisor	B Upper
C020	Charity Shop Assistant	A Band
C021	Cleaner / Filing Clerk / Packer / Gardener / Security Guard / Kitchen Assistant and Labourer	A Band
Finance / Grants / Internal Audit and Associated Support Services		
F001	Senior Grants Administrator Officer / Manager	D Upper
F002	Organisation or Country Grants Manager	D Lower
F003	Grants Officer	C Upper
F004	Grants Administrator	C Lower
F005	Senior Internal Audit / Financial Compliance Manager	D Band
F006	Senior Internal Auditor or Financial Compliance Officer	C Upper
F007	Junior Internal Auditor / Financial Compliance Officer	C Lower
F009	Credit Controller / Officer	C Lower
F010	Payroll Officer / Administrator	C Lower
F011	Salaries Clerk	B Upper

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
F012	CFO - Finance Controller / Executive	E Lower
F013	Finance / Support Services Executive or Senior Manager	E Lower
F014	Senior Finance Manager / Company Secretary / Economist / Analyst	D Upper
F015	Country Office / Regional / Program / Project Finance Manager / Senior Finance Officer or Accountant	D Lower
F016	Finance Officer / Accountant	C Upper
F017	Bookkeeper / Junior Accountant	C Upper
F018	Bookkeeper / Junior Accountant	C Lower
F019	Accounts / Debtors / Creditors Clerk	B Upper
F020	Accounts / Support Services Manager	D Lower
F021	Senior Accounts / Support Services Officer	C Upper
F022	Finance / Administration Officer	C Lower
F023	Specialist or Finance / Administration Clerk	B Upper
F024	Accounts Data Capture Clerk	B Lower
General		
G001	CEO / African Region / Country Executive Director or Representative	E Upper
G030	Deputy Director	E Lower
G002	Executive Specialized Function(s)	E Lower
G031	Commercial Manager	D Lower
G003	Facilities Manager	D Lower
G004	Risk, Security, Safety, Environment and Compliance Manager	D Lower
G032	Risk, Security, Safety, Environment and Compliance Office	C Lower
G006	Company Secretary (Non – financial)	C Upper
G007	Office / Administration Manager for a large organisation	D Lower
G008	Office / Administration Officer or Administration Manager for a small organisation	C Lower
G009	Senior Knowledge, Information and Archives Specialist or Librarian	C Upper
G010	Junior Knowledge, Information and Archives Specialist or Librarian	C Lower
G011 + G012	Library / Resource Centre or Museum Coordinator Librarian	C Lower
G015	Chef (Unqualified)	A Band
G015(a)	Canteen Supervisor	C Lower
G016	Cook / Cleaner / Messenger / Filing Clerk / Gardener / Security Guard / Packer / Housekeeper	A Band
G017	Executive Assistant	C Upper
G018	Personal Assistant to CEO or other Senior Executive	C Lower

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
G019	Departmental / Divisional Secretary / to Managers / Executives	B Upper
G020	Senior Administration / Front Office / Logistics Support Clerk	B Upper
G021	Front Office Receptionist	B Lower
G022	Office Assistant / Relief Receptionist	B Lower
G023	Junior Administrator / General Semi-Skilled Clerk (Non-Financial)	B Lower
G024	Data Capture Clerk	B Lower
G025	Data Capture Supervisor	C Lower
G026	Senior Driver	B Upper
G027	Driver / Chauffer	B Lower
G028	Building Maintenance Supervisor / Officer	B Upper
G029	Handyman or Caretaker	B Lower
Human Resources		
H001	Human Resources Executive / Senior Manager	E Lower
H002	Human Resources Manager / Generalist - for an organisation or country office which employs MORE than 100 employees	D Lower
H003	Human Resources Manager / Generalist - for an organisation or country office employing LESS than 100 employees	C Upper
H004	Senior Human Resources Officer	C Upper
H005	Human Resources Officer / Administrator	C Lower
H006	Human Resources Support Clerk / Assistant	B Upper
H007	Human Resources Expert or Specialist	C Upper
Learner and Internships (Covers all Learner and Internship Positions with the except Medical and Legal)		
INT01	Matriculant Learner WITH Mathematics and Science as subjects	B Lower
INT02	Matriculant Learner with NO Mathematics and / or Science as subjects	B Lower
INT03	Undergraduate Intern	B Upper
INT04	Graduate Intern	C Lower
ICT - Information / Communications Technology		
ICT001	ICT Executive	E Lower
ICT002	Senior Information / Communications Technology Manager	D Upper
ICT003	Information / Communications Technology Manager	D Lower
ICT004	Senior or Specialist Information / Communications Technology Support Officer / Technician	C Upper
ICT005	Information / Communications Technology Support Officer / Technician	C Lower
ICT006	Web Site / Social or Modern Media Tools Design, Maintenance Support and Graphic Design	C Upper
ICT007	Web Developer, Administrator and Graphic Design	C Lower

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
ICT008	Database and Network Clerk	B Upper
Logistics / Procurement / Supply Chain		
K002	Logistics / Supply Chain / Distribution / Warehouse Manager	D Lower
K003	Supply Chain / Procurement / Assets / Fleet / Materials Coordinator or Controller	C Lower
K004	Specialised Buyer	C Upper
K005	Buyer / Procurement Officer	C Lower
K006	Travel Coordinator / Administrator	C Lower
K009	Storeman / Materials Handler	B Upper
K010	Logistics Clerk	B Lower
K013	Fleet Administrator or Coordinator	C Lower
L e g a l		
LEG001	Senior Legal Counsel (SC) or "Silk"	E Lower
LEG002 + LEG003	Head / Manager of Litigation / Legal Services	E Lower
LEG004 + LEG005	Advocate	D Upper
LEG007	Attorney	D Lower
LEG008	Attorney	D Upper
LEG009	Attorney	D Upper
LEG010	Attorney	D Upper
LEG011	Candidate Attorney	D Lower
LEG012	Legal Practitioner / Advisor	D Lower
LEG013	Paralegal	C Lower
LEG014	Legal Intern	C Lower
LEG015	Legal Secretary	C Lower
LEG017	Legal Research Manager	C Upper
Health Care Program		
MED001	Health Care Program Senior Executive or Manager	E Upper
MED002	Health Care Program Executive or Senior Manager	E Lower
MED003	Health Care Program / Project Middle Manager or Coordinator	D Upper
MED004	Health Care Program / Project Junior Manager or Coordinator	D Lower
MED049	Health Care Program / Project Junior Manager or Coordinator May also be a "high level" expert	E Upper
MED050	Medical / Health Operations / Programs Projects Executive or Senior Manager May also be a "high level" expert	E Lower

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
MED051	Medical / Health Operations / Program / Projects Manager	D Upper
MED052	Medical / Health Senior Operations / Programs / Projects Team Leader / Coordinator	D Lower
MED053	Medical / Health Operations / Programs / Projects Team Leader / Coordinator	C Lower
MED005	Senior Medical Career Expert / Specialist or Technical Advisor	E Lower
MED006	Medical Career Professional or Technical Expert	D Upper
MED011	Senior Pharmacy Executive / Manager / District(s) Coordinator	E Lower
MED012	Senior Pharmacist / Manager / Site(s) Coordinator	D Upper
MED013	Professionally Qualified Pharmacist	D Lower
MED014 + MED015	Pharmacy Assistant (Basic and Post Basic)	C Lower
MED017	RX Solutions and Pharmacy Stock Controller	C Upper
MED018	Pharmacy Stock Assistant	B Lower
MED021	Public Health Nurse / Senior Professional Nurse	D Lower
MED022	Nurse Clinical Mentor / Officer / Education Coordinator	D Lower
MED023	PHCN (NIMART) Quality Improvement Trainer or Nurse Mentor	D Lower
MED024	Clinical Nurse Trainer & Mentor for HIV/AIDS and TB	C Upper
MED025	Professionally Qualified Nurse with Midwifery Diploma	C Lower
MED026	Professionally Qualified Nurse	C Lower
MED027	Auxiliary or Lay Health Nurse	B Upper
MED028	Enrolled / Staff Nurse or Nursing Assistant	B Lower
MED029	Enrolled Nurse with experience	B Lower
MED030	District / Regional Laboratory Support Coordinator	C Upper
MED031	Medical Laboratory Technician	B Lower
MED032	Assistant Laboratory Technician	A Band
MED033 + MED034	Medical Community Mobiliser / Counsellor	C Upper
MED035	Lay Community / Hospital / Clinic Counsellor	B Lower
MED036	Team Leader or Senior TB / HIV / AIDS / Reproductive Health Lay Counsellor	B Upper
MED038	Community Mentor / Counsellor	B Lower
MED039	Health Information Manager / Senior Officer	D Upper

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
MED041	Health Information Officers	C Lower
MED042	Data Quality Mentors	B Lower
MED054	Medical / Health Programs / Projects Administrator	B Upper
MED043	Health Care Administrator	B Upper
MED055	Monitoring & Evaluation / Quality Assurance Division Executive or Senior Manager	E Lower
MED056	Monitoring & Evaluation / Quality Assurance Division or Department Executive or Senior Manager	D Upper
MED057	Monitoring and Evaluation Data Manager	D Lower
MED058 + MED059	Senior Monitoring and Evaluation Officer	C Upper
MED060	District or Area Quality Improvement Advisor	D Upper
MED061	Quality Assurance Coordinator / Mentor	D Lower
MED062	Quality Improvement Coach	D Band
MED063	Medical / Health Program Research Manager	D Upper
MED064	Medical / Health Program Research Doctor	E Upper
MED066	Epidemiologist / Researcher	E Lower
MED069	Senior Medical / Health Program Research Specialist / Advisor	D Upper
MED070	Medical / Health Program Research Specialist / Advisor	C Upper
MED073	Medical Field Data Collector	B Lower
MED074	Medical Field Data Collector Supervisor	B Upper
MED075	Medical Data Capture Clerk	B Lower
MED067	Medical / Health Program Training & Development Manager	D Upper
MED068 + MED072	Medical / Health Program Training Specialist or Coordinator	C Upper
Monitoring and Evaluation / Quality Assurance (Excludes Health Care Programs)		
N001	Monitoring & Evaluation / Quality Assurance Division Executive or Senior Manager	E Lower
N002	Monitoring & Evaluation / Quality Assurance Division or Department Executive or Senior Manager	D Upper
N004	Monitoring & Evaluation / Quality Assurance Junior Manager / Team Leader	C Upper
N005	Advanced Monitoring & Evaluation / Quality Assurance Expert / Specialist or Technical Advisor	D Upper
N006	Intermediate Monitoring & Evaluation / Quality Assurance Expert / Specialist or Technical Advisor	D Lower
N007	Advancing Monitoring & Evaluation / Quality Assurance Career Professional	C Upper
N008	Learning or Junior Monitoring & Evaluation / Quality Assurance Career Professional	C Lower

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
N009	Monitoring and Evaluation / Quality Assurance Assistant	B Upper
P001	Operations / Programs / Projects Executive or Senior Manager	E Lower
P002	Operations / Programs / Projects Executive or Senior Manager	D Upper
P003	Country Office / Regional or Provincial Operations / Programs / Projects Manager	D Lower
P004	Operations / Programs / Projects Manager	D Lower
P005	Senior Operations / Programs / Projects Team Leader / Coordinator	C Upper
P006	Organisation or Country Office Operations / Programs / Project Team Leader / Coordinator	C Lower
P007	Advanced Operations / Programs / Expert / Specialist or Technical Advisor	D Upper
P009	Intermediate Operations / Programs / Project Expert / Specialist or Technical Advisor	D Lower
P010	Advancing Career Operations / Programs / Project Expert / Specialist	C Upper
P011	Junior Program / Project Officer Entry Level Graduate	C Lower
P017	Operations / Programs Administrator or Assistant	C Lower
P018	Community / Child / Youth Mobilization Support or Coordinator	C Lower
P019	Social Community Coordinator / Counsellor	B Upper
P020	Pastor	B Upper
P021	Senior Pastor	C Lower
Economic / Education / Social Research (Excludes Health Care Program Research)		
R001	Economic / Education / Legal and Social Research Executive or Senior Manager	E Upper
R002	Economic / Education / Legal and Social Research Programs / Projects Executive or Senior Manager	D Upper
R005	Economic / Education / Legal and Social Research Fieldwork Manager	D Lower
R006	Economic / Education / Legal and Social Senior Research Programs / Projects Team Leader / Coordinator	C Upper
R007	Economic / Education / Legal and Social Research Programs / Projects Team Leader / Coordinator	C Lower
R008	Economic / Education / Legal and Social Advanced Research Specialist or Technical Advisor	D Upper
R009	Economic / Education / Legal and Social Intermediate Research Expert / Specialist or Technical Advisor	D Lower
R010	Economic / Education / Legal and Social Learning Career Professional	C Upper
R013	Research Support Officer	C Upper
R012 + R014	Research Fieldwork Officer / Coordinator	C Upper
R015	Research Clerk / Assistant	B Upper
Social Housing / Life Rights		
S001	Property Development / Contracts Senior Manager or Executive	E Lower
S002	National Property Manager	E Lower
S003	Property Development / Projects / Contract Manager	D Upper

2016 Position Code	Job Family / Position Job Title	Paterson Broad Band
S004	Regional / Operations Property Manager	D Lower
S006	Maintenance Manager	D Lower
S014	Maintenance Officer or Supervisor	C Upper
S017	Skilled Maintenance Worker	B Upper
S018	Building / Maintenance / Gardens Supervisor	B Lower
S008	Community Development Manager / Coordinator	C Upper
S009	Portfolio Manager	C Upper
S010	Village / Building / Complex Manager	C Lower
S011	Community Development Officer	C Upper
S012	Senior Tenant Liaison Officer	C Lower
S013	Senior Tenant / Lease Administrator	C Lower
S015	Junior Tenant / Lease Administrator	B Upper
S016	Junior Tenant Liaison Officer	B Upper
Training, Development and Capacity Building (Excludes Health Care Programs)		
T001	Senior Training and Development Manager or Advisor	D Upper
T002	Training and Development Manager / Advisor	D Lower
T003	Senior Training and Development Officer (Non-Technical)	C Upper
T004	Senior Training, and Materials Development Officer (Technical)	C Upper
T005	Training and Materials Development Officer / Assistant	C Lower
T006	Training & Development Administrator / Logistical Support	C Lower
T007	Peer Education / Capacity Building Coordinator / Mentor	C Lower
T008	Peer Education / Training and Development Presenter / Coach	B Upper
T009	Skills / Competency Development Clerk / Assistant or Youth Mentor	B Lower