

Averile Ryder Global Reward Specialists (Pty) Limited
July 2019 – NPO - General Staff Salaries, Benefits and Employment Regulations NPO Salary Survey

List of Benchmark Positions in the ARGRS – July 2019 – NPO – General Staff Salaries, Benefits and Employment Regulations Survey Report

The table below lists is a list of all benchmark positions in the survey; analysed and not analysed together with the Paterson modal or most frequently occurring broad bands:

TABLE: List of all benchmark positions

Previous Position code	2019 Position code	Occupational family / role title	Most frequently occurring Paterson grade in sample
Advocacy / Business Development / Communications / Dialogue / Marketing / Fund Raising / Public Relations / Policy Development and Stakeholder Relationships			
Advocacy / Business Development / Communications / Dialogue / Events / Marketing / Fund Raising / Public Relations / Policy Development and Stakeholder Relationship Line Management Careers			
B002	B001	Advocacy / Business Development / Communications / Dialogue / Events / Marketing / Fund Raising / Public Relations / Policy Development and Stakeholder Relationship Functional Senior Divisional Line Manager	D Upper
B003	B002	Advocacy / Business Development / Communications / Dialogue / Events / Marketing / Fund Raising / Events / Public Relations / Call Centre / Policy Development and Stakeholder Relationship Functional Intermediate Divisional or Departmental Line Manager	D Lower
B004	B003	Advocacy / Business Development / Communications / Dialogue / Events / Marketing / Fund Raising / Public Relations / Call Centre / Stakeholder Relationships Functional Junior Line Manager	C Upper
B005	B004	Advocacy / Business Development / Communications / Copy Writer / Dialogue / Events / Editor / Marketing / Fund Raising / Public Relations / / Digital on Line / Stakeholder Relationship Functional Team Leader or Supervisor	C Lower
Advocacy / Business Development / Communications / Marketing / Fund Raising / Public Relations / Policy Development / Graphic Design / Digital / Social Media Policy Development and Stakeholder Relationships Functional Career Specialist			
B006	B005	Advocacy / Business Development / Communications / Dialogue / Events / Marketing / Fund Raising / Public Relations / Policy Development / Digital on Line / Policy Development & Stakeholder Relationships Functional Advanced Career Specialist	D Upper
B007	B006	Advocacy / Business Development / Communications / Dialogue / Events / Marketing / Fund Raising / Public Relations / Policy Development / Digital / Social Media / Policy Development & Stakeholder Relationships Functional Intermediate Career Specialist	D Lower
B008	B007	Advocacy / Business Development / Communications / Copy Writer / Graphics / Dialogue / Events / Editor / Marketing / Fund Raising / / Public Relations / Digital / Social Media / Policy Development & Stakeholder Relationships Functional Advancing Career Specialist	C Upper
B009	B008	Advocacy / Business Development / Communications / Copy Writer / Graphics / Dialogue / Events / Marketing / Fund Raising / Public Relations / Digital / Policy Development or Stakeholder Relationships Functional Learning Career Specialist	C Lower
B010	B009	Modern / Social Media Tools Specialist or Administrator	C Lower
B011	B010	Events / Radio / Television / Videographer Specialist or Coordinator	C Lower
B012	B011	Organisation Member / Client / Donor Stakeholder Administrator and Liaison	C Lower
B013	B012	Call-Centre Agent, Telesales Marketer / Donations / Clients / Member Assistant	B Upper
B014	B013	Functional Administration / Logistical Support or Assistant	B Lower
Community Aged / Auxiliary / Child / Disabled and Youth Care Services			
C001	C001	Support Care Worker within the Community / Baby / Child / Youth / Aged or Primary Medical Care Facility	A Band
C002	C002	Case Administrator for a DOH Facility or Support Care Worker in a Child / Youth Community Care Facility	B Lower
C003	C003	Supervisor or Coordinator in a Community Care Facility or Shelter	B Lower
C004	C004	Facility / House Mother Coordinator	B Lower
C005	C005	Unqualified Teacher / Teaching Aide or Early Childhood Development / Crèche / Nursery School Assistant	A Band

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C006	C006	Professionally Qualified Early Childhood Development / School Teacher	C Lower
C008	C007	Principal / Manager of a School /Geographical Location Community Care Centre	C Upper
C009	C008	SAW - Social Auxiliary Worker	B Upper
C010	C009	Professionally Qualified Social Worker	C Lower
C011	C010	Social Services / Worker Manager or Coordinator	C Upper
C012	C011	Charity Shop Supervisor	B Lower
C013	C012	Charity Shop Assistant	A Band
C014	C013	Cleaner / Filing Clerk / Packer / Gardener / Laundry / Kitchen / Maintenance General Assistant	A Band
C016	C014	Security Guard	Not Analysed
Finance / Grants / Internal Audit and Associated Support Services			
Grants Management and Administration			
F001	F001	Senior Grants Manager or Coordinator	D Upper
F002	F002	Intermediate Grants Manager or Officer	D Lower
F003	F003	Senior Grants Officer	C Upper
F004	F004	Grants or Donor Administrator	C Lower
Internal Audit and Financial Compliance			
F005	F005	Senior Internal Audit / Financial / Grants Compliance Manager or Specialist	D Upper
F006	F006	Intermediate Internal Audit / Financial / Grants Compliance Manager or Specialist	D Lower
F007	F007	Senior Internal Audit / Financial Compliance Officer or Learning Specialist	C Upper
Creditors Control Function			
F026	F008	Credit Manager	D Lower
F027	F009	Junior Credit Controller / Officer	C Lower
F009	F010	Credit Controller / Officer / Loan Book Supervisor	C Lower
F028	F011	Back-End Credit Function Support	B Lower
Payroll / Salaries			
F010	F012	Payroll Officer / Human Resources Administrator	C Lower
F011	F013	Salaries Support	B Upper

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Finance /Administration or related Support Services			
F014	F014	Senior Finance / Secretarial / Compliance / Cost Analyst Manager or Functional Specialist	D Upper
F015	F015	Intermediate Organisation / Country Office / Geographical Location Finance Manager or Senior Accountant	D Lower
F016	F016	Intermediate Cost / Program / Project(s) Finance Manager / Senior Finance Manager or Senior Accountant	D Lower
F017	F017	Management / Finance Officer or Accountant	C Upper
F018	F018	Qualified Bookkeeper / Accountant	C Upper
F019	F019	Unqualified Bookkeeper / Junior Accountant	C Lower
F020	F020	Accounts / Creditors / Debtors / Disbursements Reconciliation Support	B Upper
F021	F021	Intermediate Accounts / Support Services Manager	D Lower
F022	F022	Senior Accounts / Support Services Officer	C Upper
F023	F023	Finance / Administration Officer	C Lower
F024	F024	Specialist Finance / Administration Support	B Upper
F025	F025	Creditors / Debtors Accounts / Data Capture / Cashier & General Payments Assistant	
General			
Facilities / Buildings Management and Maintenance			
New Position	G001	Senior Facilities Manager	D Upper
G004	G002	Intermediate Facilities Manager	D Lower
S012	G003	Maintenance Services Manager	D Lower
G004(a) + S004	G004	Facilities / Maintenance Officer or Coordinator	C Lower
G027	G005	Senior Caretaker / Building / Maintenance Supervisor	B Upper
C015 + S005	G006	Caretaker / General Maintenance Assistant	B Lower
S011	G007	Facilities / Maintenance Administration Support	B Upper
G004	G008	Health, Risk, Security, Safety, Environment and Compliance Manager	D Lower
G006	G009	Health, Risk, Security, Safety, Environment and Compliance Officer / Administrator	C Lower
G007	G010	Company Secretary (non – financial)	D Lower
G008	G011	Office / Administration Manager	C Upper
G009	G012	Office / Administration Officer or Team Leader	C Lower

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Previous Position code	2019 Position code	Occupational family / role title	Most frequently occurring Paterson grade in sample
G010	G013	Knowledge, Information and Archives Specialist	D Lower
G011	G014	Knowledge / Information / Archives / Librarian Specialist or Officer	Not Analysed
G012	G015	Library / Resource Centre or Museum Assistant	Not Analysed
G013	G016	Cook / Kitchen Assistant (Not Qualified)	A Band
G013(a)	G017	Kitchen / Catering Supervisor or Coordinator	B Lower
G014	G018	Labourer / Cleaner / Filing Clerk / Gardener / Interpreter / General Maintenance & Housekeeper	A Band
G015	G019	Security Guard	Not Analysed
Secretarial			
G017	G020	Executive Assistant	C Upper
G017	G021	Personal Assistant to CEO or other Senior Executive(s)	C Lower
G018	G022	Departmental / Provisional Secretary to Managers / Executives	B Upper
Receptionist, Front Office and Administration (Non-Financial)			
G019	G023	Administration / Front Office / Logistics Support	B Upper
G020	G024	Front Office Receptionist	B Lower
G021	G025	Office Assistant / Relief Receptionist	B Lower
G022	G026	Junior Administrator / Registrar / General Semi-Skilled Support (Non-Financial)	B Lower
G030	G027	Senior Skilled Specialised Fixed Assets / Typesetter / Junior Desk Top Publisher Support	B Upper
G023	G028	Data Capturer / Clerk	B Lower
G024	G029	Data Capturer Administrator or Supervisor	B Upper
Drivers			
G025	G030	Senior Driver / Coordinator	B Upper
G026	G031	Driver / Chauffeur	B Lower
Human Resources			
H002	H001	Human Resources Senior Manager / Divisional Head	D Upper
H003	H002	Human Resources Manager / Generalist - for an organisation or country office which employs MORE than 400 employees	D Upper
H004	H003	Human Resources Manager / Generalist – for an organisation or country office employing 399 or LESS employees	D Lower
H005	H004	Intermediate Human Resources Specialist, e.g. Remuneration, Talent Management, Human Capital Information, etc.	D Lower

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Previous Position code	2019 Position code	Occupational family / role title	Most frequently occurring Paterson grade in sample
H006	H005	Senior Human Resources Officer / Generalist	C Upper
H007	H006	Human Resources Officer / Generalist / Administrator and Wellness Coordinator	C Lower
H008	H007	Human Resources Administration Support or Assistant	B Upper
Internships / Learnerships (Covers all Internship positions with the exception of Legal and Medical)			
INT01	INT001	Matriculant Learner WITH Mathematics and Science as subjects	B Upper
INT02	INT002	Matriculant Learner with NO Mathematics and / or Science as subjects	B Lower
INT03	INT003	Undergraduate Intern	B Upper
INT04	INT004	Graduate Intern	C Lower
ICT - Information / Communications Technology			
ICT002	ICT001	Senior ICT - Information / Communications / Technology Manager or Specialist	D Upper
ICT003	ICT002	Intermediate ICT - Information / Communications / Technology Manager or Specialist	D Lower
ICT004	ICT003	Advancing ICT - Information / Communications Technology Support Officer / Technician	C Upper
ICT005	ICT004	Learning ICT - Information / Communications Technology Support Officer / Technician / Website Designer & Administrator	C Lower
ICT006	ICT005	ICT - Information / Communications Technology Network / Software Support	B Upper
Logistics / Procurement / Supply Chain			
K001	K001	Logistics / Supply Chain / Distribution / Procurement Manager	D Lower
K002	K002	Logistics / Supply Chain / Distribution / Warehouse / Materials Coordinator or Controller	C Upper
K003	K003	Specialised Buyer or Organisation Buyer / Procurement Officer	C Lower
K004	K004	Travel Coordinator / Administrator	C Upper
K006	K005	Inward & Outward Logistics Support / Administrator	B Upper
K007	K006	Fleet Administrator / Controller / Coordinator	C Lower
L E G A L			
Legal Line Management Career and / or Functional Career Specialists			
LEG005 + LEG006	LR001	Attorney	C Upper
LEG009	LR002	Paralegal	C Lower
LEG012	LR003	Legal Officer / Counsellor	C Lower

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Monitoring, Research, Publications and Media			
Monitoring, Research, Publications and Media Functional Line Management and Career Specialists			
New Position	LR004	Senior Monitoring, Research, Publications & Media Programs Manager or Specialist	D Upper
New Position	LR005	Editor in Chief or Deputy	D Upper
New Position	LR006	Intermediate Monitoring, Research, Publications and Media Programs / Projects Manager or Specialist	D Lower
New Position	LR007	Advancing Monitoring, Research, Publications & Media Programs Junior Manager / Forensic Investigator or Career Specialist	C Upper
New Position	LR008	Learning Monitoring, Research, Publications & Media Programs / Projects Team Leader or Supervisor / Forensic Investigator or Specialist	C Lower
New Position	LR009	Learning, Monitoring, Research and Publications Administration / Logistical Support	B Upper
R008	LR010	Administration / Logistical Support Assistant	Not Analysed
R009	LR011	Call Centre / Telephone Research Agent	Not Analysed
R010	LR012	Call Centre / Telephone Research Team Leader or Supervisor	Not Analysed
Medical / Health Care Programs			
Medical / Health Care Program(s) Professionally Medically Qualified (medical practitioner or professional nurse, etc.) Functional Line Management Career			
MED003	MED001	Senior Geographical Location Health Care Program Manager or Coordinator	D Upper
MED004	MED002	Intermediate Geographical Location Medical / Health Care Program Manager or Coordinator	D Lower
Medical / Health Care Program Professionally Medically Qualified (medical practitioner or professional nurse, etc.) Functional Professional Career			
MED005	MED003	Senior Medical / Health Care Program Specialist or Advisor	D Upper
MED006	MED004	Intermediate Medical / Health Care Programs Specialist or Advisor	D Lower
Medical / Health Care Program (Graduates but NOT professionally qualified medical practitioners or professional nurses, etc.) functional Line Management			
MED008	MED005	Senior Medical / Health Care Programs / Operations Manager	D Upper
MED010	MED006	Intermediate Geographical Location Medical / Health Care Programs / Operations Manager	D Lower
MED011	MED007	Advancing Geographical Location Medical / Health Care Programs / Junior Manager	C Upper
MED012	MED008	Learning Geographical Location Medical / Health Care Programs Team Leader or Supervisor	C Lower
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MED013	MED009	Senior Pharmacist / Manager or Advisor	D Upper
MED014	MED010	Professionally Qualified Pharmacist / Advisor	C Upper
MED015	MED011	Post Basic Pharmacy Assistant	B Upper

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MED016	MED012	Basic Pharmacy Assistant / Mentor	B Upper
Medical / Health Care Programs Nursing Professional Career			
MED017+ MED018+MED019	MED013	Public Health Senior Professional Clinical Nurse / Education Coordinator / Trainer & Mentor	D Lower
MED020(a)	MED014	Professionally Qualified Nurse / Counsellor	C Lower
MED020(b)	MED015	Post Retirement Professional Nurse	C Lower
MED022	MED016	Professional Qualified Nurse / Phlebotomist with relevant working experience	C Lower
MED021	MED017	Phlebotomist Nurse with relevant working experience	B Lower
MED023	MED018	Enrolled / Staff Nurse or Nursing Assistant	B Upper
Medical / Health Care Programs Laboratory Professional Career			
MED024	MED019	Intermediate Medical / Health Care Programs Laboratory Manager or Specialist	D Lower
MED025(a)	MED020	Medical Laboratory Technologist	C Upper
MED025(b)	MED021	Medical Laboratory Technician / Assistant	C Lower
Medical / Health Care Program Community Mobilisation, Counselling, Testing & Screening			
MED026	MED022	Medical / Health Care Program Community Mobiliser / Counsellor	C Lower
MED026(a)	MED023	Junior Medical / Health Care Program Community Mobiliser / Counsellor	B Lower
MED027	MED024	Lay Community / Hospital / Clinic Counsellor / Mentor	B Lower
MED028	MED025	HAST Team Leader / Senior TB / HIV / AIDS / Reproductive Health Lay Counsellor or Case Officer	B Upper
MED029	MED026	HAST Community Outreach Worker / Counsellor	B Lower
MED030	MED027	Health Care Program Community Patient / Client Recruiter	A Band
MED052	MED028	Medical / Health Care Program Linkage Officer	B Lower
Medical / Health Care Programs Information / Data Management			
MED039	MED029	Senior Health Information / Data Manager or Specialist	D Upper
MED032	MED030	Senior Geographical Location Data Health Information Systems Officer	C Upper
MED033	MED031	Data Quality Mentor / Analyst	C Lower
MED033(a)	MED032	Data Quality Support	B Upper
Medical / Health Care Programs Administration and Logistical Support			
MED034	MED03	Medical / Health Care Program Administration / Logistical Support	B Upper

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Medical / Health Care Programs Monitoring, Evaluation and Quality Assurance			
MED035	MED034	Senior Medical / Health Care Program Monitoring & Evaluation / Quality Assurance Manager or Specialist	D Upper
MED036	MED035	Intermediate Medical / Health Care Program Monitoring and Evaluation Data Manager or Specialist	D Lower
MED037	MED036	Intermediate Medical / Health Care Program DOH Quality Improvement Coach	D Lower
MED038	MED037	Advancing Medical / Health Care Program Monitoring and Evaluation Data Specialist	C Upper
MED039	MED038	Learning Medical / Health Care Program Monitoring and Evaluation Data Specialist	C Lower
Medical / Health Care Program Research			
MED041	MED039	Senior Medical / Health Care Program Research Manager or Specialist	Not Analysed
MED042	MED040	Epidemiologist / Senior Researcher or Specialist	D Upper
MED043	MED041	Intermediate Medical / Health Care Program Research Analyst	D Lower
MED044	MED042	Advancing Medical / Health Care Program Research Assistant	C Upper
MED045	MED043	Medical / Health Care Program Field Data Collection Team Leader or Supervisor	C Lower
MED046	MED044	Medical / Health Care Program Field Data Collector	B Lower
Medical / Health Care Program Training, Education & Development			
MED048	MED045	Senior Medical / Health Care Program Training & Development Manager	D Upper
MED049	MED046	Advancing Medical / Health Care Program Training Officer	C Upper
MED051	MED047	Medical / HIV Prevention / Course Facilitator	B Lower
MED053	MED048	Community Health Care Educator	B Lower
2Medical / Health Care Program Auxiliary Career Professional			
MED050	MED049	Medical / Health Care Program Auxiliary Career Professional, e.g. Dietician, Physiotherapist, etc.	C Lower
Monitoring and Evaluation / Quality Assurance (excludes medical / health care program occupational family research roles)			
N002 + N003	N001	Intermediate Monitoring & Evaluation / Quality Assurance Manager or Specialist	D Lower
N004	N002	Advancing Monitoring & Evaluation Career Specialist or Statistician	C Upper
N007	N003	Advancing Monitoring & Evaluation / Quality Assurance Junior Manager or Officer	C Upper
N008	N004	Monitoring & Evaluation / Quality Assurance Team Leader / Supervisor or Learning Career Specialist (not an intern)	C Lower
N009	N005	Monitoring & Evaluation / Quality Assurance Support Assistant	B Lower

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Operations / Programs / Projects (excludes medical and legal occupational family roles)			
Operations / Programs / Projects Functional Line Management Career			
P002	P001	Senior Operations / Programs / Projects or Social Services Manager	D Upper
P003	P002	Intermediate Geographical Location Operations / Programs / Projects Manager	D Lower
P004	P003	Intermediate Community Development or Social Services Manager	D Lower
P005	P004	Advancing Operations / Programs / Projects / Social Services Junior Manager or Coordinator	C Upper
P006	P005	Learning Organisation / Geographical Location Programs / Projects / Social Services Team Leader or Supervisor	C Lower
Operations / Programs / Projects Functional Professional Career (role holders in these positions are functional specialists and usually have no line management responsibility, but are specialists in their area of expertise)			
P007	P006	Senior Operations / Programs / Specialist / Technical Advisor or Business Consultant	D Upper
P008	P007	Intermediate Operations / Programs / Project Specialist / Technical Advisor or Business Consultant	D Lower
P009	P008	Advancing Career Operations / Programs / Project Specialist or Business Consultant	C Upper
P010	P009	Learning Career Operations / Program / Projects Specialist (Not an Intern)	C Lower
P011	P010	Social Services Community Development Officer / Mobiliser / Facilitator / Liaison Officer / Consultant	C Lower
P011(a)	P011	Micro Loan / Small Business Development Facilitator or Administrator	B Upper
P012	P012	Social Community Mobiliser / Facilitator or Counsellor (non-medical)	B Lower
P012(a)	P013	Operations / Programs / Projects Community Field Worker	Not Analysed
Operations / Programs / Projects Administration and Logistical Support			
P013	P014	Operations / Programs / Projects Administrator & Logistical Support	C Lower
P014	P015	Junior Operations / Programs/ Projects Administrator & Logistical Support	B Upper
P015	P016	Operations / Programs / Projects Administrator or Logistical Assistant	B Lower
Social Housing			
S003	S001	Intermediate Social Housing Property Manager	D Lower
S006	S002	Portfolio / Administration Manager / Analyst	C Upper
S007	S003	Senior Tenant Liaison Officer / Lease Administrator	C Lower
S009	S004	Junior Tenant Liaison Officer / Lease Administrator or Utilities Specialist	B Upper
S010	S005	Tenant / Complex Liaison Officer	B Upper
S011	S006	Maintenance / Administration / Call Centre and Logistical Support	B Lower

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Education, Training and Development			
Education, Training & Development Functional Line Management Career			
T001 + T001(a)	T001	Senior Education Training & Development Manager	D Upper
T002	T002	Intermediate Education, Training & Development Programs / Projects Manager	D Lower
T003	T003	Advancing Education, Training & Development Programs / Projects Manager	C Upper
T004	T004	Education, Training and Development SAQA, CHE and DHET Accreditation & Compliance Manager	D Lower
T005	T005	Education, Training & Development Materials Development Coordinator	C Upper
T006	T006	Advancing Education, Training & Development Programs / Projects Curriculum / Course Developer or Coordinator	C Upper
T007	T007	Advancing Geographical Location Education, Training & Development Junior Manager	C Upper
T008	T008	Learning Education, Training & Development Team Leader or Supervisor	C Lower
T009	T009	Education, Training & Development Administration Supervisor	C Lower
250 Education, Training & Development Functional Specialist Career Roles			
T010	T010	Advanced Education, Training & Development Career / Subject Specialist or Advisor	D Upper
T011	T011	Intermediate Education, Training & Development Career / Subject Specialist or Advisor	D Lower
T012	T012	Geographical Location Scholarship Program Coordinator	C Lower
T013	T013	Advancing Education, Training & Development Officer (technical and non-technical)	C Upper
T014	T014	Learning Education, Training & Development Officer (technical & non-technical)	C Lower
T015	T015	Learning Education, Training & Development Career / Subject Specialist	C Lower
T016	T016	Education / Training and Development Presenter / Mentor / Coach / Facilitator	B Lower
T017	T017	ABET / Basic Computer Skills / Toy Library Facilitator / Mentor or Story Teller	B Lower
Education, Training & Development Administration / Logistical Support			
T018	T018	Senior Education, Training & Development Administration & Logistical Coordinator	C Upper
T019	T019	Education, Training & Development Administrator or Logistical Support	B Lower
T020	T020	Education, Training & Development Dispatch / Stock Controller	B Lower

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