



IN BRIEF:

TERMS OF EMPLOYMENT FOR EXPATRIATES

COMPENSATION, BENEFITS AND SALARY SCALE

2016, Public Version (June 2016)ⁱ

COMPENSATION, BENEFITS AND SALARY SCALE FOR EXPATRIATES

1. THE EMPLOYMENT CATEGORIES

1.1 The employee is placed within one of the employment categories. It is the terms of reference and thus the actual tasks and responsibilities that decide the employment category.

2.2 Definition of employment categories:

Employment categories A1 to A10 are used for top management positions. The decision on which category to use is based on a pre-defined country program criteria scoring tool.

Employment categories A11 to A16 are used for specialists, advisors, project managers, head of offices and other positions that do not fall within top management positions. The decision on which category to use is based on a pre-defined criteria scoring tool.

Employment categories A17 and A19 are used for assisting positions or positions with limited responsibilities and tasks with focus on ensuring direct implementation in the field. The decision on which category to use is based on the degree of responsibilities and complexity.

Employment categories A20 to A22 are used for trainees, interns, volunteers and students.

Employment categories B1 to B2 are used for DDG Operation Manager positions.

Employment categories B3 to B6 are used for DDG Technical Advisors.

The decision on which category to use is based on the mine action experience of the employee.

Employment categories B7 and B8 are used for DDG employees training to become Technical Advisors.

2. EMPLOYMENT CATEGORIES AND BASE SALARY

All amounts in the salary scales below are shown in DKK, per month

Regional Management Positions - DRC / DDG	
A1 – 45,000	A4 – 34,500
A2 – 42,500	A5 – 32,500
A3 – 37,500	
Management Positions, Country Operations – DRC / DDG	
A6 – 38,000	A9 – 31,000
A7 – 35,000	A10 – 29,000
A8 – 33,000	
Specialist / Advisor / Project Manager Positions	
A11 – 27,500	A14 – 21,500
A12 – 25,500	A15 – 18,500
A13 – 23,500	A16 – 14,500
Officers	
A17 – 10,500	
A18 – 7,500	
A19 – 4,500	
DDG Demining Specialists	
B1 – 30,500	B5 – 19,500
B2 – 28,500	B6 – 17,500
B3 – 23,500	B7 – 7,500
B4 – 21,500	B8 – 7,500
Trainees, Interns and Students	
A20 – 6,000 field allowance (no salary or per diem)	
A21 – Intern / Volunteer (special conditions apply)	
A22 – Student (special conditions apply)	

3. QUICK REFERENCE GUIDE TO EMPLOYEE BENEFITS*

Benefit	Who is Eligible?	Amount (DKK)
Per diem (living allowance)	Employment Categories A1 to A19 and B1 to B8	13,500 monthly
Experience allowance	Employment Categories A11 to A19 and B3 to B4 after passing defined DRC experience thresholds	See Table 1 below
Pension allowance	A1 to A19 and B1 to B8, after 12 months of consecutive employment	10% of monthly base salary in accordance with eligibility criteria
Location allowance	Employment Categories A1 to A19 and B1 to B8 based in duty stations with R&R level C, D or E	See Table 2 below
Explosives allowance	Employment Categories B1 to B8	4,000 monthly
Salary transfer allowance	Employees with bank accounts outside of Europe	Up to 200 monthly, with bank statement, translated into English
Luggage allowance on start of contract	Employment Categories A1 to A20 and B1 to B8	Reimbursement for up to 30 kg. luggage, with receipts
Annual home leave	Employment Categories A1 to A19 and B1 to B8 with minimum 12 month contract	Reimbursement for travel to home country, as designated in contract

Relocation allowance	Employment Categories A1 to A19 and B1 to B8, relocating after +18 months in duty station	Maximum 25,000 one-off payment, pre-approved by manager
Housing	Employment Categories A1 to A22 and B1 to B8	Suitable housing as per Global and/or Regional/Country Guideline for Housing
Vacation	Employment Categories A1 to A20 and B1 to B8	2.08 days p/month (25 p/annum)
Rest & Recuperation	Employment Categories A1 to A20 and B1 to B8 in certain duty stations	Dependent on duty station
Sick Leave / Compassion leave	Employment Categories A1 to A20 and B1 to B8	Full base salary, see exceptions. Medical certificate may be required
Insurance	Employment Categories A1 to A22 and B1 to B8	See Insurance provider policy
Pregnancy and Childbirth benefits	Employment Categories A1 to A20 and B1 to B8, mothers and fathers	Birth mother: 4 weeks leave with half gross salary prior to birth, 14 weeks after Other parent: 2 weeks leave with full salary after birth
Family benefit package	Employment Categories A1 to A19 and B1 to B8, with official duty station in a family duty station and in a position designated as "accompanied"	Small or large family package, depending on eligibility

*ToE = *DRC's Terms of Employment for Expatriates*, valid 1 April 2016. For each benefit mentioned above, the wording in the full ToE will be used to determine an employee's actual eligibility for any given benefit.

Table 1: Experience Allowance

The employee in employment categories A11 to A19 and B3 to B4 is entitled to an experience allowance based on his / her experience within a specific position / employment category within DRC.

Months of experience	Monthly gross allowance (DKK)
0 – 24 months	None
25 – 48 months	1,000
49 – 72 months	2,500
+ 72 months	4,000

If the employee moves to another (higher) employment category, the manager, in agreement with the manager next in line, recommends to HR to which extent the previous experience is considered relevant to the new position or employment category.

Table 2: Location Allowance

Employees with official duty stations in areas designated as R&R Level C, D or E are entitled to a Location Allowance according to the following table.

R&R Level	Monthly gross allowance (DKK)
A	none
B	none
C	1,000
D	2,000
E	3,000

If the R&R Level is re-assessed (upwards or downwards) in a given duty station, the employee's Location Allowance will be adjusted with immediate effect.

ⁱ This is a synopsis of the Terms of Employment for Expatriate Employees, valid 1 April 2016. Please note that the wording in the full ToE will be used to determine an employee's actual eligibility for any given benefit.