

### SALARY GUIDELINE

Manpower Planning and Employment Council (MPEC) Secretariat Prime Minister's Office







#### Yang Berhormat Dato Seri Setia Dr. Awang Haji Mohd Amin Liew bin Abdullah Minister at the Prime Minister's Office and Minister of Finance and Economy II

Alhamdulillah, with the publication of the Salary Guidelines, Brunei Darussalam now has a key reference on a standardized range of salary scale tied with clear career pathways that can be used by employers towards developing and offering competitive salary packages to our locals.

In line with the target of 'Full Employment and Decent Work with equal pay by 2030' under the United Nations Sustainable Development Goals, many countries have established or strengthened their employment income policies to eliminate unduly low pay and promote decent work. Therefore, it is timely for Brunei Darussalam to move forward to that direction.

As a result of multiple stakeholder engagements, the Manpower Planning and Employment Council has introduced this Salary Guideline as a significant first step towards ensuring local jobseekers and employees are paid meaningful salaries that commensurate their skills and productivity at each level of the career ladder. This initiative further supports the goals and outcomes stipulated under our Wawasan Brunei 2035, which aims to achieve a highly productive and sustainable economy through the creation of quality employment for the people. Whilst this remains to be a living document, we hope that the guideline can continue to aid private companies and local employees in the private sector to exercise equitable human resource best practices and take decisive steps to invest in efforts that attract and retain our local employees. With competitive salary packages, it can uplift the standard of living of our people which subsequently stimulates productivity improvements, and promote economic and social progress, for a sustainable and inclusive economic recovery.

To conclude, I would like to express my appreciation and gratitude to the working group and those who have contributed in the development of this Salary Guideline. Insya'Allah, with the full commitment and support from all stakeholders, it is hoped that through this initiative we will optimise worker productivity and build meaningful career growth, thus contributing towards economic development of the country.

Wassalam.



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### Introduction

The Manpower Planning and Employment Council (MPEC), Prime Minister's Office with the support of the Department of Labour, Ministry of Home Affairs proudly publish the first series of the Salary Guideline for the Private Sector.

The Salary Guideline is a recommendation of minimum salary scales that can be used by employers to develop competitive salary packages to attract local Bruneians to work in the private sector and for local jobseekers or employees to determine their market value at the starting point of their careers.

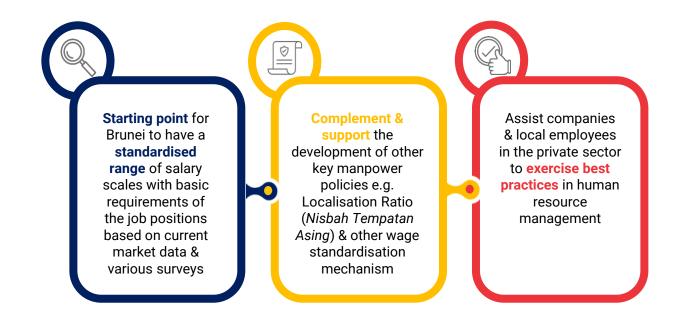
The publication of the first series of the Salary Guideline can be a starting point for Brunei Darussalam to have a standardized range of salary scales with basic requirements of the job positions based on current market data and various surveys. Apart from that, the Salary Guideline will also complement and support the development of other key manpower policies and other potential standardization wage mechanisms.

With that, we hope that the publication of the Salary Guideline will assist companies and local employees in the private sector to exercise best practices in human resource management. Additionally, we also hope to guide jobseekers and future graduates to develop their chosen career pathways.



### What is the Salary Guideline?

Salary Guideline is a recommendation of **minimum salary scales** for selected job positions as per the job levels that can be used by **employers to develop competitive salary packages** and for **employees to determine their market value at the starting point of their careers**.



### Methodology : Salary Analysis

The Salary Guideline was derived through extensive analysis using Business Reporting data as of September 2020 with 114,865 employees as the sample population.

	Details
Sample Used	Business Reporting Data (September 2020)
Sample Population Used	114,865 Employees (out of 183,617 Employees (63%))
Sample Criteria	<ul> <li>Employees in the private sector</li> <li>Actively paid by the private sector</li> <li>Full-time</li> <li>Monthly-Paid employees</li> <li>Citizenship confirmed</li> <li>Salary above B\$ 100.00 per month</li> <li>Value of salary expressed in Brunei Dollars</li> </ul>
Sample Excludes	<ul> <li>Incomplete entries that does not satisfy the sample criteria</li> <li>Part-Time and Daily Paid Employees</li> <li>Salary below B\$ 100.00 per month</li> </ul>
Caveats	<ul> <li>The mapping of qualification levels does not take into account:</li> <li>Years of working experience</li> <li>Background of business owners</li> <li>Other influential factors such as but not limited to businesses owned / positions earned through inheritance</li> </ul>

# Methodology : Job Description

The job descriptions within the Salary Guideline were derived from a sample of 13,371 positions compiled from the JobCentre Brunei portal as of January 2020.

	Details
Sample Used	JCB Data as of January 2020
Sample Population Used	13,371 Positions (out of 16,030 Positions (83%))
Sample Criteria	<ul> <li>Positions applied for the private sector</li> <li>Full-Time</li> <li>Monthly-Paid employees</li> <li>Salary above B\$ 100.00 per month</li> </ul>
Sample Excludes	<ul> <li>Activities of Households Industry</li> <li>Part-Time and Daily Paid Employees</li> <li>Salary below B\$ 100.00 per month</li> </ul>
Caveats	<ul> <li>The mapping of qualification levels does not take into account:</li> <li>Years of working experience</li> <li>Background of business owners</li> <li>Other influential factors such as but not limited to businesses owned / positions earned through inheritance</li> </ul>

### **JOB FAMILIES**

The MPEC Secretariat has developed a salary guideline for a total of 22 job families which consisted of **100 job positions that are selected based on industry's demand, high local retention & high local interest to pursue these jobs.** 

	LOGISTICS		CUSTOMER CARE		ADMIN
01 02 03 04 05	PACKER / COURIER / STORE LABOURER WAREHOUSE ASSISTANT WAREHOUSE SUPERVISOR WAREHOUSE MANAGER SUPPLY CHAIN MANAGER	01 02 03 04 05	TELEPHONE OPERATOR / RECEPTIONIST CUSTOMER CARE TRAINEE CUSTOMER CARE EXECUTIVE SENIOR CUSTOMER CARE AND RETENTION EXECUTIVE CUSTOMER CARE AND RETENTION MANAGER	01 02 03 04 05	OFFICE ASSISTANT / RECEPTIONIST CLERK OFFICE MANAGER EXECUTIVE ASSISTANT ADMINISTRATION MANAGER
INFC	ORMATION TECHNOLOGY		CULINARY		RETAIL
01	IT CLERK	01	KITCHEN ASSISTANT	01	SHELF FILLER
02	IT ASSISTANT	02	COMMIS CHEF (ASSISTANT CHEF)	02	SHOP ASSISTANT
03	IT SYSTEM TECHNICIAN	03	CHEF DE PARTIE (STATION CHEF)	03	CASHIER
04	IT SYSTEM EXECUTIVE	04	SOUS CHEF	04	SHOP SUPERVISOR
05	IT SYSTEM MANAGER	05	CHEF DE CUISINE (MASTER CHEF)	05	SHOP MANAGER
	WELDER		MARKER FITTER		RIGGER
01	L1 WELDER ASSISTANT (3G)	01 02	L1 MARKER FITTER ASSISTANT L2 BASIC MARKER FITTER	01	RIGGER ASSISTANT
02	L2 BASIC WELDER (6GR)	02	L3 ADVANCED MARKER FITTER	02	RIGGER
03 04	L3 ADVANCED CRA WELDER L4 ASSISTANT WELDING SUPERVISOR	04	L4 ASSISTANT CONSTRUCTION SUPERVISOR	03	RIGGER LEADMAN
05	L5 WELDING SUPERVISOR	05	L5 CONSTRUCTION SUPERVISOR	04	RIGGER SUPV/PERSON IN CHARGE (PIC)
	FIRE WATCHER		COATING		CIVIL WORKS
01	FIRE WATCHER FIELD SUPPORT	01 02 03	COATING FIELD SUPPORT PAINTER BLASTER PAINTER	01 02 03	CIVIL FIELD SUPPORT CIVIL SKILL WORKER CIVIL CONSTRUCTION
		04	COATING SUPERVISOR	00	



	FINANCE			TOURI	SM		С	LEANING SERVICES
01	ACCOUNTING TRAINEE	01	01 JUNIOR TOUR GUIDE			01	С	LEANER
02	ACCOUNTING CLERK	02	02 SENIOR TOUR GUIDE			02	Μ	IULTI-SKILLED CLEANER
03	ASSISTANT	03				03	Н	IEAD CLEANER
	ACCOUNTANT					04	C	LEANING SUPERVISOR
04		04		EL CONS	-	05	C	LEANING SERVICES MANAGER
05	FINANCE MANAGER	05	TRAV	EL AGEN	CY MANAGER	_		
	HOSPITALITY				TEACHING			HOSPITALITY
01	WAITER / WAITRESS			01	TEACHERS AIDE		01	BELL BOY / HOTEL PORTER
02	MAITRE D' (HOST / HOST	TESS)		02	TEACHER		02	FRONT DESK CLERK
03	03 ASSISTANT RESTAURANT MANAGER			03	HEAD OF TEACHIN DEPARTMENT	١G	03	CONCIERGE
04 RESTAURANT MANAGER			04	04 DEPUTY PRINCIPAL 04 FROM		FRONT OFFICE MANAGER		
04 RESTAURANT MANAGER			05	PRINCIPAL				
	BLASTER PAINTE	R			SCAFFOL	DER		~
01	BLASTER PAINTER ASSIS	STANT		01	SCAFFOLDER AS	SSISTA	NТ	0 R
02	BASIC BLASTER PAINTER		02	SCAFFOLDER BASIC		Ĕ		
03	03 BLASTER PAINTER LEADMAN		03	ADVANCED SCA		R	ECT	
04	04 BLASTER PAINTER SUPERVISOR				IOLDE		ш	
05	05 BLASTER PAINTER INSPECTOR			04	SCAFFOLDER INS	SPECTO	)R	S
	INDUSTRIAL CLEAN	IER			INSULAT	OR		
01	INDUSTRIAL CLEANER F	ELD SUPP	PORT	01	INSULATOR FIEL	D SUPP	ORT	Ű
01				02	BASIC INSULATO	R		ER
02	INDUSTRIAL CLEANER			03	INSULATOR/FAB	RICATO	R	Z
03			04	INSULATOR SUP	ERVISO	R	i i i i i i i i i i i i i i i i i i i	
03	03 INDUSTRIAL CLEANER SUPERVISOR			05	INSULATOR INSP	PECTOR	2	



# Why do you need the Salary Guideline?



To enable locals gain a meaningful and long-term employment within the private sector



To support the private sector in creating a competitive & attractive salary package for locals

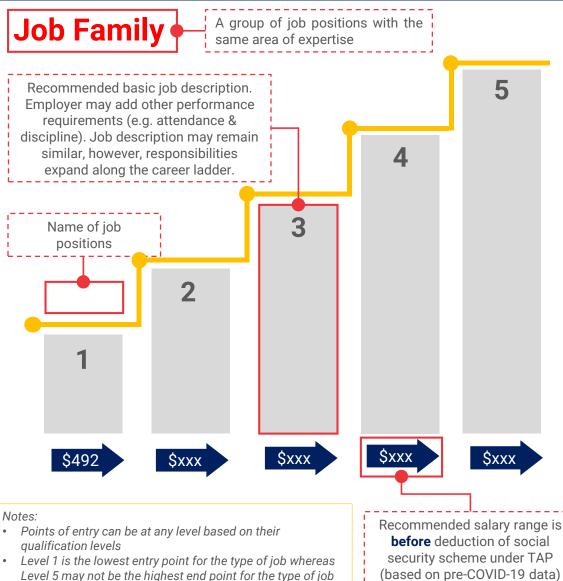


To assist the private sector boost localisation within their organisations



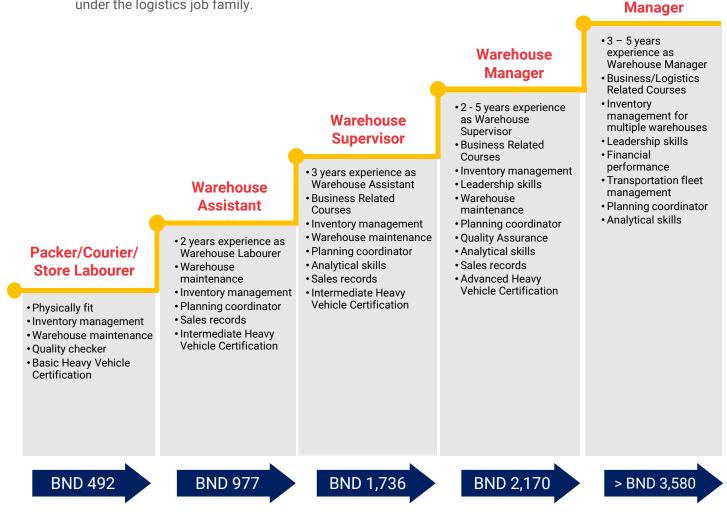
To motivate local employees to progress within their profession and enhance work productivity

### How to use the Salary Guideline?





The diagram below shows the career progression from Packer/Courier/ Store Labourer to Supply Chain Manager under the logistics job family.



**Supply Chain** 

# Customer Care

•

The diagram below shows the career progression from Telephone Operator / Receptionist to Customer Care & Retention Manager under the customer care job family.

	Customer Care Trainee	<b>Customer Care</b> <b>Executive</b> • 3 years experience as Assistant Customer Care Executive • Product knowledge	Senior Customer Care & Retention Executive • 1 year experience as Customer Care Executive • Product Knowledge • Marketing of products • Updating promotions • Retail sales of merchandise • Able to resolve client's problems	<ul> <li>3 years experience as Senior Customer Care &amp; Retention Executive</li> <li>Product Knowledge</li> <li>Marketing of products</li> <li>Creating promotion strategies</li> <li>Able to resolve main client's problems</li> <li>Able to negotiate well with client</li> <li>Adaptive market</li> </ul>
Telephone Operator / Receptionist	<ul> <li>2 years experience as Receptionist / Telephone Operator</li> <li>Product knowledge</li> <li>Inventory</li> </ul>	<ul> <li>Marketing of products</li> <li>Updating promotions</li> <li>Retail sales of merchandise</li> </ul>	<ul> <li>Settle client's emergency concerns</li> <li>Sales documentation</li> <li>Data entry of client's sales records</li> </ul>	<ul> <li>strategy</li> <li>Optimization of business potential</li> <li>Reporting of sales performance and</li> </ul>
<ul> <li>Planning coordinator</li> <li>Answering/forwarding calls</li> <li>Pleasant personality</li> <li>Product knowledge</li> <li>Inventory management</li> <li>Liaise with delivery service</li> <li>Able to resolve client's problems</li> <li>Showroom preventive security measures</li> </ul>	<ul> <li>Inventory management</li> <li>Showroom preventive security measures</li> <li>Sales documentation</li> <li>Retail sales of merchandise</li> <li>Receive sales transactions</li> <li>Able to resolve client's problems</li> <li>Pleasant personality</li> </ul>	<ul> <li>Able to resolve client's problems</li> <li>Settle client's emergency concerns</li> <li>Sales documentation</li> <li>Data entry of client's sales records</li> <li>Pleasant personality</li> </ul>	<ul> <li>Able to negotiate well with client</li> <li>Adaptive market strategy</li> <li>Pleasant personality</li> </ul>	client retention • Reporting of market trends/client behavior trends • Pleasant personality
BND 492	BND 868	BND 1,085	BND 1,627	> BND 3,255

**Customer Care** 

& Retention

Manager

ADMIN



The diagram below shows the career progression from Office Assistant / Receptionist to Administration Manager under the admin job family.

#### **Executive** strategies to ensure Assistant smooth process flows Ensure smooth 2 – 3 years information flow to experience facilitate operations Disseminating **Office Manager** Proper organization internal memos to all of documents for staff company's usage 2 – 3 years Pleasant personality · Report company's experience Consolidating reports internal Managing Strong logical/critical Clerk performance paperwork between thinkina Record keeping of company & other Planning coordinator Office all paperwork parties Preparing paperwork 1 year experience for review/approval Strong Report writing Able to resolve Assistant / Data Entry & Storage Ensure smooth logical/critical client's Pleasant Receptionist Office inventory information flow to thinking personality Organize & management facilitate operations Managing/Drafting Basic Bookkeeping Monitor & follow-up supervise office Planning coordinator company's activities Skills on work progress paperwork Answering/forwarding Monitor costs & Disseminating Assisting Data Entry calls internal memos to all Administration expenses to assist Pleasant personality Office inventory in budget staff Manager's tasks Liaise with delivery management Pleasant personality when needed preparation Basic Bookkeeping services Skills Basic payment processing Delivery of package/documents when needed **BND 492 BND 868** BND 1,410 BND 1,736 > BND 2,712

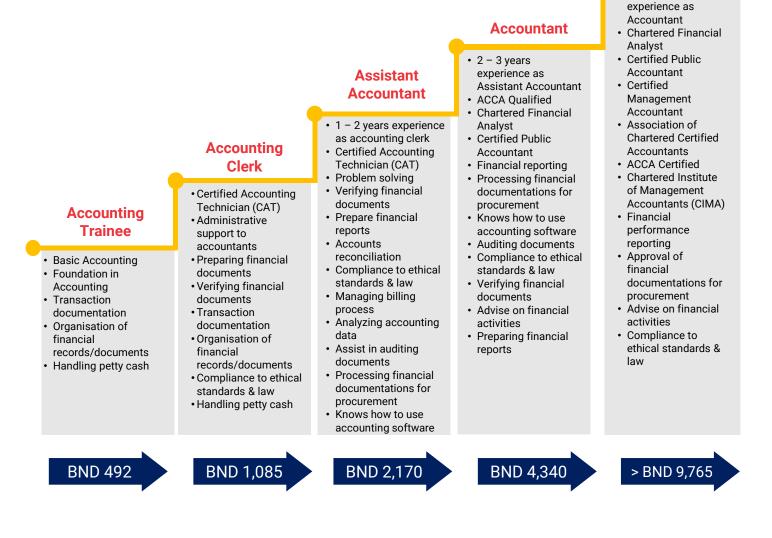
Administration

Manager

4 years experienceEfficient office



The diagram below shows the career progression from Accounting Trainee to Finance Manager under the finance job family.



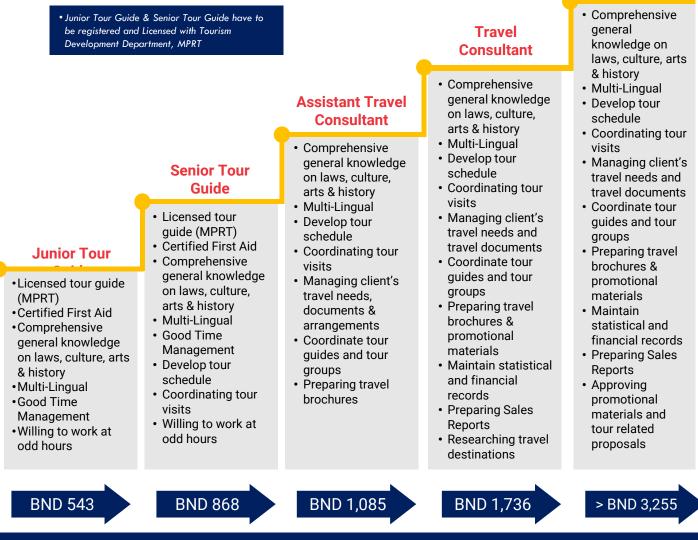
**Finance** 

Manager

• 3 - 5 years



The diagram below shows the career progression from Junior Tour Guide to Travel Agency Manager under the tourism job family.



Travel Agency Manager

# **Cleaning Services**

The diagram below shows the career progression from Cleaner to Cleaning Services Manager under the cleaning services job family.

**Multi-Skilled** 

Cleaner

• 1 year experience as

Able to handle heavy

cleaning chemicals,

Stock & maintain

supply rooms

Health & Safety

equipment & supplies

regulation compliance

BND 543

equipment/machinerv

Giving attention to

Knowledge of

Cleaner

detail

#### **Cleaning Services** Manader

- 5 7 years experience as **Cleaning Supervisor**
- equipment & supplies
- Health & Safety regulation compliance
- Propose/Mitigation for current processes
- Research / Propose new cleaning
- Coordinate cleaning projects
- schedule/product use/welfare applications of cleaners
- Reporting/Handling of issues and injuries
- performance of cleaners and site areas

- Knowledge of cleaning chemicals,
- Familiar with MSDS

- products and its use
- Approve changes in
- Reporting on

**BND 492** 

Cleaner

- Giving attention to detail
- Able to handle heavy equipment/machinery
- Knowledge of cleaning chemicals, equipment & supplies
- Stock & maintain supply rooms

#### **Head Cleaner**

 2 years experience as Multi-Skilled Cleaner

- Giving attention to
- Able to handle heavy equipment/machiner
- Knowledge of cleaning chemicals, equipment & supplies
- Familiar with MSDS
- regulation compliance
- Plan monthly stock usage and daily team
- Reporting of issues and injuries

**BND 673** 

- detail
- y
- Health & Safety
- activities of cleaning

BND 1,085

Cleaning

**Supervisor** 

• 3 - 5 years experience

Able to handle heavy

equipment/machinery

Knowledge of cleaning

chemicals, equipment

regulation compliance

• Reporting/Handling of

issues and injuries

cleaning schedules

• Propose/Mitigation for

Reporting performance

Prepare monthly

Conduct guality

current process

flows/equipment

Handle cleaners'

inspections

welfare

of cleaners

Familiar with MSDS

Health & Safety

as Head Cleaner

& supplies

> BND 1,410

### Information Technology

The diagram below shows the career progression from IT Clerk to IT System Manager under the information technology job family.

#### **IT System** Manager

- 2 5 years experience
- Bachelor's Degree in IT/Computer Studies/Electronic Security/Graphic Design/Computer Science
- Linux+ or Cisco Certified Network Associate
- Propose & prepare Disaster **Recovery Exercise**
- Administration/ Management/Procurement CCTV/RFID Access/Alarm/Networking installing/Testing/ Programming security systems approval
- Administering company websites, managing content & maintaining web design
- Knowledge & understanding of User **Business System (UBS** Inventory & Billing, UBS Accounting & UBS POS
- VBA Programming Language
- Monitor system & network performance
- Prepare IT related budget & expenses

#### **IT Assistant**

- Basic knowledge on common IT related issues/errors
- Manage IT inventory Setting up
- workstations with IT materials
- Provide user guidance on using IT materials
- Conduct authorized software
- upgrades/updates • Ensure safety usage of IT materials
- Performing back-ups
- Diagnose & resolve basic IT related
- issues

**BND 868** 

- **IT System Technician**
- 1-2 years experience Diploma in
- IT/Computer Studies
- Linux+ or Cisco Certified Network Associate Accreditation
- Diagnose & resolve IT related issues
- Installing & confiaurina hardware/software components
- Provide user quidance on using IT materials
- Designing, installing well-functioning computer network. connections & cabling
- Ensure safety usage of IT materials
- Performing backups/data recovery
- Participate in **Disaster Recovery** Exercise

#### **IT System Executive**

- 3 5 years experience
- HND in IT/Computer Studies/Graphic Design/Electronic Security/Computer Science
- Linux+ or Cisco Certified Network Associate
- Procure IT related hardware & software
- Prepare and conduct orientation & user quidance on using IT materials
- Keep history of IT related issues & solutions
- · Research on software upgrades
- Conduct Disaster **Recovery Exercise**
- Monitor svstem/network performance
- · Administering websites. managing content & maintaining web design
- Knowledge & understanding of User Business System (UBS Inventory & Billing, UBS Accounting & UBS POS

**BND 492** 

**IT Clerk** 

Basic knowledge

on common IT

issues/errors

workstations with

Manage IT

inventory

Setting up

IT materials

Ensure safety

usage of IT

materials

related

**BND 977** 

BND 1,628

> BND 2,170



The diagram below shows the career progression from Kitchen Assistant to Chef De Cuisine (Master Chef) under the culinary job family.

All are required to comply to the Brunei Public Health (Food) Act 2012
All chefs are highly encouraged to have Hazard Analysis Critical Control Points (HACCP) Training & certificates & First Aid Training

#### Commis Chef (Assistant Chef)

experience as kitchen

Ensuring safe & sanitary

food handling according

Compliance with Brunei

Halal regulations & use of

1 year working

to the standards

approved products

Inspection of food &

Setting up workstations

ingredients & cooking

Preparing ingredients –

Checking quality of

prepared food

chopping, peeling, cutting

Identify inaredient

shortages

serving areas

with all needed

equipment

& cleaning

assistant

- **Kitchen Assistant**
- Compliance with Brunei Halal regulations & use of approved products
- Cleaning, drying & organizing kitchen area
- Arrange equipment & ingredient deliveries
- Assisting with routine & food prep tasks
- Preparing ingredients chopping, peeling, cutting & cleaning
- Checking quality of ingredients
- Monitor stock & place orders for ingredients

**BND 521** 

#### Chef De Partie (Station Chef)

- 1 year working experience as Commis Chef
- Compliance with Brunei Halal regulations & use of approved products
- Preparing dishes requested by Chef De Cuisine
- Ensuring safe & sanitary food handling according to the standards
- Ensuring all cooking utensils are usable & sanitary
- Preparing presentation
   of food
- Setting up workstations with all needed ingredients & cooking equipment
- Checking quality of prepared food
- Manage & train kitchen staff
- Reporting issues related with kitchen

#### Sous Chef

- Cook & supervise preparation of foods
- Ensuring safe & sanitary food handling & food handling area according to the standards
- Assisting Chef De Cuisine in commanding kitchen
- Supporting the development of new menus and improvements periodically
- Compliance with Brunei Halal regulations & use of approved products
- Oversee effective cost food cost management to exceed & maximize the departmental profit & reduce wastage
- Liaising with food suppliers to ensure all purchased food are delivered on time
- Ensuring all cooking utensils are usable & sanitary
- Manage & train kitchen staff
- Reporting issues related with kitchen & kitchen staff well-being

#### Chef De Cuisine (Master Chef)

- Ensuring safe & sanitary food handling & food handling area according to the standards
- Cook & supervise preparation of foods
- Checking quality & presentation of prepared food
- Setting up recipes, cookery methods, production systems & implement consistent standards
- Compliance with Brunei Halal regulations & use of approved products
- Sourcing food ingredients from authorized & approved suppliers
- Oversee effective cost food cost management to exceed and maximize the departmental profit & reduce wastage
- Delegating tasks efficiently according to the responsibilities of each chef
- Supporting the development of new menus and improvements periodically
- Manage schedules & trainings for kitchen staff
- Resolving issues related with kitchen & kitchen staff well-being

> BND 3,038

BND 706

BND 1,085



RETAIL

Retail

The diagram below shows the career progression from Shelf Filler to Shop Manager under the retail job family.

#### Shop Supervisor

Dealing with customer complaints

- Requesting and receiving delivery of stocks
- Keeping up to date with special promotions
- Product knowledge
- Report any repair &
- maintenance of store • Training & monitoring of staff
- Supervising store display arrangement
- Resolve customer complaints
- Maintaining positive business relationships
- Direct and coordinate sales promotions with team
- Complete & maintain any paperwork related to store management
- Gather customer feedback

#### Shop Manager

- Handling orders from and payments to suppliers
- Share information with other branches and administration
- Report any repair & maintenance of store
- Planning and directing store display arrangement
- Handle shop keys and deposit cash
- Ensure daily cash flow is sufficient
- Resolve customer complaints
- Maintaining positive business relationships
- Plan & coordinate sales promotions with teams and other branches
- Review & report any paperwork related to store management

Shop Assistant

Shelf Filler

- Stocking and restocking of shelves
- Organizing product areas
- Keeping store clean
- Attaching price tags to products
- Stockroom arrangement
- Arranging window displays
- Report on damage products
- Unload & unpack items
- Clean and maintains store

**BND 500** 

- Assisting customers locating products
   Reporting discrepancies to supervisors
- Lookout for shoplifters

Opening and closing

• Reporting of stocks

Inventory checking &

of shop

stock taking

- Keeping up to date with special promotions
  - Product knowledge
    - Promoting special offers
    - Demonstrating product use
      - Report on damage products
    - Assist cashier when needed

**BND 543** 

- cards/stamps /vouchers • Bags or wrap
- customer products after payment

Cashier

cash/card/voucher

payments and

discrepancies to

Processing

refunds

Reporting

receipts

offers

Report on

all times

Issue loyalty

supervisors

Balancing cash

registers with

with special

promotions

Keeping up to date

Promoting special

pricing/product

Ensure daily cash

flow is sufficient at

names discrepancies

- Answering customer queries
- High level of accuracy
- Assist in achieving sales target
  - BND 597



### Hospitality (Restaurant Services)

The diagram below shows the career progression from Waiter/Waitress to Restaurant Manager under the hospitality (restaurant services) job family.

up

experience

customers

restaurant area

advantage

registers

hvaiene

#### Waiter/Waitress

- Welcomes customers & escort them to the tables
- Taking customers' menu orders, relay to kitchen staff & serve to customers in a timely manner
- Accepting payments & transferring bills to the cashier
- Bringing food to customers' tables & clearing table after customers' are done
- Explain how menu items are cooked & prepared
- · Knows proper table tableware set up
- Ensure tableware is clean
- Requesting feedback from customer on dining & food experience
- Accommodating/Noting to customers' dining & food requests
- Ensuring food served is up to standards
- Well informed in menu & special offers
- Knowledgeable in food safety & hygiene

### Maitre D'

Welcomes customers & guery on

Knows proper table tableware set

Ensure tableware & self-service

stations are clean & presentable

Ensuring restaurant is clean, well-

Conducts proper handover to next

• Well informed in menu & special

Knowledgeable in food safety &

Knowledgeable in First Aid is an

Balances cash register & orders &

stocked & properly presented

shift before going off duty

offers & can recommend to

Able to manage accidents &

conflicts happening within

Presenting bills, accepting

payments & operating cash

ensure cash flow is sufficient

Supervise on waiter/waitress'

performance & table set up

Requesting feedback from

customer on dining & food

any reservations made

- Maitre D' (Host/Hostess) all of his/her duties • Ensuring restaurant is clean, well-stocked & properly
  - well-stocked & properly presented • Ensuring layout of restaurant is
  - Assist in Implementing business plans & supervising restaurant staff

Assistant

Restaurant

Manager

Assisting Restaurant Manager in

- Ensuring all equipment in restaurant properly maintained & working efficiently
- Assist to schedule daily operations & planning proper marketing strategies
- Training of restaurant staff with proper skills & customer service practices
- Ensure compliance to strict health & food safety regulations
- Assist to regularly review
   product quality & research for
   new vendors for food supplies &
   kitchen white goods
- Assist to create detailed reports
   on daily revenues & expenses
- Able to manage accidents & conflicts happening within restaurant area
- Communicate between backoffice staff, kitchen staff & front line staff on menu & promotions
- Periodically inspecting equipment & suggest for possible upgrades

#### Restaurant Manager

- Ensuring restaurant is clean, well-stocked & properly presented including kitchen
- Ensuring layout of restaurant is user-friendly & evenly spaced
- Implementing business plans & assessing & improving profitability
- Ensuring all equipment in restaurant properly maintained & working efficiently
- Aligning restaurant activities with other branches & main branch
- Scheduling daily operations & planning proper marketing strategies
- Handle inventory orders, suppliers & cleaning & maintenance services
- Recruit, supervise & appraise staff performance & provide feedback to improve productivity
- Ensure & compliance to strict health & food safety regulations amongst staff
- Regularly review product quality & research for new vendors for food supplies & kitchen white goods
- Create detailed reports on daily revenues & expenses
- Receiving reports & customer feedback from Maitre D', Assistant Restaurant Manager & Chef De Cuisine on food quality, customer service & restaurant layout
- Preparing & reporting restaurant sales report & payroll for restaurant staff

BND 1,628

• Respond accordingly to customer complaints & feedback

BND 492







The diagram below shows the career progression from Teaching Aide to Principal under the teaching job family.

#### Pre-requisites for Teachers & Above:

- Compliance to Brunei Teachers' Standards
- All teachers must be registered with Private Education Section. For non-local teachers, registration is to be done annually
- Other certifications may be needed for teachers teaching specific subjects. E.g. MUIB Certification for Arabic Language

#### **Teaching Aide**

- Assisting the teacher in daily lessons and activity engagements
- Promoting early education & literacy
- Guiding students in learning and daily school activities
- Encourage students to interact with each other
- Reports progress of students to teacher
- Encourage students to improve competencies and self-esteem
- Maintaining a healthy & conducive learning environment
- Labelling & organizing learning materials
- Carrying out non-academic duties when needed

**BND 492** 

#### Teacher

- Preparing lesson plans & engagement activities for the students
- Assigning home works & grading the students on their work accordingly
- Encourage students to interact with each other
- Encourage students to improve competencies & self-esteem
   Communicate with parents regularity on the students'
- regularly on the students' development • Creating a healthy &
- conducive learning environment
  - Monitoring students
     progress
  - Participate in best teaching practices workshop & willing to adopt new teaching strategies
  - Labelling & organizing learning materials
  - Carrying out non-academic duties

**BND 868** 

#### Head of Teaching Department

- Updating & reviewing lesson plans & students engagement activities
- Assigning home works & grading the students on their work accordingly
- Observing & reviewing Teachers' teaching capacity
- Resolving issues that are related with teaching
- Conduct & facilitate workshops to share & nurture best teaching practices & strategies amongst teachers
- Creating a healthy & conducive learning environment
- Providing guidance to teachers & students
- Oversee the progress of the department as a whole
- Report issues & progress to higher management
- Assigning non-academic related duties to teachers

#### Deputy Principal

- Assisting Principal to lead the school and achieve national aspirations
- Observing & reviewing Teachers' teaching capacity & admin staff
- Receiving and cascading steers from Ministry of Education Brunei to school
- Report issues & progress to higher management
- Resolving issues that are related with teaching & admin staff
- Creating a healthy & conducive learning environment
- Assigning nonacademic related duties to teachers
- Providing guidance to teachers & students

BND 2,604

#### **Principal**

- Leading the school to achieve national aspirations
- Receiving and cascading steers from Ministry of Education Brunei to school
- Observing & reviewing Teachers' teaching capacity & admin staff
- Report issues & progress to higher management
- Resolving issues that are related with teaching & admin staff
- Creating a healthy & conducive learning environment
- Assigning nonacademic related duties to teachers
- Providing guidance to teachers & students

BND 1,844

> BND 3,146

### Hospitality (Hotels)

The diagram below shows the career progression from Bell Boy / Hotel Porter to Front Office Manager under the hospitality (hotels) job family.

Front Desk Clerk

welcomed & taken cared of

Closes quest accounts upon

Extensive knowledge of hotel

facilities & activities, & tourist

reservations, arrangements &

Liaising quest requests with

Processing payments by

Ensuring guests are

completion of stay

attractions of Brunei

Assisting auests with

upon arrival

card/cash

enduiries

#### Concierge

- Extensive knowledge of surrounding areas & tourist attractions of Brunei
- Answering phone calls & assisting with online bookings
- Recommends best venues for tourist attractions, food & recreational activities
- Communicates reservations
   & arrangements to front desk
   clerks
- Assisting guests with reservations, arrangements, enquiries & on-site events at a timely & professional manner
- Directing guests to their rooms & event venues
- Ensure guest spaces & lobby are clean at all times
- Anticipating guest needs as to provide an exceptional guest experience especially for VIP guests
- Resolving guest complaints
   & conflicts
- Keep track of frequent clients & their usual requests
- Multi-lingual
  - BND 597

#### Front Office Manager

- Coordinating all front-desk activities & ensure hotel policies & house rules are followed through
- Prepare revenue & occupancy forecasting
- Oversee front office budget management & front office appearance during festivities
- Conducts training to staff personnel & ensure their uniform are presentable
- Conducting front-office
   personnel recruitment
- Planning staff schedule, duties & welfare
- Supervising & evaluating all support staff performance
- Ensure guest spaces & lobby are clean at all times
- Resolving guest complaints & conflicts
- Managing front desk finance
   activities
- Liaison between general manager & staff
- Review guest feedback forms from time to time to make necessary improvements

BND 1,410

#### **Bell Boy / Hotel Porter**

- Ensuring guests are welcomed upon arrival
- Extensive knowledge of hotel facilities & activities, & tourist attractions of Brunei
- Assisting guests in transferring their luggage & bag from their rooms to front desk
- Assisting guests with reservations, arrangements & enquiries
- Deliver mails, newspaper & room service for guests
- Control traffic flow at front entrance

**BND 492** 

Arranges doormats & umbrella stands, when required

any department, when necessary • Answering phone calls &

- assisting with online bookings
- Recommends best venues for tourist attractions, food & recreational activities
- Resolving guest complaints
- Handle overbooked/walk-in guests
- Multi-lingual

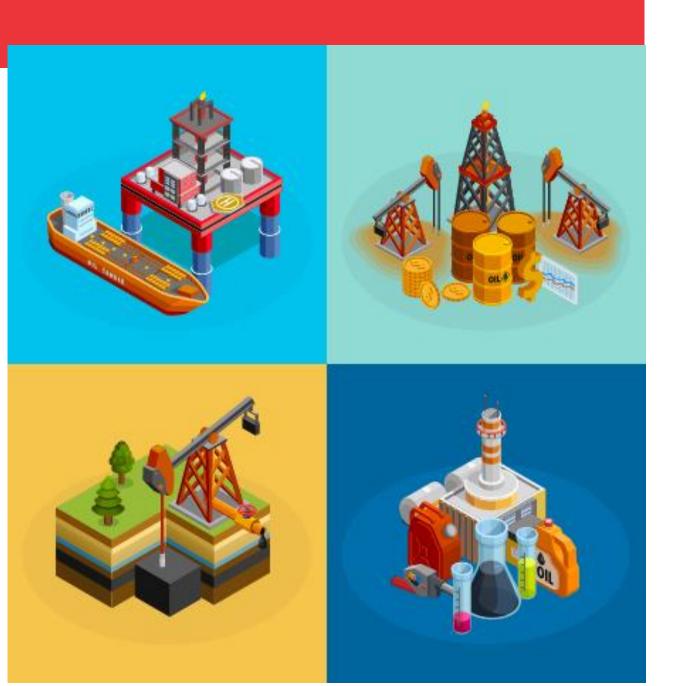
BND 543





### SALARY GUIDELINE : ENERGY SECTOR







The diagram below shows the career progression from L1 Welder Assistant (3G) to L5 Welding Supervisor under the welder job family.

#### L2 Basic Welder (6GR)

L1 Welder Assistant (3G Purpose: gaining of welding foundation + f Qualification as per AV D1.1 or EEMUA 158 qualification Production welding or minor structural joints • Tacking an fillet weld etc • Practice on piping welding	EEMUA 158 qualification + ASME IX + API 1104 or DNV OS F101 • Production welding on piping/pipeline/struct ural assemblies – carbon steel • Welding in both SMAW and GTAW and	<ul> <li>qualification + ASME IX + API 1104 or DNV OS F101</li> <li>Production welding on piping/pipeline/structur al assemblies - carbon steel (CRA - SS, DSS, SDSS)</li> <li>To be qualified in 6GR welding of carbon steel and 6G welding of stainless steel additional to Basic</li> <li>Able to read and layout parts to complex prints and plan details of working procedure.</li> <li>Able to perform complex welds, such welds for pressure piping, pressure vessels &amp; Tanks, structural TKY connections, etc.</li> </ul>	<ul> <li>Production weighing on piping/pipeline/structu ral assemblies - carbon steel (CRA - SS, DSS, SDSS)</li> <li>Ability to give clear instruction visual, verbal and in writing</li> <li>Ability to demonstrate the proper use of common welding and cutting processes</li> <li>Knowledge of welding economics</li> <li>Knowledge of welder and welding safety standards</li> <li>Knowledge of welding inspection</li> <li>Strong analytical thinking and problem solving skills</li> </ul>	excellent organizer. • Ability to optimize welding productivity and performance • Knowledge of project management methodology
Entry Qualificatio n Experience (competence) Years (est.) Base Salary Range	g L2 iSkill NTech Welding L3 2 to 4 BND 1,200	BNOSS L4 iSkill HNTech Welding L4 3 to 5 BND 1,800	In Role Profession 4 to 7 BND 2,500	nal Development > 7 BND 3,500

L3 Advanced CRA

Welder

Purpose: gaining of welding foundation +

final Qualification as per

AWS D1.1 or EEMUA 158

L5 Welding Supervisor

L4 Assistant

Welding

**Supervisor** 

Purpose: gaining of

welding foundation +

final Qualification as

qualification + ASME IX

+ API 1104 or DNV OS

Production welding on

per AWS D1.1 or

EEMUA 158

F101

Production welding in all positions and materials Supporting welders in day to day work Qualified to train and inspect Mentoring on techniques

- Dynamic leader, motivated and able to motivate others, with good communication and interpersonal skills.
- A creative thinker and excellent organizer.



#### L1 Marker Fitter Assistant

Able to read and interpret structural and piping isometric drawings and material take-off

- Basic measurements and marking using M/F tools, e.g. measuring tools, under M/F guidance.
- Grinding involving bevelling of the edges of structural material using portable grinder.
- Able to identify root opening, fit-up tolerances and offset as specified in the welding joints design.
- Able to perform all functions of basic fit-up (pipe to pipe, pipe to elbow, pipe to flanges and tees), identify root opening, fit-up tolerances and piping offset configurations as specified in the welding joints design.
- Able to compute simple maths for joining pipes and fittings, take off for both horizontal and vertical pipes.
- Flame cutting and grinding of various size carbon steel pipes at various position using oxyacetylene/propane and bevelling machine.

#### L2 Basic Marker Fitter

Able to perform all functions of basic fit-up classifications.

- Able to identify various piping components (e.g. elbows, reducers, tees etc.) and various piping materials and types (e.g. carbon steel, SS, DSS, SDSS); materials specs (ASTM and API) and various pipeline materials (risers, 5D bend, launchers, pig receivers etc.)
- Able to compute simple Maths for joining pipes and fittings, take off for both horizontal and vertical pipes.
- Marking and fit-up of structural joints including branch tubulars.
- Marking and fit-up of piping spools including A316 SS materials.
- Able to identify and fit-up various piping fittings and connections.
- Able to fit-up small bore and large bore carbon steel piping.
- Able to do basic levelling using spirit level and other tools.
- Proficient in flame cutting and grinding of carbon steel plates, tubulars and piping.

#### L 4 Assistant Construction Supervisor

 Directly reports to the CSV

 Responsible for supervision of offshore construction works executed by contractors to ensure that the works are completed in accordance with the approved Scope of Work, engineering design, safety, environment standards, specifications and company values

- Has advanced knowledge of the 5 key Elements to secure quality direct interface with experts/specialists.
- Possess developed leadership skills

#### L5 Construction Supervisor

**MARKER FIT** 

 Responsible for supervision of offshore construction works executed by contractors to ensure that the works are completed in accordance with the approved Scope of Work, engineering design, safety, environment standards, specifications and company values.

- Responsible for continuous implementation of technical, organisational and construction management systems improvements.
- Has excellent knowledge of the 5 Key Elements to secure quality direct interface with experts/specialists and is able to provide guidance, and train subordinates in all relevant subject.

The diagram shows the career progression from L1 Marker Fitter Assistant to L5 Construction Supervisor under the marker & fitter job family.



L3 Advanced

**Marker Fitter** 

Able to compute simple

Maths for joining pipes

and fittings, take off for

structural configurations

e.g. TKY connections, by

assisting and with close

cutting and grinding of

carbon steel plates.

tubulars and piping.

both horizontal and

Practice on complex

monitoring by M/F.

Proficient in flame

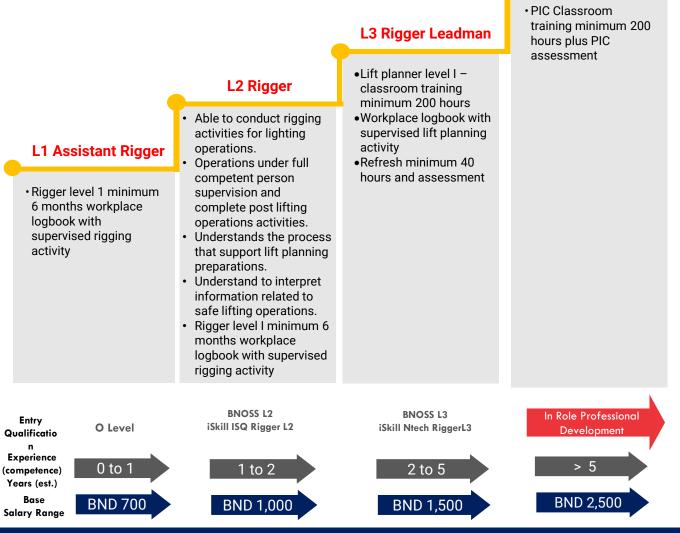
vertical pipes.

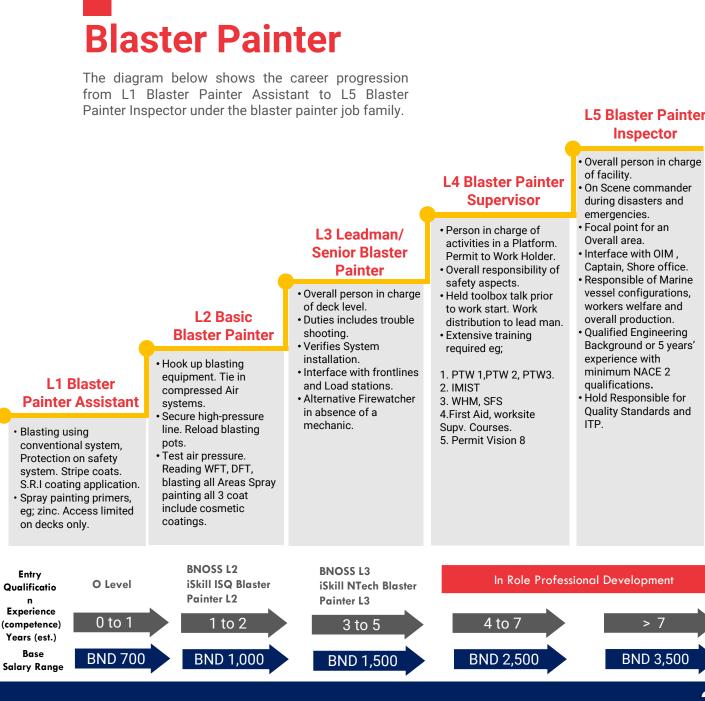




The diagram below shows the career progression from L1 Assistant Rigger to L4 Rigging Supervisor / Person-in-Charge (PIC) under the rigger job family.

#### L4 Rigging Supervisor/ Person-in-Charge (PIC)







The diagram below shows the career progression from L1 Scaffolder Assistant to L4 Scaffolder Inspector under the scaffolder job family.

#### L3 Advanced Scaffolder

Oualified to lead operations as a charge hand in scaffolding gang carrying out all types (Basic and advanced)

Must undergo minimum 12 months of active work before proceed as trained.

- Correct and safe methods of erecting. altering and dismantling falsework scaffolds, shoring scaffolds, cantilever drop, staircases, ramps and truss out scaffolds in tube and fitting
- Competent in the safe erection, alteration and dismantling off Complex scaffold structures
- Able to produce, interpreting and using risk assessments and methods statements
- Able to determine the material requirements for false work scaffolds, shoring scaffolds, cantilever drop, staircases, ramps and truss out scaffolds in tube and fitting
- Laying out materials, interpreting design drawings, setting out scaffolds and overcoming obstacles to erect the scaffold safely
- Knowledge on constructing scaffolds to statutory regulations following the safe systems of work set out in safety guidance

#### L4 Scaffolder Inspector

Able to perform all functions up to Advanced scaffolder.

- Responsible for inspecting and checking scaffolds for safe use and for signing certificates and registers in accordance with statutory regulations
- Having knowledge in scaffolding components, forms of construction and inspection procedures of basic access scaffolds and comply with relevant latest legislation and Codes of Practice.
- Construction of complex/designed scaffolds to include:
- For Scaffolding Inspector must have
- Introduction to Safe Inspection of Scaffolds (SIS)
- Safe Inspection of Scaffolds Complex (SISC)

Entry Qualificatio

Experience (competence) Years (est.) Base Salary Range



O Level

L1 Scaffolder

Assistant

· Familiarisation with equipment

Material handling

Familiarisation with

Monitoring techniques

Able to erect the following

types of scaffolding (max of

Independent, Birdcage, tower

All of the above must be under

environment.

three lifts)

mohile

supervision.

BNOSS L2 iSkill ISQ Scaffolder L2

1 to 2

BND 1,000

#### L2 Scaffolder – Basic

Complete Basic Training Part A&B Able to erect the following

types of scaffolding (max of three lifts) Independent, Birdcage, tower mobile

- Having knowledge and able to erect, altering and dismantling independent scaffolds incorporating prefabricated beams, loading bays, splays, protection fans and cantilever sections correctly and safely manner.
- To adopt the safe erection. alteration and dismantling of these scaffolds and the work method by the regulation governing body.
- Be able to determine the material requirements for independent scaffold incorporating prefabricated beams, loading bays, splays, protection fans and cantilever sections.

**BNOSS L3** iSkill NTech Scaffolder L3

### 2 to 5

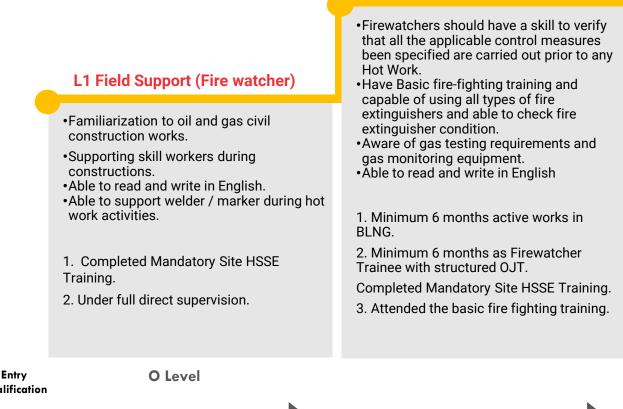
BND 1,500

In Role Professional

Development

# Fire Watcher

The diagram below shows the career progression from L1 Field Support (Fire watcher) to L2 Firewatcher under the fire watcher job family.



L2 Firewatcher

QualificationExperience<br/>(competence)<br/>Years (est.)0 to 1Base<br/>Salary RangeBND 700BND 1,000



The diagram below shows the career progression from L1 Coating Field Support to L5 Coating Inspector under the coating job family.

L2 Painter

#### Working together with Able to do and achieve Inspector and Field 1. Completed HSSE any surface preparation Able to carryout Engineer. Training. using blasting painting works with Environmental conditions 2. Must have 12 months L1 Coating Field equipment and do not adverse effect the active work as basic tools. application of coating Support (FS) coating quality. Supervisor. (For nonusing spray painting as academic discipline 1. Completed HSSE per specifications. 1. Completed HSSE gualification). Training. Familiarization to oil and Able to work with less Training. 3. Inspector trainee 2. Must have 6 months gas civil construction 2. Must have 12 months minimum 18 months supervision. active work as Coating active work as B/SP. (For with proper structured works. FS. non-academic discipline OJT. • Supporting skill workers 1. Completed HSSE 3. Painter trainee for qualification). 4. Should have a mentor during constructions. Training. 3. Supervisor trainee minimum 6 months with during the trainee 2. Must have 6 months minimum 18 months with period. Mentor can be proper structured OJT 1. Completed HSSE active work as painter. proper structured OJT. Field engineer or including pre-Training 3. B/SP trainee for 4. Should have a mentor Company Inspector. qualification test (3rd 2. Under full direct minimum 6 months with during the trainee period. 5. Completed NACE Partv). Supervision. proper structured OJT Mentor can be Field Inspector Level 2 or 4. Trainee to be under including preengineer or Company BGAS Grade 1 before in direct supervision of Supervisor. role. qualification test (3rd Painter. 5. Completed NACE 6. To be interviewed by Partv). Inspector Level 1 or BGAS Company TA before 4. Trainee to be under Grade 2 before in role. approved as Inspector. direct supervision of B / 6. To be interviewed by SP. Company TA before approved as Supervisor. **BNOSS L2 BNOSS L3** Entry O Level **iSkill ISQ Blaster iSkill NTech Blaster** Qualificatio In Role Professional Development Painter L2 Painter L3 Experience 0.5 to 1 2 to 3.5 0 to 1 > 3.5 (competence) 1 to 2 Years (est.) Base **BND 700** BND 1,000 BND 1,800 > BND 2,300 BND 1,300 Salary Range

L3 Blaster /

**Spray Painter** 

L5 Coating

Inspector

as surface cleanliness.

 Skill on performing coating related test such

profiles, thickness,

contaminants, paint

Interpret to required

types of inspection

and metal coatings

methods, paint testing

constituents, and

adhesion, etc. Understands corrosion

theory. surface

technology.

standards.

L4 Coating

**Supervisor** 

Knowledge on HSE,

coating works.

Planning and

organisation.

equipment.

able to construct.

Prepare materials and

Quality, Schedule of

Understand drawings and

## **Civil Works**

The diagram below shows the career progression from L1 Civil Field Support (FS) to L4 Civil Construction: Inspector under the civil works job family.

#### L1 Civil Field Support (FS)

- Familiarization to oil and gas civil construction works.
- Supporting skill workers during constructions.
- 1. Completed HSSE Training.

#### L2 Civil Skill Worker

Able to carry out at least 2-3 Skill works such as Brick Layer, Carpenter, Concreter, Mason, Plumber, Roofer, Steel bender. Basic understanding on construction drawing. Able to work with less supervision.

1. Completed HSSE Training. 2. Must be active work as FS minimum 6 months. 3. Must go as a Skill worker trainee minimum of 12 months with structured OJT and pre-qualification test before been approved as Skilled.

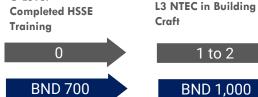
1 to 2

BND 1,000

O Level Entry Qualificatio

Experience (competence) Years (est.) Base Salary Range

n





Knowledge on HSE, Quality, and Schedule of constructions works. Knowledge on Planning and organisation.

Understand drawings and able to construct.

Prepare tools, materials and equipment. Working together with Civil Inspector and Engineer.

1.Completed HSSE Training. 2. Must be active work as Skill Worker minimum 3 years (For nonacademic discipline qualification). 3. Must go as a Civil Supervisor trainee for minimum 18 months with structured OJT. 4. He / She should have a mentor during the trainee period. Mentor should be Discipline Field engineer or Company Civil Supervisor. 5. He / She should be interviewed by Company TA before approved as Supervisor.

> L4 HNTec In Civil Engineering / Building or higher. (Fulfilled 1,3,4,5)

#### L4 Civil Construction Inspector

Knowledge on Quality of Civil construction works by performing inspection task. Know to read construction drawing, perform test, and advice corrective actions. Performed inspection task as per agreed test plan. Working together with Civil Supervisor, Engineer, and NDT or DT specialist.

1. Completed HSSE Training. 2. Minimum 3 years active work as skilled worker and a year active work as Supervisor. (For nonacademic discipline qualification). 3. Must go as a Civil Inspector trainee for minimum 18 months with structured OJT. 4. Should have a mentor during the trainee period. Mentor should be Discipline Field engineer or Company Civil Inspector. 5. He / She should be interviewed by Company TA before approved as Supervisor.

> L5 Diploma In Civil Engineering or higher. (Fulfilled 1,3,4,5)



# Industrial Cleaner

The diagram below shows the career progression from L1 Industrial Cleaner Field Support to L3 Industrial Cleaning Supervisor under the industrial cleaning job family.

#### **L2 Industrial Cleaner**

#### L1 Industrial Cleaner Field Support

Introduction to oil and gas industrial cleaning activity. Supporting team through out the Industrial Cleaning Activities.

 Completed HSSE Training
 Under full direct Supervision. Able to carryout industrial cleaning activities on cooling tower, equipment, tanks, drainage, chemical mixing plant, treatment unit, and waste disposal. Able to use basic tools and equipment such as hoses, shovel, HP jetting machine, and industrial vacuum. Able to work with less supervision. 1. Completed HSSE Training. 2. Minimum 6 months active works as FS.

 Industrial Trainee minimum 6 months with structured OJT including pre-qualification test.
 Should have a dedicated coach during the trainee period.

#### L3 Industrial Cleaning Supervisor

Responsible on HSE, Quality, and Schedule of Industrial Cleaning works. Planning and organisation. Prepare tools, materials and equipment. Working together with Company Supervisor and Production team.

 Completed HSSE Training
 Minimum 12 months active works as Industrial Cleaner.
 Minimum 12 months as Trainee Industrial Cleaner Supervisor with structured OJT.



# INSULATOR

L5 Insulation Inspector

Knowledge on Ouality of

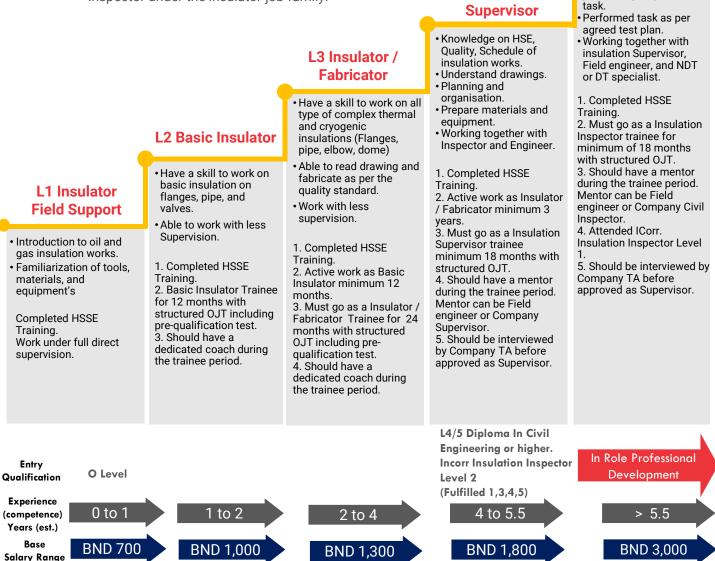
performing inspection

Insulation works by

L4 Insulation

### Insulator

The diagram below shows the career progression from L1 Insulator Field Support to L5 Insulation Inspector under the insulator job family.













MPEC Secretariat reserves the right to change the information contained at any time without prior notice