



SUMMARY OF TERMS AND CONDITIONS FOR TWELVE MONTH TEMPORARY CONTRACT

PAY POINT K

This is a summary of the principal terms and conditions for Pay Point K at the Commonwealth Secretariat. These terms and conditions are non-negotiable.

<i>General</i>	All appointments to this grade are made on local terms, regardless of the nationality. Candidates must have the right to work in the United Kingdom.
<i>Contract Term</i>	Twenty Four Months
<i>Eligibility to work In the UK</i>	Appointments are subject to eligibility to work in the UK, if applicable.
<i>Probation</i>	All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
<i>Period of Notice</i>	<p>The appointment may be terminated by the Secretariat by giving one week's notice.</p> <p>The staff member may resign at any time upon giving one week's notice.</p>
<i>Annual Leave</i>	Subject to the terms of the letter of appointment.
<i>Retirement Age</i>	The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three year contract
<i>Salary Point</i>	<p>£35,096 gross.</p> <p>Salary is paid monthly (normally on the 25th) directly to the Bank, and is subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates and National Insurance contributions.</p>
<i>Allowances</i>	None. The salary given is fully inclusive.
<i>Hours of Work</i>	Basic working week is 36 hours exclusive of meal breaks.