Compensation Policy

For

Human Resource Development

APPROVED BY:	ISSUED BY:
President – Professor Dr. Ahmed Sameh Farid	Human Resources Department

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Section – 1: General

1 Section 1: General

University Compensation Policy

1.1 Purpose

The compensation system at NGU is designed to align with the organization's objectives and strategies, ensuring a balance between operational costs and employee expectations. This system aims to:

- **Ensure Legal Compliance:** Adhering to all relevant laws and regulations governing employee compensation.
- **Enhance Cost Effectiveness:** Compensation packages are developed based on budgeted costs and benchmarked against well-known universities in the Egyptian market to maintain competitive yet sustainable pay structures.
- **Maintain Equity:** Establishing internal, external, and individual equity to foster fairness within the organization.
- **Support Performance Enhancement:** Compensation includes both fixed entitlements and performance-based components to incentivize productivity and help the organization achieve its objectives while ensuring justifiable costs.

1.2 Scope

This policy applies to NGU academic and administrative staff (non-academic) and covers various aspects of compensation management, including salary structures, salary administration, and overtime compensation, all of which are overseen by the Human Resources (HR) function.

1.3 Definition and acronyms

HRM	: Human Resource Manager
BOT	: Board of Trustees
FD	: Functional Director.
MP	Mid- Point
G / Gr	Grade

Section – 2: Salary Structure

2 Section 2: Salary Structure 2025

Non-Academic (Full-Time)

Compensation Policy:
Pay aligned with the average pay of well-known universities in the Egyptian marketplace for comparable skills.

Salary Structure

2.1 Salary Structures 2025

**All structures are based on NET Monthly Pay, excluding Social Insurance and taxes.*

2.2 Introduce 2 Salary Structures:

2.2.1 SS: For Semi-Skilled Labor: (Non-Exempt) **(Grade 1 to 4)**

- Read, write & take and execute simple orders.
- Example: Coffee boys, messengers, drivers, helpers, etc.….
- Read and interpret simple instruction and require specialized skill at a moderate level up to advanced skills.
- Example: Technicians, Foremen, Technical Supervisors, Storekeepers …etc.

2.2.2 SK: For Skilled Labor Professionals: (Non-Exempt& Exempt), **(Grade 5 to 11)**

- Education up to university degree and have specialized/advanced skill level in specific area/s. It contains all staff positions.
- Non-exempt (G 5-7),
- Exempt professionals and management positions: From G8

2.2.3 Executives: Highest Executive Positions / Deans and direct reports to the President **(Grade 12 – A&B)**

2.3. Pay Differential & Salary Range Interpretation:

2.3.1 Skilled Structure (Professional) contains 7 grades, and each grade allows pay differentials: based on the skill level of the person holding the position, maturity, and professionalism.

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2.3.2. All structures are interpreted in monthly salaries and represent the average position rate in the marketplace, which also represents the Midpoint (MP) of the salary range. The salary range is established:

a. **For Semiskilled:** 25% below and 25% above the MP to develop the minimum and the maximum of the salary range.

b. **For Skilled Professional Positions:** 30% below and 30% above the MP to develop the minimum and the maximum of the salary range.
c. Payments will be affected in the salary range based on the individual's performance and the maturity in the position.

2.3.3.: All structures allow career progression/promotions based on the job evaluation *system and career path developed for each job family.*

2.4. The progression of Midpoints is as follows:

a. **From Grade "1" to Grade"4":** 25% Progression
b. **From Grade "5" to "7":** 25% Progression
c. **Grade "8" (Supervisory):** 35% over G "7" to compensate for overtime (start of exempt position) which will not be paid starting grade 8.
d. **Grade "8" to "9":** 25% progression
e. **Grade "10"(Jr Managers):** 40% over G."9"
f. **Grade "11" (Sr. Manager):** 40% over G."10"

Normal progression at that grade (10-11) in the marketplace.

g. **Executives Structure:** (Grade 12) A&B, the salary range is split into 2 levels (A&B) to allow pay differentials based on the skill level of the person holding the position, maturity, professionalism, budget size and number of direct reports and seniority of the direct reports.

- **G: 12(A) 30% progression over G11.**
- **G: 12 (B) 17% Progression over G 12(A)**

2.5. Payment Structures and Conditions

2.5. Payment Frequency:

- Salaries will be paid monthly in accordance with Egyptian labor laws.

2.5.2 Net Pay Inclusion:

- All structures represent **Net Pay** excluding deductions for Social Insurance and taxes.

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2.5.3 Salary Adjustments:

- Adjustments within the salary range are based on individual performance ratings, professionalism, and maturity in the role.

2.5.4 Overtime Policy:

- Overtime compensation applies up to Grade 7. (refer to overtime policy Section …)
- Exempt positions starting from Grade 8 do not receive overtime payments.

2.5.5. Finance Department End of year closure:

- Will be paid ONE MONTH bonus upon delivering the closing of the general budget of the year. الميزانية العامة

2.5.6. Incentive Scheme for Supervisory & Management positions:

a. Supervisory and Junior Management Positions (Gr. 8-9-10) will be paid 10% of the monthly pay based on achieving Strategic Objectives and Department Objectives (25% Strategic and 75% Department objectives) , to b paid quarterly. (Objective form no….)

b. For Senior Managers & Executive Positions (Gr. 11& 12 /A& B) will be paid End of year Incentives (5%of annual pay) based on achieving Strategic Objectives of the University. Date?

2.5.7 Career Progression and Promotions

- Career growth allowed through job evaluation systems and career path structures.

2.5.8 Retirement Plans: Contributions to Social Insurance and retirement benefits in alignment with Egyptian labor laws.

2.6. Policy Updates and Review

2.6.1 Review Frequency:

- The salary structure and policy will be reviewed annually to remain aligned with market trends. (dates?)

2.6.2 Amendment Process:

- Changes to the policy require approval from the President & Board of Trustees (BOT) and alignment with institutional goals.

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Section – 3: Salary Administration

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3 Section 3: Salary Administration

3.1 Tools for Salary Administration

3.1.1 Job Evaluation:

- Position grades are established to determine the relative worth of jobs and benchmark them against similar roles in the external market.

- "**Evaluation Committee**" consist of: President Advisor, Secretary General, HR Manager, Compensation & Benefits Representative, Department functional Manager.
- "Evaluation Committee" is responsible for assigning appropriate grades to each employee based on their job description and the position they occupy.

3.1.2 Salary Structure:

The salary structure defines the salary range for each grade, ensuring alignment with market rates.

3.1.3 Employee Performance:

Employee performance is measured to evaluate contributions and achievements on the job.

3.1.3 Salary Increase Guide:

Provides a framework for determining salary increases based on the **Pay for Performance** concept.

3.2. Merit Pay: Employee Performance

3.2.1 Purpose of Merit Pay:

- Merit-based salary reviews and increases are intended to reward sustained performance on the job.
- Salary increases should not be used as a motivational tool to improve poor performance.

3.2.2 Merit Pay Process:

a. Determine the employee's grade with HR based on the job classification in use. (Frm no.)

b. Identify the employee's current salary position in the relevant salary range:
   - Below Minimum (BM)
   - Lower Third (L3rd)
   - Middle Third (M3rd)
   - Upper Third (U3rd)

c. Use the Salary Increase Guide to decide the most appropriate salary increase percentage based on the employee's performance.

d. Apply the percentage increase to calculate the proposed new salary.

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e. Verify that the new salary does not exceed the ceiling of the target pay for performance.

f. Compare the proposed salary with the employee's peers in the same grade and evaluate pay differentials based on performance and maturity in the position.

g. Review the proposed increase with HR and the department manager for final approval.

h. Issue a confidential letter to the employee, signed and presented in person.

i. Send a copy of the signed letter to HR for the employee's personal file.

j. HR will notify the finance department to update the salary in the payroll system.

3.3. Salary Increase Guide:

3.3.1 Salary increases tied to performance ratings:

Performance Rating	Below Minimum	Lower Third	Middle Third	Upper Third
Exceeds Expectations "5"	18–20%	15–17%	10–14%	5–9%
Meets expectation & exceeds at times "4"	15–17%	10–14%	5–9%	-
Meets expectation **partially** "3"	10–14%	5–9%	-	-
Doesn't Meet Expectation "2"	5-9%	-	-	-

3.3.2 Target Pay Guidelines: Pay Differentials Based on Performance Levels

- **"5 "Frequently Exceeds** expectation: Position rate Upper 3rd of the salary range.

*Meets expectations in **ALL** competencies and **Exceeds i**n two or more performance expectations*

- **"4" Meets** expectation & exceeds at times: Position rate / middle 3rd of salary range.

*Meets expectations in **ALL** competencies and performance expectations*

- **"3" Meets** expectation **Partially** : Position rate lower 3rd of the salary range. *Doesn't meet expectation in one or 2 areas*
- **"2" Doesn't Meet Expectation:** Position rate Minimum of salary range. *Doesn't meet expectations in three or more areas.*

3.3.3. Unsatisfactory Performer: Legal Obligations

a. Employees rated as "Unsatisfactory" **(Doesn't Meet Expectation:2)** will only receive the legally required salary increase (as per social insurance

guidelines), and will receive a warning letter with objectives to be on probation period for 3 months.

b. **Performance Reevaluation:**

- Salary reviews for these employees may only occur when their performance improves from "Unsatisfactory" to "Satisfactory" as determined by performance reviews.

3.4. Timing of Adjustments

3.4.1 Catch-Up Plans:

- If, after the first salary review, an employee's new salary remains below the minimum of the appropriate salary range, another review during the year may be conducted.

3.4.2 Criteria for Adjustment:

- Adjustments depend on sustained employee performance based on the salary increase guide.

3.4.3 Timing Based on Performance:

Performance Rating	Time From Previous Increase
"5" (Frequently Exceeds Expectations	6–7 months.
"4" (Meets & Exceeds Expectations at Times)	8–9 months
"3" (Partially Meets Expectations	10 months (upon improvement to "4")

3.5. Annual reviews:

All salaries will be reviewed effective January (President decision) every year.

3.6 Promotions

3.6.1 Salary Review for Promotions:

When an employee is promoted to a higher position grade, their salary will be reviewed in line with the appropriate new salary range and the "Salary Increase Guide" in use.

3.6.2 Effective Date of Promotion Increase:

- Salary increases due to promotions may be granted effective from the date of promotion.
- Managers should plan promotions thoughtfully, allowing reasonable time between the promotion date and the previous merit increase date.

3.6.3 Reassessment of Employee Performance:

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Employee performance must be assessed considering the new position level expectations.

3.6.4 Recommended Timing:

- Promotions are ideally recommended to coincide with the Date of salary review. unless there are good justifications to process the promotion prior or after the date, exceptions may apply when justified for processing promotions earlier or later.

3.7. Hiring Salaries

3.7.1 Fresh Graduates:

- Determine the position grade according to the job being occupied.
- Assign salaries at the **minimum** of the appropriate salary range.

3.7.2 Experienced Candidates:

- Determine the position grade based on the job being occupied.
- Consider the candidate's years of relevant experience in determining the hiring salary.
- Compare the hiring salary of peers in the same grade and with similar experience on board.

3.7.3 Managerial Judgement for Hiring Salary:

Managers may set hiring salaries below the peer average, subject to adjustment after a **3-month probation period** based on performance review.

3.8. Policy Implementation and Oversight

3.8.1 Role of HR and Department Managers:

- HR and department managers will ensure compliance with the guidelines for promotions, hiring salaries, and salary reviews.
- All adjustments will align with the established salary structure, increase guides, and performance-based targets.

3.8.2 Documentation:

All changes to salaries and promotions will be documented:

- Request for salary increase forms. (Form #)
- Standard salary increases or promotion letters to employees. (Form #)
- Official records updated in the HR files.

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3.8.3 Payroll Adjustments:

- HR will communicate all approved changes to the finance department for payroll updates.

3.9. Forms in Use:

- **Request for Salary Increase Form**
- **Standard Salary Increase Letter to Employee**

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Section –4: Grading System

4 Section 4: Grading System

4.1 Overview

A process of evaluating and classifying positions to reflect the relative value of different jobs in the organization using ranking criteria in determining the relative value and worth of jobs.

4.2 Objective

Assign a grade for every job, which reflects its nature, complexity, accountability, and relative value in the marketplace by determining the pay level for each job grade. And creates a career path for each grade / position.

4.3 Grade Description:

I. Blue collars, Semi-Skilled and technical jobs (Non-Exempt)

Grades	Definition
Grade 1	• Simple routine repetitive work. • Require little training (up to 6 months to 1-year on-the-job training). Entry level. • Employee follows exact instructions and require close supervision.
Grade 2	• Simple routine repetitive but varied or multiple tasks. • Require formal and on-the-job training (up to 2-3 years on-the-job training). • Employee work somewhat independent and may solve routine problems. • Require close supervision.
Grade 3	• Fairly, complex routine tasks. • Require understanding of job-related problems (3-5 years on-the-job training). • Employee uses judgement in choosing procedures and may recommend improvements. • Require general supervision.
Grade 4	• Varied complex tasks. • Requires specialized training and analytical ability. • Employee may establish procedures and recommend improvements. • Works fairly independent with occasional checks. Has Supervisory responsibilities

II. General, Administrative, Technical and Professional jobs.

Grades	Definition
Grade 5	• Simple routine repetitive but varied or multiple tasks. • Require formal and on-the-job training (up to 1-2 years on-the-job training). • Employee work somewhat independent and may solve routine problems. • Require close supervision.
Grade 6	• Fairly, complex routine tasks. • Require understanding of job-related problems (2-3 years of training on-the-job). • Employee uses judgement in choosing procedures and may recommend improvements. • Require general supervision.
Grade 7	• Varied complex tasks. • Requires specialized training and analytical ability. • Employee may establish procedures and recommend improvements. • Has a cross-functional relation with other departments for information exchange. • Works fairly independent with occasional checks.
Grade 8 **Supervisor**	• Varied complex tasks required for management decision. • Has a cross-functional relation with other departments for information exchange, organization, and persuasion. • Require advanced education in a specific field. • Use of independent judgement and decision. • Provide on-the-job supervision, training, or guidance to less senior personnel.
Grade 9 **Sr. Supervisor / Section Head**	• Jobs require advanced knowledge and may involve regular inside and outside relations at a professional level. • Require advanced specialized training. • participate in business plans and set objectives. • Works, fairly, independent. • Give guidance and/or training to other professionals. • Lead / Supervise

III. Professional, and Management jobs.

Grades	Definitions
Grade 10 **Manager**	• Advanced education & training. • Require frequent inside & outside relationship for negotiations and persuasion. • Participate in business plans and focus on team objectives. • Generates solutions to technical and professional problems. • Require regular relations at a professional level. • Work independently and have analytical skills. • Recommend and participate in business plans and team objectives. • Manage departments at 1st line level (People management & financial responsibility.

Grade 11 **Sr. Manager**	• Generates solutions to technical and professional problems. • Require internal & external, regular & frequent relations at a high professional level which might affect the decision-making process. • Recommend and participate in business plans and department objectives. • Manage departments at 1st line level (People management & financial responsibility).

IV. Executives / Top management / Direct Reports to President

Grades	Definitions
Grade 12 A	• Develop and implement the organization business strategies. • Have responsibility for setting-up policies. • Considered as experts and leaders by others inside and outside the organization (top executives or directors).
Grade 12 B	• Lead multifunctional teams or manager multiple functions or departments. • Anticipate potential problems and determine actions to avoid or solve. • Develop and influence functional strategies. • May have financial responsibilities (revenue, profit, expense control…etc). • High relations inside and/or outside the organization and persuasion for key business decisions. • Must have mastery knowledge of various business areas. • 2nd highest executives in the organization after the President • Has direct influence on key business decisions and strategies at the highest level.

Section – 5: Overtime Policy

5 Section 5: Overtime Policy

5.1. Purpose

Overtime work may be implemented where extra hours are required to cover a short-term exception such as staff absence or a busy period. NGU strives to keep working overtime to a minimum to provide a healthy working environment for employees and to encourage effective planning of work.

5.2. Eligibility

5.2.1 All employees in non-management grades (From Grade 1 to 7) will be compensated for overtime worked over their normal contractual working hours. This includes full-time, part-time, and temporary employees.

5.2.2 Overtime is not payable when an employee works on a day requested as annual leave.

5.2.3 Employees in management and supervisory grades and above are highly skilled and exempt, which, by their nature, may require staff to work all necessary hours to accomplish their duties. NGU usually considers such factors in determining salaries at these levels. Extra hours worked by these employees may be compensated by compensatory time off upon authorization by the employee's Line Manager.

5.3. Working Hours and Limits

5.3.1 The actual working hours shall not exceed 10 hours per day.

5.3.2 Overtime work should not exceed 12 hours per week per person, or 2 hours per day.

5.3.3 When overtime exceeds 2 hours in one day, the total overtime must not exceed 4 hours.

5.3.4 If an employee works 4 hours of overtime and the work is not completed, an alternative employee must be found to continue the work. Under no circumstances will an employee work beyond 4 hours of overtime in a day.

5.3.5 If the reason for working overtime exists for more than 2 weeks without resolution, a solution must be found, and an improvement plan must be written with timescales for completion.

5.4. Authorization

Overtime must be authorized by the Line Manager prior to the extra hours being worked.

5.5. Exceptions for Extended Overtime

5.5.1 Situations where overtime may exceed 2 hours per day per person include:

- During the month ends for Finance staff.
- During Student Admission season for Student Affairs staff.
- University events such as graduation and photoshoots, Movie shoots…..
- Staff shortages due to long vacations or sickness.
- Ad hoc requests or special projects beyond the normal scope of work with a mandated deadline.

5.5.2 In these cases, an overtime weekly plan must be submitted to the HR department, including names and hours to be worked prior to the extra hours being worked; otherwise, it will not be calculated.

5.6. Payment and Compensation

5.6.1 Overtime payments will be made according to Egyptian labor law.

5.6.2 Overtime is payable for the number of hours worked and is calculated on the basic salary, excluding all other allowances.

5.6.3 Overtime sheets must be completed and approved/signed by the Line Manager before submission to the Payroll Officer.

5.6.4 Overtime performed on weekly rest days and public holidays will be considered special overtime and paid accordingly.

5.6.5 Standard overtime will be paid at the rates of 1.30 and 1.70 for night hours.

5.7. Rest Days and Public Holidays

5.7.1 If a worker is required to work on their day of rest, they are entitled to their wage for that day and are granted another day in lieu of the following week.

5.7.2 All national and/or religious holidays declared by the government are considered public holidays for employees. However, NGU reserves the right to request employees to work on such days. In such cases, employees will be given a day in lieu.

5.7.3 If a public holiday falls during leave other than annual leave, it is not compensated in any manner.

5. 8. Special Circumstances

8.1 In circumstances where a whole department is requested to attend a work function for training or business communications, time off in lieu will be provided.

Section – 6: Annexure & Formats

6 Section 6: Annexures & Formats

6.1 Overtime Claim Form

Overtime/Additional Hours Claim Form

Name in Full: _____ Month: _____
Title_____ Employee Code:_____
Department:_____ Location:_____

Indicate Days (i.e. **Sunday**)	Date	Time/Period worked (i.e. From 4:00 to 7:00)	Reason for overtime	Hours Worked	Leave In Lieu	Paid Hours
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					
	31					
Monthly Totals						

I certify that the additional hours stated above have been worked by me.
Signed: _____ Date: _____

Authorized by: _____ Signed (Please Print)
_____

To be completed by HR Department & sheet reviewed by attendance system.

	Hours		
Hours @ 1.3		Cost Center	/ / /
Hours @ 1.7		Cost Center	/ / /
Hours @ 2		Cost Center	/ / /

Authorized pay claim received by the 17th of the month will be paid at the end of the month.
Any claim received after the 17th will not be paid until the following month. Budget holders will need **at least** five working days to process, authorize and submit the claim to payroll.
Please therefore ensure that claims are completed and submitted to the budget holder on the last working day of each month.

Payroll Department use only:

Date input by: _____

Checked by: _____ Month no._____

6.2 Salary Increase Request

REQUEST FOR SALARY INCREASE

Department: _____ Cost center: _____

Employee data (current)

Name : _____ Number : _____

Job title : _____ Grade : _____

Current performance rate : _____ Date : / /

Current monthly salary : _____

Last salary review % : _____ Date : / /

Type of increase :Merit ☐ Promotion ☐ Increase ☐

Position grade : _____ New title : _____

Salary range :Min. ☐ Mid. ☐ Max. ☐

Current salary position in range : B.M. ☐ 3rd. ☐ P.R ☐ U3rd ☐

Salary increase request:	Current	Proposed	% Inc.
Monthly base salary L.E :			
Monthly incentive/ allowance L.E :			
Other L.E :			
TOTAL	☐	☐	☐

Effective date: _____

		Name	Sign.	Date
Proposed by	:Immediate Mgr.			
Reviewed by	:HR. Manager			
Proposed by	:2nd line Mgr./			

Name Sign. Date

President Approval : (For grades 8 and above) _____

Comments:

_____

_____

_____

_____

_____

6.3 NGU Objectives Form

NGU Objective Form

Name: **Title:**

Manager/Supervisor: **Title:** **Date: / /**

		Result			Target	Date	% of achievement		
Month	**Objectives**	**measures**	**Priority**	**Weight**	**Date**	**achieved**	**%**	**Variance**	**Comments**
MAY	1								
	2								
	3								
JUNE	1								
	2								
	3								
JULY	1								
	2								
	3								

AUG	1								
	2								
	3								
SEP	1								
	2								
	3								
OCT	1								
	2								
	3								

Weight: **Max. 50% per objective**

Priority: **V.H. (Very high)**

H. (High)
M. (Medium)
L. (Low)

Employee Name:

Signature:

Direct Mgr/Supervisor Name:

Signature
Date:

Section – 7: Non-academic classification

7 Section 7: Non-Academic Classification

7.1 Semi-Skilled classification

Division	Operation					Finance			Student affairs		Hospital		
Grade	Buffet	Transportation	Facilities Management		HR	Finance	Purchasing	Warehouse		Dent Clinics	Hospital	Hospital Dent	Schools
G1	-Office boy	-Driver	-Helper	-Agricultural Worker -Irrigation Worker	-Ngu ass. nurse			-Store Coordinator		-Assistant Nurse -Clinic Coordinator -Patient coordinator -Call Center agent (Arabic only)	-Hospital Receptionist -Clinic Coordinator -Clinic *Receptionist	-Patient Coordinator -Clinic Coordinator -Assistant Nurse	
G2	-Office boy	-Driver -Transport. Coordinator	-Helper -Classroom Coordinator	-sr. Agricultural Worker -sr. Irrigation Worker -Agricultural Technician -Irrigation Technician		-Finance Rep.	-Purchase Admin		*Call center agent	-X ray Technician -Lab Technician -Patient Coordinator -Clinic Admin -Maintenance Technician -Nurse	-Clinic Admin -Nurse -Pharmacy Coordinator -Maintenance Technician	-Xray technician	-Technician -Electronic trainer- مدرب الكترونيات -Lab Technician
G3				-Irrigation Supervisor -Agricultural Supervisor	-Personnel officer		-Sr Purchase Officer	-Warehouse admin -Storekeeper		-Senior Lab Technician	-Sr Nurse		-Research Assistant -Anatomy lab technician -Sr.Lab Technician
G4								-Head of Warehouse		-Head nurse			-Labs Supervisor -Skill lab supervisor

7.2 Skilled Classification – Operation

Division	Operation							
Grade	**HR**	**Transportation**	**G. Secretary Office**	**IT**	**Library**	**Facilities Management**	**Administration**	**Marketing**
G5	- HR Coordinator		- Food Safety Specialist - Admin Assistant - Legal Affairs Administrator	- IT Helpdesk Specialist	- Librarian			- Marketing Coordinator
G6	- HR Specialist		- Sr Admin Assistant	- Senior IT Helpdesk - Security admin - Network Admin - IT Programmer - System Admin	- Senior Librarian	- Senior Admin Assistant	- Senior admin assistant - Grants Officer	- Marketing Specialist
G7	- Senior HR Specialist		- Office Manager	- Web developer - Sr Security admin - Sr Network admin - Sr System Admin			- Office Manager - Senior Grants Officer - Faculty Program Coordinator	- Sr Marketing Specialist - Graphic Designer
G8	- HR Supervisor	- Transportation supervisor		- Web Developer Supervisor - Sr Network Admin		- Indoors Facilities Supervisor	- Office Manager - Program Coordinator	- Marketing Supervisor
G9	- Head of compensation & benefits	- Transportation Sr. supervisor / Head		- Head Security Admin	- Library Section head	- Maintenance Manager	- Sr Program Manager - Sr office manager - Head of president office	

Division	Operation							
Grade	**HR**	**Transportation**	**G. Secretary Office**	**IT**	**Library**	**Facilities Management**	**Administration**	**Marketing**
G10	- HR Manager			- App. Development Manager		- Facility Manager	- Medical Program Manager	
G11	- Sr. Manager			- IT Director				
G12 A			- Legal Consultant - Secretary General					
G12 B								

- The highlighted titles don't exist currently in NGU, but they have been included to support the required career progression.

7.3 Skilled Classification – Other Departments

Division	Finance			Student Affairs	Hospital			
Grade	Finance	Purchasing	Warehouse	Registrar / Admission / St. Recruitment	Hospital	Hospital - Dent	Dent Clinics	Institutional Total Quality
G5	- Jr. Accountant			- Registrar Coordinator - Admissions Coordinator - St. Recruitment Coordinator - Sports Coordinator	- Hospital Admin Assistant			- Admin Assistant
G6	- Accountant			- Admission Specialist - Registrar Specialist - St Recruitment Specialist	- Pharmacist - Sr Admin		- Sr Admin Assistant - Clinic	
G7	- Sr Accountant - Sr Treasury Specialist			- Admission Sr Specialist - Registrar Sr Specialist - St Recruitment Sr Specialist				
G8	- A/P Supervisor - A/R Supervisor - Auditor			- Admissions Supervisor - Registrar Supervisor - St Recruitment Supervisor				
G9	- A/P section head			- Counselling head				

Division	Finance			Student Affairs	Hospital			
Grade	Finance	Purchasing	Warehouse	Registrar / Admission / St. Recruitment	Hospital	Hospital - Dent	Dent Clinics	Institutional Total Quality
G10	- Audit Manager - Treasury Manager - Accounting Manager	- Purchasing Manager		- Admissions Manager - Registrar Manager - St. Recruitment Manager	- Hospital Manager	- Hospital Dent. Clinic Manager		
G11	- Sr Finance Manager						- Dent Clinic Sr Manager	

- The highlighted titles don't exist currently in NGU, but they have been included to support the required career progression.