

**System**  
**for Senior Leadership**  
**Position Occupants in**  
**the Government of Ajman**  
**2017**  
**Index**

Definitions - General Framework	02
Introduction	04
Objectives	05
Scope of Application	06
Roles and Responsibilities	06
Appointment	07
Functional Affairs	08
Grades and Job Allocations	10
Allowances and Other Benefits	11
Confidentiality of Information, Property Rights, and Civil Liability	12
Placement	13
Applicability of the Human Resources Law in the Government of Ajman	13

**Definitions**

For the purposes of applying this system, the following terms shall have the meanings assigned to each of them, unless the context requires otherwise:

<b>Term</b>	<b>Definition</b>
The State	The United Arab Emirates.
The Emirate	The Emirate of Ajman.
The Ruler	The Ruler of the Emirate.
	The Executive Council of the Emirate.

<b>Term</b>	<b>Definition</b>
The Executive Council	
The Department	The Human Resources Department.
Government Entity	Any department, institution, authority, council, agency, administration, or any other establishment belonging to the Government of the Emirate whose budget is within its annual budget. The term also includes any other government entity that enjoys financial and administrative independence according to the local legislation issued for its establishment or reorganization, unless exempted by a written decision from the Chairman of the Executive Council.
The Law	The Human Resources Law in the Government of Ajman issued under Emiri Decree No. (3) of 2017.
The Executive Regulations	The Executive Regulations issued under the decision of the Ruler's Representative for Administrative and Financial Affairs No. (12) of 2017.
The System	The System for Senior Leadership Position Occupants in the Government of Ajman.
The Unified Financial System	Emiri Decree No. (11) of 2011 issuing the Financial Law for the Government of Ajman and the regulations and systems issued thereunder, and any legislation amending or replacing them in the future.
The Sector	The organizational level of a number of organizational units that operational efficiency requires placing within a single supervisory scope within the organizational structure approved by the competent authority in the government entity.
The Chairman	The top leader appointed by the Ruler by Emiri Decree to preside over the concerned government entity, or to chair its board of directors or board of trustees, as the case may be. The term includes the Director General if no

<b>Term</b>	<b>Definition</b>
	chairman is appointed for the concerned government entity.
The Director General	The Director General of the government entity, who is the chief executive officer in the government entity. The term includes the Secretary-General, or the Executive Director of the concerned government entity or their equivalent.
The Executive Director	The term includes Deputy Directors General, their assistants, Executive Directors of sectors, and Sector Directors in government entities who report directly to the Directors General.
The Special Cadre	Any Director General of a government entity or an Executive Director in a government entity.
The Competent Authority	The authority vested with the power of appointment, or any other powers, under the provisions of the Law, the Executive Regulations, or this System.
The Annual Budget	The annual general budget of the Government of the Emirate approved by the Ruler in accordance with the provisions of the Unified Financial System.
The Basic Salary	The monthly salary designated for the beginning of the job grade scale, and any increases thereto, in accordance with the provisions of this System or the Law and its Executive Regulations and the systems and decisions issued thereunder.
The Gross Salary	The Basic Salary plus the allowances, benefits, and other financial advantages due under the provisions of this System or the Law and its Executive Regulations.

## **Introduction**

The senior leadership serves as the link between the government and the employees of the government entity, and it bears the responsibility of managing this link to achieve strategic visions in line with the government's vision. Given the importance of the role played by the special cadre in government entities.

In the context of the Human Resources Department's endeavor to regulate the human resources affairs for this category in the government, in accordance with its competencies outlined in Emiri Decree No. (22) of 2017 on the reorganization of the Human Resources Department and its amendments, most notably "proposing projects, local laws, decrees, systems, policies, decisions, and procedures related to human resources in the Government of Ajman, and developing and updating them."

And as part of the Human Resources Department's commitment to keep pace with the latest legislative amendments in the field of human resources, which culminated in the issuance of Emiri Decree No. (4) of 2017 issuing the Human Resources Law for the Government of Ajman, this system was developed. It was prepared to provide a framework of provisions and special benefits for this important functional cadre, which will positively and clearly impact government work in the Emirate and contribute to advancing the drive for excellence, the development process, and achieving Ajman Vision 2021.

## **Objectives**

This system comes within the framework of the Human Resources Department's efforts to advance the development and progress in the Emirate towards a more distinguished government performance that applies the best regional and global practices; in a manner consistent with the expansion in human resources practices, systems, and their advanced applications that have been adopted in the government. And in its continuous pursuit of achieving government excellence in the Emirate, embodying the aspirations of the wise leadership and translating Ajman Vision 2021 in the distinguished government axis, the Department has established this system to achieve the following objectives:

1. Achieve effectiveness in the administrative organization of the special cadre in a way that serves the government's requirements and objectives for developing its human resources to keep pace with developments in plans and policies, leading to the achievement of the strategic objectives of the new organizational structure and its role in the Emirate's strategic plans.
2. Contribute to achieving excellence in government work, raising the level of performance and productivity in institutional work, and achieving a

better level of services provided in the human resources departments of the government.

3. Achieve the organizational principles of effective governance, clarity, and comprehensive coverage through a clearer organizational framework, defining responsibilities and tasks, and delegating vested powers.

4. Make optimal use of competencies, qualifications, and expertise to apply the best practices in institutional leadership.

5. Enhance and raise the level of positive energy among the special cadre employees, which will positively reflect on the employees of the government entity, thereby raising the level of institutional excellence in the entity.

### **Scope of Application:**

Based on the provisions of Article (68) of Emiri Decree No. (4) of 2017 issuing the Human Resources Law in the Government of Ajman, the legislator paid special attention to the special cadre and stipulated the issuance of a special system for senior leadership position occupants in the Emirate of Ajman. Consequently, the provisions of this system will apply to all Directors General and Executive Directors working in government entities who receive their salaries from the annual budget, and those working in any independent entity, even if its establishing or reorganizing legislation provides for its own human resources regulations, unless a written decision is issued by the Chairman of the Executive Council to exempt it from the provisions of the Law.

### **Roles and Responsibilities:**

The role of the special cadre employees is to steer the government entity in the right direction to achieve excellence in government work. They bear special responsibilities as detailed below:

#### **The Director General:**

The Director General is responsible for setting the strategic objectives of the government entity and making decisions that will achieve these objectives and foster a culture of creativity, innovation, and excellence in institutional performance.

## **The Executive Director:**

The Executive Director of the government entity participates in defining the strategy of the entity or sector and monitors the implementation of these objectives. The Executive Director is accountable to the Director General for the process of developing strategies and plans and ensuring the efficient progress and quality of the main operations of the entity or sector. The Executive Director also:

1. Participates in the strategic decision-making of the government entity.
2. Monitors key performance indicators.
3. Participates in the development of the organizational structure and work systems.
4. Plans the budget for the sector within the government entity.
5. The Executive Director supervises the department managers who report directly to them and the employees indirectly.

## **Appointment**

The special cadre employees enjoy a high functional level and bear significant job responsibilities based on the powers granted to them. Therefore, all matters related to their administrative affairs in general, and their appointment in particular, are subject to special treatment that differs from other functional levels in the government.

## **First: Job Grades and their Financial Allocations:**

### **Special Cadre Category:**

This is the category of Director General and Executive Director, and the job grades for this category are divided as follows:

1. The position of Director General shall have a financial grade called "Director General Grade".
2. The position of Executive Director shall have a financial grade called "Executive Director Grade".

## **Second: Appointment Authority**

Special cadre employees are appointed by the competent appointing authority as follows:

1. The position of Director General by an Emiri decision from the Ruler.
2. The position of Executive Director by a decision from the Chairman of the Executive Council.

## **Functional Affairs**

### **First: Annual Leave:**

1. Special cadre employees are entitled to a paid annual leave of 30 working days, based on the gross salary.
2. The competent authority approves the leaves for the special cadre as follows:
  - The Director General's leaves are approved by the Chairman.
  - The Executive Director's leaves are approved by the Director General.

### **Second: Performance Appraisal:**

1. The Director General is subject to a special performance management system for Directors General. The Human Resources Department will develop this system, and it will be approved by the Ruler's Representative in the form of local legislation and shall be an integral part of this system.
2. The Executive Director is subject to the performance management system applicable in the Government of the Emirate.

### **Third: Promotions:**

Financial and exceptional financial promotions may be granted to special cadre employees by a decision from the competent appointing authority, in accordance with the provisions of the Law.

### **Fourth: Development Plan:**

1. The Director General must approve an annual development plan for themselves, prepared in coordination with the Central Human Resources Development Administration, in line with the requirements of the government entity's work and the results of their performance appraisal.

2. The Executive Director must develop an annual development plan for themselves, prepared in coordination with the Director General and approved by the Director General, in line with the requirements of the government entity's work and the results of their performance appraisal.

### **Fifth: Transfer:**

For the purpose of utilizing competencies, exchanging expertise, and transferring knowledge to achieve the highest degree of efficiency and effectiveness for the strategic plan, special cadre employees may be transferred from one government entity to another in the Emirate by a decision from the competent authority for each, as detailed below:

1. The Director General by an Emiri decision issued by the Ruler.
2. The Executive Director by a decision from the Chairman of the Executive Council for the public interest or upon the recommendation of the head of the entity from which they are being transferred and the entity to which they are being transferred. An Executive Director may also be transferred within the same government entity by a decision from the head of the entity, without prejudice to their acquired functional rights, including their financial allocations.

### **Sixth: Delegation for Official Missions:**

Subject to the provisions of the Law and its Executive Regulations, a special cadre employee delegated for an official mission or training course shall be granted a daily delegation allowance, in addition to their gross monthly salary, for each day or part of a day spent on the mission or training course. This allowance shall cover accommodation, food, and transportation expenses, as shown below:

<b>Job Grade</b>	<b>Job Title</b>	<b>Outside the State</b>	<b>Inside the State</b>
Director General	Director General	3,000 AED	1,500 AED
Executive Director	Executive Director	2,000 AED	1,000 AED

The relevant organizational unit for special cadre employees delegated for an official mission or training course is responsible for obtaining the



necessary visas for the employee and paying the issuance fees to the concerned authorities, while the employee is responsible for ensuring that their passport and all required official documents are valid for travel and in effect.

### **Seventh: Handover and Transfer of Duties:**

1. Upon the end of their service, the Director General and the Executive Director are obliged to spend a transitional period of two months during which they will hand over and transfer all their duties and all files, documents, information, etc., in their possession to the Director General and Executive Director who will replace them in the position. This period is calculated as part of the actual service period, and they are entitled to all their financial allocations as stipulated by this system and the decisions issued thereunder.
2. The period referred to in paragraph (1) of this article may be reduced by a decision from the head of the concerned government entity.

### **Eighth: Pension Contribution:**

The government is responsible for enrolling the national special cadre employee in the pension program of the General Pension and Social Security Authority, in accordance with the applicable legislation in this regard.

The enrollment of the Director General with the General Pension and Social Security Authority shall be based on a contribution salary equal to the gross salary of the Director General.

### **Grades and Job Allocations**

#### **Grades and Salaries Schedule**

1. The Director General and the Executive Director are entitled to the gross salary designated for the beginning of the scale of the job grade they are appointed to, according to the approved Grades and Salaries Schedule for the special cadre grades, starting from the date of their actual commencement of work.
2. If the appointed Director General or Executive Director possesses higher qualifications and experience, they may be granted a higher gross salary determined by the competent appointing authority.

3. The gross monthly salary of a special cadre employee consists of the following components:

- Basic Salary, which is 50% of the gross monthly salary.
- Supplementary Allowance, which is 50% of the gross monthly salary.
- The supplementary allowance does not include the following allowances, benefits, and advantages, which will continue to be paid according to their eligibility conditions:

- Children's allowance for national employees.
- Qualification allowance for national employees.
- Mobile phone usage allowance.
- Any other allowances or financial benefits decided to be granted to employees in accordance with the provisions of the Law.

Cadre	Administrative Level	Job Title	Job Grade	Basic Salary	Supplementary Allowance	Gross Salary	Periodic Increment
Special	Senior Leadership Positions	Director General	Director General	28,500	28,500	57,000	750
		Executive Director	Executive Director	22,500	22,500	45,000	500

\* Those who receive an "Exceeds Expectations" rating are granted an additional annual increment of 50% of the value of the annual increment mentioned in the table above.

\* Those who receive a "Significantly Exceeds Expectations" rating are granted an additional annual increment of 100% of the value of the annual increment mentioned in the table above.

### Mobile Phone Usage Allowance

- The Director General is granted a monthly cash allowance of 1,000 AED for making calls related to the government entity's work, under the name (Mobile Phone Usage Allowance).
- The Executive Director is granted a monthly cash allowance of 500 AED for making calls related to the government entity's work, under the name (Mobile Phone Usage Allowance).

## **Other Allowances and Benefits**

The provisions for allowances, benefits, and advantages in Emiri Decree No. (4) of 2017 concerning the issuance of the Human Resources Law in the Government of Ajman and its Executive Regulations shall apply to the Director General and the Executive Director in all matters for which no specific provision is made for allowances, benefits, and advantages in this system or the decisions issued thereunder, or the applicable legislation for government entities not subject to the provisions of the aforementioned Law No. (4) of 2017, or the contract concluded with them, to the extent that it does not conflict with the nature of the Director General's position and the Executive Director's position.

## **Confidentiality of Information, Property Rights, and Civil Liability**

### **First: Confidentiality of Information and Conflict of Interest**

- Given the extensive access of special cadre employees to confidential and private information and the broad powers entrusted to them in the government entity, it is important that the special cadre employee maintains the confidentiality of this information they access by virtue of their position, and does not disclose to others any information that may harm the government entity or the government, either during or after their service.
- The special cadre employee must not participate in making any decision related to any companies or commercial establishments that are wholly or partially owned by them or any of their relatives up to the fourth degree, or in which they are a member of the board of directors, in tenders and bids related to the government entity where they work or its subsidiary institutions.

### **Second: Property Rights:**

The intellectual property rights for the works, developments in work methods, and creations presented by a special cadre employee during their period of work with the concerned entity shall belong to the government. The government can dispose of them in the most appropriate

manner to develop government work in the Emirate in general and implement them in its other affiliated entities.

### **Third: Civil Liability:**

A special cadre employee shall not be civilly liable to third parties for any act or omission related to their job competencies or committed while performing their job duties. The government alone shall be responsible for such act or omission. This does not prejudice the government's right to recourse against the person responsible for that act or omission if it was committed intentionally or as a result of gross negligence.

### **Placement**

1. Subject to the provisions of the decision of the Ruler's Representative for Administrative and Financial Affairs No. (13) of 2017 regarding the rules and provisions for employee placement in the Government of Ajman; Directors General and Executive Directors who are in their positions at the time this system comes into effect shall be placed in the approved categories herein by a decision from the Ruler's Representative for Administrative and Financial Affairs, based on the recommendation of the Human Resources Department.
2. When placing employees according to the provisions of paragraph (1) of this article, care shall be taken not to prejudice the acquired rights of the special cadre, including their retention of the salaries and financial allocations they were receiving before the implementation of the provisions of this system.

### **Applicability of the Human Resources Law in the Government of Ajman**

The provisions of the Human Resources Law for the Government of Ajman issued by Emiri Decree No. (4) of 2017, its Executive Regulations, and any other Emiri or technical decisions issued by the Chairman of the Executive Council or the Ruler's Representative for Administrative and Financial Affairs shall apply to the special cadre employees in all matters for which no specific provision is made in this system, the decisions issued thereunder, or the contract concluded with them, to the extent that it does not conflict with the nature of the Director General's position and the Executive Director's position.