



Date: 20/07/2023

No.: 23

Circular (23) of 2023
Career Path for Office and Administrative Services Jobs

All Government Authorities and Departments

The Department of Human Resources extends its greetings to you and wishes you constant success and prosperity.

Based on the Department of Human Resources mandate to develop and issue rules, regulations, and executive resolutions on different areas of HR Management in light of the applicable legislations and developments, please find attached the career path for office and administrative services jobs to be applied to all new hires.

Thank you for your cooperation.

Attachments:

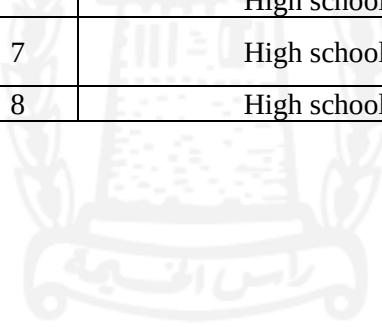
- Career Path for office and administrative services Jobs.





Career Path for Office and Administrative Services Jobs

Job Title	Specialization	Job Grade	Required Academic Qualification	Min. Required (Relevant) Experience
Senior Specialist	Office Work Translation Customer Happiness Archiving	4	Master’s degree in the main or specific specialization or any other relevant discipline	-
			Bachelor’s degree in the main or specific specialization or any other relevant discipline	3 Years
			Diploma in the main or specific specialization or any other relevant discipline	6 Years
Specialist		5	Bachelor’s degree in the main or specific specialization or any other relevant discipline	-
			Diploma in the main or specific specialization or any other relevant discipline	3 Years
			High school diploma	12 Years
Assistant Specialist		6	Bachelor’s degree in the main or specific specialization or any other relevant discipline	-
			Diploma in the main or specific specialization or any other relevant discipline	-
			High school diploma	8 Years
Senior Admin.		7	High school diploma	4 Years
Admin.		8	High school diploma	-





General Rules and Conditions

- The above applies along with promotion conditions.
- The required years of experience are accumulated based on promotion rules and conditions and the duration of staying in the same grade mentioned in the table above.
- The career path conditions apply to new hires from the date of its issuance, and existing employees' cases may be considered on a case-by-case basis.
- Job criticality is to be considered upon moving to the higher grade.
- Grade 4 is the highest level in this career path.
- Experience years are considered the minimum for employment and staying in the same grade. A higher number of years may be required based on work priorities and conditions at the concerned entity.
- As for Master's and PhD degrees, the National Qualifications Framework shall be applied for calculating the equivalency of the years of experience.
- Circular (3) of 2020 on the Supervisory Path System – 2020 shall apply upon employment or placement on the supervisory path.

