

GOVERNMENT OF RAS AL KHAIMAH  
Human Resource Department

Date: 26/7/2015  
No. 2567

Circular No. (17) of 2015  
Regarding Supervisory Path Amendment

Degree	Job Title	Requirements
1	Department Director	Supervisory experience no less than 2 years at Degree (2) level.
2	Department Director	Supervisory experience no less than 2 years at Degree (3) level.
	Deputy Department Director	
	Key Section Manager	
3	Section Manager	Supervisory or specialized experience at Section manager level no less than 2 years at Degree (2).
4	Section Manager	Working as a specialist for no less than two years at Degree (5) (preferable in the relevant field of Section work) and four years at Degree (6).

Terms & Conditions.

Perquisites' for inclusion in the Path

1. Must have the capabilities and supervisory willingness that will be measured through standards of competencies and personality.
2. Should have obtained a university degree except for some professions of special nature and conditions in consultation with the Department.
3. Must have a performance assessment rating no less than exceeding expectations in the last two years at the time of inclusion.
4. The educations qualification or the specific specialized experience must be related upon assignment particularly at specialized Sections & Departments.

5. Must have successfully completed capabilities test and interviews prior to inclusion.

6. Fluency in English Language.

Conditions for movement to the next Degree in the Path

1. Must have obtained a performance assessment rating no less than exceeding expectations in the last two years or a rating of three years.

2. Must have completed the minimum requirements for stay in the supervisory Degree.

3. Should have successfully completed the 360 multi-direction assessment.

4. Should have effectively and efficiently completed the development plan approved for the relevant Degree.

5. Must have completed the development plan approved for movement to the next Degree according to the behavioral competencies.

6. Employee nominated for a supervisory job equivalent to his current job shall be subject to a supervisory program for a period not less than (6) months for Sections and One Year in case of Departments along with the necessity of fulfillment of other conditions.

General Conditions

1. An integrated development shall be prepared and implemented at each phase within the supervisory scale, and no movement to the next phase shall take place before completing the plan.

2. The minimum period of stay in the degree will be two years and the Department may set up a quick path in accordance with special conditions.

3. The minimum period of stay in a specific degree within the path will be (4) years; otherwise, the candidate will be disqualified in case of failure to complete the period.

4. Supervisory allowance will be paid after the passage of 3 – 6 months of the date of inclusion in the path.

5. Job competency required for each phase shall be determined in accordance with job competencies form.

6. Previous supervisory experience less than (3) months or that which practiced informally (without a decision) shall not be considered.

7. Those who are included in the path shall be given the job title of the targeted job with the addition of the word (Acting) until the targeted job is attained and its requirements are fulfilled.

8. UAE nationals shall be given top priority.

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General Manager

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