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African Institute for Higher Technical
Training and Research

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First Session

Addis Ababa, 25-28 July 1979

PROPOSED SALARY SCALES AND ALLOWANCES FOR THE
STAFF OF THE INSTITUTE

Background Notes

1. Basic Principles and Objectives

In making proposals on the remuneration, allowances and benefits of the senior and supporting staff of the African Institute for Higher Technical Training and Research, the following basic principles and objectives are to be borne in mind:

- (i) African member States are poor and can ill afford very expensive intergovernmental institutions. Accordingly, salary scales and allowances for the staff of the Institute should be fixed at a level that member States can afford and reasonable enough to be able to attract competent and suitably qualified persons from any where.
- (ii) Due regard should be given to the salary scales prevailing in African multinational and intergovernmental institutions as well as in the national post-secondary educational institutions.
- (iii) The Institute must strive to recruit and retain the most competent technical instructors and researchers in order to be able to fulfill its objectives and assigned functions. This implies recruiting staff on a world-wide basis and paying the price the market demands.

- (iv) The Institute would of necessity have to use a mixed team of Africans employed by it and technical experts made available to it through bilateral and multilateral technical co-operation arrangements. Consequently, both international and the Institute's own salary scales may operate side by side. The Institute will not be able to afford the United Nations or UNDP scales of salary and related allowances. Therefore, the Institute's salary scales would have to be structured at a level not exceeding 80 per cent of the net of the United Nations salary scales applicable to comparable categories of officers.
- (v) The Institute will be primarily concerned with training of personnel and research in support of training. This requires full dedication to training and research as a profession and personnel involved in this task must be made to get satisfaction from their job. In particular, they need to be encouraged to remain in the training and research function. Their retention by the Institute is of crucial importance since the opportunity of their being induced to take up better paying employment in industries is very great.

2. Proposed Salary Scales

The salary scales proposed for professional, administrative, accounting and supporting staff are shown in the main table. The salary scales for the supporting clerical, secretarial and service staff are only indicative. The figures in this respect would need to be revised upwards or downwards after due survey of prevailing salary scales and the level of cost of living in the host country.

Senior staff have been classified into eight levels for the purpose of remuneration. Since the Institute is a technical training and research institution, all its professional staff are, for convenience of nomenclature, being styled "Technical Instructors" even though some of them will be involved in administrative, management and accounting functions. Heads of Departments being Chief Technical Instructors, are placed on Level 6 and the Executive Director on Level 8. As a future possibility, Level 7 has been reserved for a Deputy Executive Director in the event that the Governing Council should decide to establish such a post. Ten steps are proposed for each salary scale.

It is expected that staff members would pay some form of tax or assessment on their income. Such income would be collected by the Institute on PAYE basis and would be used to reduce contributions required of member States. Consequently, data indicated in the salary scales are gross. The rate of staff assessment that will apply will be determined in due course by the Governing Council of the Institute and may be in the range of 15 per cent for the lowest paid professionals to 30 per cent for the highest paid. Therefore, the net pay involved in the salary scales proposed may be of the order of 70 to 85 per cent of the figures shown.

3. Comparable Salary Scales

Appendices I to III provide data on salary scales applicable to comparable categories of professional staff in both the United Nations Secretariat and in African intergovernmental institutions. From Annex II it will be observed that the scales of salary proposed for the Institute are approximately of the level of 80 per cent of the net pay of professionals of comparable grades in the United Nations Secretariat.

In Annex III, the remuneration of a mid-career grade P3 or Level 3 has been compared in six different African intergovernmental institutions, including the Institute. The salary scales proposed for the Institute are slightly higher than those operating for the professionals of OAU and the African Regional Centre for Technology, but slightly lower than those operating in CAFRAD and very much lower than those of ATPO, ADB, and ECOWAS. Having regard to the scarcity of competent technical instructors, the demand for this type of personnel in industries and other production sectors and the need to retain them in the training and research function, a strong case exists for the Institute paying salaries that are slightly better than those being offered by the OAU and the African Regional Centre for Technology.

The OAU current salary scales by comparison with other international and intergovernmental salary scales (Annex III) may appear reasonable in terms of what African States can afford. In the context of take-home pay the allowances and fringe benefits that OAU professional staff enjoy are very substantial. Allowances for dollar devaluation and post adjustment allowance have together been estimated to add 45 to 50 per cent to basic salaries. Reasonable housing allowances are also paid. All these add substantially to the value of the take-home pay. The African Regional Centre for Technology has adopted the same salary scales and allowances as those of the OAU. However, most applicants for post vacancies would think first of the net basic salary being offered and only on second thought give consideration to allowances and fringe benefits. The staff of the Institute would normally think of their price in a world-wide context since they can seek jobs and research assignments any where in the world wherever their expertise may be needed. It is in this regard that the OAU salary scales would fail to attract, let alone retain, qualified staff of the calibre and experience that the Institute needs for its operation.

4. Allowances and Benefits

Allowances and benefits proposed for the professional staff of the Institute are outlined in Section C of the proposed Salary Scales. By international standards and compared with what prevails in some African countries, the allowances are considered modest.

5. Recommendation: Action required

The meeting is invited to:

- (1) review the proposed salary scales for the different categories of professional staff, including those of Heads of Departments and the Executive Director, amend them as necessary and adopt them for the use of the Institute;
- (2) consider the broad indication of salary scales for secretarial, clerical and other supporting staff and request the ECA secretariat and the Executive Director of the Institute to collaborate in working out appropriate salary scales that duly take into consideration the prevailing rate of remuneration for similar categories of staff in the host country and submit specific recommendations to the second session of the Governing Council;
- (3) review the various allowances and benefits proposed for professional staff of the Institute, amend and adopt them for the use of the Institute.

AFRICAN INSTITUTE FOR HIGHER TECHNICAL TRAINING AND RESEARCH

A. SALARY SCALES (GROSS) SENIOR STAFF ^{1/} (PROPOSAL)
(in US dollars)

Staff Category	Classification (level)	Step I	Annual Increase	Step X
Assistant Technical Instructor Executive Officer (Administration)	L.1	10 000	300	12 700
Technical Instructor Grade II Accounting/Administrative Officer	L.2	12 000	300	14 700
Technical Instructor Grade I Senior Administrative/Accounting Officer	L.3	15 000	360	18 240
Senior Technical Instructor Principal Accounting/Administrative Officer	L.4	18 000	360	21 240
Principal Technical Instructor Chief Accounting Officer	L.5	21 000	420	24 780
Head of Department/Administration (Deputy Executive Director)	L.6 (L.7)	24 000 (26 000)	420 500	27 780 30 500
Executive Director	L.8	30 000	600	35 400

B. SALARY SCALES (GROSS) OF SUPPORTING STAFF ^{2/}

SS 1	3 000	120	4 080
SS 2	3 000	120	4 380
SS 3	3 600	120	4 680
SS 4	4 200	180	5 820
SS 5	4 500	180	6 120
SS 6	4 800	180	6 420
SS 7	5 400	240	7 560
SS 8	5 700	240	7 860
SS 9	6 000	240	8 160

^{1/} The scales are approximately the equivalent of 80% of the net salary scales applicable to comparable grades in the United Nations Secretariat.
^{2/} The indicative figures for these salary scales (Supporting Staff) are to be adjusted to prevailing local salaries of comparable grades of personnel in the host country.

C. SENIOR STAFF ALLOWANCES AND BENEFITS

The following allowances and benefits are proposed for the senior staff of the Institute:^{1/}

1. Installation allowance

Payable to new staff members on taking appointment; at full rate for the staff member and at half rate for accompanying spouse and each dependent and for a total period not exceeding 30 days. The daily rate shall not exceed the current United Nations per diem applicable to the location and could be lower if so decided by the Governing Council of the Institute and in that case not less than 80 per cent of the applicable United Nations per diem.

2. Dependency allowance

US\$240 per annum for dependent spouse

US\$150 per annum per dependent child

3. Housing allowance

Executive Director	US\$4,800 per annum
(Deputy, Executive Director)	US\$3,600 per annum)
Staff Levels 4 to 6	US\$3,000 per annum
Staff Levels 1 to 3	US\$2,400 per annum

Housing allowance will apply only to non-resident staff members who are not provided quarters at the Institute's campus or other Institute's location.

4. Education allowance

75 per cent of total fees and direct educational expenses per child in full time education per annum up to the age of 21.

5. Pension

Staff members will automatically contribute 7(5) per cent of their basic salary to the Staff Pension Fund while the Institute contributes 14(10) per cent of the same basic salary.

6. Staff insurance

The Institute's Group Insurance Benefit will provide for the compensation of staff members in case of permanent injury, disablement or death while on duty or on official travel for the Institute.

^{1/} Appropriate rates of allowances applicable to supporting staff are to be worked out by the Institute.

7. Staff Medical Scheme

Staff members contributing to the Institute's Staff Medical Scheme will obtain a refund of 80 per cent of all medical and hospital expenses actually incurred in respect of a staff member, dependent spouse and dependent children. The eligible expenses exclude purchase of drugs outside the medical service. The amount of staff members' contribution to the Scheme will be determined from time to time by the Governing Council.

8. Duty-free privilege

The Executive Director and such categories of staff of the Institute (levels 4 to 7) may enjoy the privilege of purchasing certain types of duty-free items as the host country may grant them. All non-resident professional Staff of the Institute will have the privilege of purchasing duty-free car and a limited amount of household furniture within the first 12 months of their joining the Institute. The list of such duty-free household articles will be agreed with the host Government. The granting of this privilege shall not entitle any staff of the Institute to any allowance for the maintenance of his or her private vehicles.

AFRICAN REGIONAL CENTRE FOR TECHNOLOGY

SALARY SCALES OF SENIOR STAFF (in US dollars)

Staff Categories	Classification	S T E P S									
		I	II	III	IV	V	VI	VII	VIII	IX	X
Assistant Technical Instructor	L.1	7,200	7,450	7,700	7,950	8,200	8,450	8,700	8,950	9,200	9,450
Technical Instructor Grade II	L.2	9,000	9,260	9,520	9,780	10,040	10,300	10,560	10,820	11,080	11,340
Technical Instructor Grade I	L.3	11,000	11,280	11,560	11,840	12,120	12,400	12,680	12,960	13,240	13,520
Senior Technical Instructor	L.4	13,300	13,600	13,900	14,200	14,500	14,800	15,100	15,400	15,700	16,000
Principal Technical Instructor	L.5	16,000	16,320	16,640	16,960	17,280	17,600	17,920	18,240	18,560	18,880
Head of Department	L.6	17,140	17,470	17,800	18,130	18,460	18,790	19,120	19,450	19,780	20,110
Executive Director	L.7	18,950	19,300	19,650	20,000	20,350	20,700	21,050	21,400	21,750	22,100

NOTE: "L" denotes Level

Salary scales are indicated as gross. The scales are based on the OAU salary scales operative 1978.

Column 1, staff categories used in this table are those applicable to the Institute rather than the Centre.

Source: African Regional Centre for Technology, Report of the First Meeting of the Executive Board, document ARCT/EB/1/9, Annex II.

United Nations Salary Scales (1977)
for Comparable Level of Senior Officers
(Dependency rate)

Staff Categories	Applicable Grade	Step I	Step X
Assistant Technical Instructor	P1	(14,300) 11,719	(19,860) 15,633
Technical Instructor Grade II	P2	(19,040) 15,096	(25,250) 19,000
Technical Instructor Grade I	P3	(23,910) 18,193	(31,580) 22,690
Senior Technical Instructor	P4	(29,940) 21,756	(38,930) 26,684
Principal Technical Instructor	P5	(38,190) 26,299	(48,110) 31,355
Head of Department/ Administration	D1	(43,890) (7 Steps) 29,245	(52,450) 33,456
Executive Director	D2	(52,650) (4 Steps) 33,552	(57,300) 35,738

Source: United Nations Staff Rules, New York 1977, Annex I Salary Scales and Related Provisions

Note: Column 1, Staff Categories refer to those of the Institute, paired alongside the professional categories in the United Nations Secretariat. Figures in brackets refer to gross salary.

Comparative Salary Scales of African Institutions
at P3 Category or Level 3 Equivalent
(in US dollars)

Institution Step	ATPO	ADB	CAFRAD	ECOWAS	Regional Centre for Technology ^{1/}	Proposed for the Institute
I	23,910	20,410	16,761	22,335 to 24,630	11,000	15,000
V	27,300	21,818	18,703		12,120	16,440
X	31,580	23,577	21,016		13,520	18,240

Source: Recommendations for Improvement of CAFRAD Conditions of Service, CAFRAD document DG.1/78 - Dec.10, Appendix I.

Notes: ATPO: African Trade Promotion Organization

ADB: African Development Bank

CAFRAD: African Training and Research Centre in Administration for Development

ECOWAS: Economic Community of West African States

^{1/} Same scale as the OAU Secretariat

Salary Scales in African Universities and
Colleges of Technology, 1978
(in US dollars)

Categories	Grade ^{1/} Level	Idah College of Technology Nigeria	College of Technology Owerri, Nigeria	University of Ife, Nigeria	University of Nairobi, Kenya (1974)
Professor	16			18030/19872	10260/12483
Associate Professor					8653/10157
Head of Department Reader Senior Principal Lecturer	14	14189/15725	14189/15725	14189/15725	
Senior Lecturer Principal Lecturer	13	12422/13398	12422/13398	12422/13398	6430/8653
Senior Lecturer	12		11366/12403		
Lecturer Grade I	11	10310/11174	10310/11174	10310/11174	4275/7353
Lecturer Grade II	10	8736/10291	8736/10291	8736/10291	
Lecturer Grade III Assistant Lecturer	09	6989/8544	6989/8544	6989/8544	3591/4104
Graduate Assistant Tutorial Fellow	08		5222/6662	5222/6662	3591/4754

Source: West Africa Weekly

Note: The first figure in each scale is the starting salary and the second figure is the last step in the scale.

Conversion rates: US\$1 = NO.625; LK1 = \$2.85

^{1/} Grade level in operation in Nigeria