



*Empowered lives.  
Resilient nations.*

Interoffice memorandum # 20

To : Service Contract Holders of UNDP funded projects  
UNDP administered Service Contract Holders

Date: 01 October 2018

Cc: National Project Directors of UNDP funded projects  
UN OMT in Mongolia

From: Beate Trankmann, Resident Representative

Extension: 1101

Subject: Revised Remuneration Scale for UNDP Service  
Contract Holders-2018

File: 261/3

Dear Colleagues,

I am pleased to share with you the revised remuneration scale for UNDP Service Contract holders (SC Holders) with effective date of 01 October 2018. The revision replaces the current effective remuneration scale dated 01 October 2017.

In the implementation of this new scale, I would like to draw your special attention to the following additional clarifications:

- The new scale is applicable to all SC Holders effective 1 October 2018 regardless of their date of contract extension;
- This revision is the second phase of implementation of the new SC scale based on the results of the September 2017 SC Remuneration Survey. It is applicable to those SC bands and levels where increases exceeded 25%. The first phase took place effective 1<sup>st</sup> October 2017;
- The new scale is not inclusive of Medical, Life and AD/D benefits and pension lump sum contribution;
- SC Holders are responsible for all taxes due on the net remuneration.

Taking this opportunity, I would like to sincerely thank you for your cooperation and hard work to ensure the successful implementation of UNDP's projects and services. Please don't hesitate to contact Soyombo Makhbal (Soyombo.makhbal@undp.org), HR Associate, should you have any questions.

Best regards,

Annexes:

Remuneration Scale for Service Contract Holders  
UNDP SC Remuneration-Sample Band and Level Matrix

Band	Level	Contribution value	Min degree level	Min relevant experience years	Examples of posts
SB-5	SC-11 (Peg 3-5)	Substantive Innovation	Min 6 years with Phd Degree or Min 10 years with Master's Degree of relevant experience	6-10	Chief of IT Services, Building Manager, HR Advisor, Accounting/Finance Chief, Senior Project Advisor & Expert
	SC-10 (Peg 1-3)	Adaptive Delivery			Project Manager/Coordinator, Senior Accountant, IT Operations Specialist, Admin Services Specialist, HR Specialist, Gender Specialist
SB-4	SC-9 (Peg 3-5)	Analytical	Min 3 years with Master's Degree or Min 5 years with Bachelor Degree of relevant experience	3-5	Project Officer, Systems Analyst/Developer, Admin Services Officer, HR Services Analyst, Accountant
	SC-8 (Peg 1-3)	Basic conceptual Comprehension			Project Officer, Programme Analyst, Systems Analyst/Developer, Admin/Finance Officer, HR Services Analyst, Junior Accountant, M&E, Communication and Advocacy Officers, Gender Officer, Training Officer
SB-3	SC-7 (Peg 3-5)	Integrated Service Execution	Min 5 years with Secondary education or Min 3 years with Bachelor's degree in relevant field	3-5	Webmaster, Senior Admin Assistant, Senior HR Services Assistant, Senior Accounts Assistant, Senior Project Assistant
	SC 6 (Peg 2-4)	Comprehensive process support			Admin Assistant, Executive Assistant, HR Services Assistant, Senior Accounts Assistant, Project Assistant
	SC5 (Peg1-3)	Specialized process support			Senior Secretary, Senior Accounting Clerk, HR Clerk, Senior Admin Clerk, Help Desk Assistant, Senior Project Clerk
SB-2	SC4 (Peg 3-5)	Basic process support	Secondary education with min 3 years of relevant experience. Licence in the specialty required where applicable	3-5	Admin/Finance Clerk, Secretary, Bookkeeper, Service Assistant
	SC3 (Peg 1-3)	Repetitive support			Receptionist, Clerk Typist, Senior Driver, Electrician
SB-1	SC2 (Peg 3-5)	Mechanical operations	Completion of secondary education with min 2 years of experience except drivers. Licence in the specialty required where applicable	2-3 years (Drivers 5 years of experience required)	Driver, Service Assistant, Office Assistant
	SC1 (Peg1-3)	Physical operations			Messenger, Handyman, Cleaner, Gardener



# UNDP Service Contract Remuneration for Mongolia

## Annual Gross Remuneration

In MNT

Effective 01 October 2018

### R A N G E S

Service Band	Level	Annum/ Monthly	Peg1	Peg2	Peg3	Peg4	Peg5	Service Band
SB-5	SC11 (Peg 3-5) SC10 (Peg 1-3)	Annum	44,338,383	50,131,787	55,925,192	61,718,596	67,512,000	SB-5
		Monthly	3,694,865	4,177,649	4,660,433	5,143,216	5,626,000	
SB-4	SC9 (Peg 3-5) SC8 (Peg 1-3)	Annum	34,972,160	39,126,676	43,281,191	47,435,707	51,590,222	SB-4
		Monthly	2,914,347	3,260,556	3,606,766	3,952,976	4,299,185	
SB-3	SC7 (Peg 3-5) SC6 (Peg 2-4) SC5 (Peg 1-3)	Annum	26,022,282	28,808,267	31,594,251	34,380,236	37,166,220	SB-3
		Monthly	2,168,524	2,400,689	2,632,854	2,865,020	3,097,185	
SB-2	SC4 (Peg 3-5) SC3 (Peg 1-3)	Annum	19,420,570	22,251,828	25,083,085	27,914,343	30,745,600	SB-2
		Monthly	1,618,381	1,854,319	2,090,257	2,326,195	2,562,133	
SB-1	SC2 (Peg 3-5) SC1 (Peg -3)	Annum	16,573,700	17,593,875	18,614,051	19,634,226	20,654,401	SB-1
		Monthly	1,381,142	1,466,156	1,551,171	1,636,186	1,721,200	

Note: In addition to the above remuneration, UNDP pays for health, life, death and disability coverage for the SC Holder and the pension lump sum.