Volunteers National Organization for Development and Humanities Services

منظمة المتطوعين الوطنية للتنمية والخدمات الإنسانية

(VOLUNTEERS)

Salary Scale Policy

Organizations Background:

Volunteers National Organization for Development and Humanitarian Services is a Sudanese women lead NGO registered as a national voluntary charitable humanitarian non-governmental organization founded by group of women and youth volunteers, whom work in humanitarian and development domain. The creation of this organization is inspired by a feeling among this group that something must be done to mitigate the sufferings of women's, girls and youth in Darfur in particularly and in Sudan in general.

Volunteers National Organization for Development and Humanitarian Services was established in 2014, and was officially registered with the humanitarian aid commission (HAC) as a local, non-governmental organization to provide relief, and advocate for the promotion of human rights principles.

Volunteers National Organization for Development and Humanitarian Services is a non-religious non-political, non-profitable and non-commercial organization; it is basically a humanitarian organization whose vision is to promote "Peace, Unity Development, women rights and women Empowerment for All" among the different communities, ethnic groups and tribes in Darfur and Sudan in general. National Volunteers has been able to acquire sufficient community goodwill that will enable it to implement future activities smoothly

Introduction:

A **Salary Scale Policy for Volunteers Organization for Development and Humanitarian Service is** provides a structured framework for determining employee compensation in a transparent, fair, and sustainable manner.

1. Purpose

The purpose of this policy is to establish a fair, transparent, and competitive salary structure that aligns with the organization's mission, values, and financial sustainability.

2. Scope

This policy applies to all full-time, part-time, and contractual employees of the organization.

3. Salary Structure

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The salary structure is based on:

- Job classification (grade/level)
- Others NGOs salary benchmarks
- Internal equity
- Organizational budget constraints

Volunteers Salary Scale Structure

The salary scale for Volunteers Organization is in USD, but the organization is used to pay the Monthly Gross Salary in monthly Basis equivalent in SDG based on the bank of Sudan exchange rate.

This policy is Effected Date 1 st, December 2024 and subject to review annually if the organization budget have space to increase and review the current salary scale .

GRAED	Minimum	Mid	Maximum	***SAMPLE Position***
A	$200	$250	$300	Helper , Guard ,Cook
B	$300	$340	$400	Mechanic ,Logistic Driver ,Technician , Clerk
C	$400	$450	$500	Administration Assistant ,Finance Assistant ,Programme Assistant ,logistic Assistant ,Procurement assistant ,WASH assistant ,warehouse assistant ,Health and Nutrition Assistant ,HR Assistant ,IT Assistant
D	$500	$600	$800	Administration Officer ,Finance Officer , Programme Office ,Logistic Officer ,Procurement Officer ,WASH Officer ,Warehouse Officer ,Health and Nutrition Officer ,HR Officer .IT Officer
E	$800	$900	$1000	Sr.Administration Officer ,Sr.Finance Officer , Sr.Programme Office ,Sr.Logistic Officer ,Sr.Procurement Officer ,Sr.WASH Officer ,Sr.Warehouse Officer ,Sr.Health and Nutrition Officer ,Sr HR Officer .IT Officer

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F	$1100	$1200	$1400	Area Manager ,Administration Manager, Finance Manager , Programme Manager ,Logistic Manager ,Procurement Manager ,WASH Manager ,Warehouse Manager ,Health and Nutrition Manager ,HR Manager .IT Manager ,M&E Manager ,Grant and Budget Manager
G	$1500	$1600	$1700	Programme Coordinator, Response and Capacity Building Coordinator ,Partnership coordinator ,Finance Coordinator ,M&E Coordinator
H	$1600	$1700	$1800	Country office HR Manager ,Country office Response and Capacity Building Manager
I	$2500	$3000	$3500	Deputy country Director , Programme and Operation Director ,Country Office Financial Director
J	$4000	$5000	$6000	Country Director

Prepared by: -Country Office HR Manager Signature ----------

Reviewed by: Programme & Operation Director Signature ----------

Approved by: Board Director Signature ----------

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