

**SUMMARY OF TERMS AND CONDITIONS FOR
THE YOUNG PROFESSIONALS PROGRAMME**

PAY POINT Y

Date of issue: May 2015

This is a summary of the principal terms and conditions for individuals employed under the Young Professionals Programme (YPP) at the Commonwealth Secretariat. Full terms and conditions are set out in the relevant parts of the Commonwealth Secretariat Staff Regulations and Staff Rules which form part of the contract of all employees and which will be subject to change from time to time.

A. GENERAL	
1. Contract Term	Appointments are on limited term contracts of two years. The two year contract is non-renewable.
2. Working hours	Currently 9.15 am to 5.30pm, Monday to Thursday and 9.15am to 5.15pm, Friday, inclusive of 1 hour for lunch per day. Additional hours may be required dependent on the organisational needs. No overtime would be paid for such additional hours.
3. Medical	Appointments are subject to passing a medical examination.
4. Security Clearance	Appointments are either subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment or through the provision of a satisfactory Police Check from the candidate's own national police authority.
5. Probation	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.
6. Period of Notice	During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months' notice, or by the staff member giving three months' written notice.
7. Annual leave	30 working days per year. Any leave without pay will not qualify for the earning of annual leave entitlement.
8. Sick leave and Special leave	Sick leave, Special Leave and other types of Leave as per standard Commonwealth Secretariat Staff Rules and Regulations. The Director of HRD has discretion to allow for special leave of up to 10 days for emergencies and bereavement.

<p>9. Gratuity Scheme</p>	<p>Individuals employed under the YPP will be entitled to a gratuity scheme, whereby each month the Secretariat will pay the equivalent of 15 per cent of gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.</p>
<p>10. Age</p>	<p>Aged 27 years or under at the time applications close.</p>
<p>11. Non-employment of family members</p>	<p>Candidates will be subject to the Secretariat's employment policy with reference to the non-employment of immediate family members (spouse, child or sibling).</p>
<p>12. Medical and Dental Cover</p>	<p>The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees and eligible London based dependents of employees. The cover is subject to underwriting conditions and supplements the UK National Health Service provisions.</p>
<p>13. Insurances</p>	<p>Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Further information on the existing policies would be made available to staff by the Corporate Services Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time</p>

B. SALARY

<p>Salary</p>	<p>£28,500 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates. This salary is fully inclusive. Salary is payable monthly on or after 25th of each month into a bank account.</p>
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C. RELOCATION BENEFITS

These benefits apply to

- Young Professionals (YPs) who permanently reside and are recruited from outside of the UK, OR
- Young Professionals (YPs) who are British nationals and/or ordinarily resident in the UK but who reside further than 50 miles out of Greater London.



Note:

- a) The benefits provided are on the basis of unaccompanied status. No benefits would be paid for spouses and/or dependents of the YPs.
- b) Failure to complete 12 months or more of the programme will disqualify the YPs from termination benefits of flights/rail ticket home, shipment grant and subsistence allowance.

1. Commencement and Termination Economy Airfares OR Economy Rail Fare	If recruited from outside of the UK - an economy class ticket at commencement and termination. If recruited 50 miles from outside of Greater London, UK, an economy class rail ticket at commencement and termination. Rules of airfares and rail fares are based on the Secretariat's Travel Policy.
2. Relocation Grant	Relocation Grant of £1000 on arrival.
3. Shipment Grant	Shipment grant for the transportation of personal belongings of £1000 on commencement and at termination of contract.
4. Temporary Accommodation on arrival	Up to three weeks paid Secretariat approved temporary accommodation from the date of commencement.
5. Subsistence allowance on arrival and termination	Subsistence allowance at the appropriate United Nations rate will be paid for a period of three weeks from the date of commencement and for a period of two weeks following the termination of contract, for the individual YP only. There is no provision for any additional payment for any accompanying spouse or dependent.
6. Visa arrangements	A YP's employment is dependent on the Secretariat's ability to secure a visa under the UK's Tier 5 International Organisations visa arrangements. Failure to secure the visa will nullify the contractual offer. Such visas require the YP visa holder to leave the UK at the end of their two-year contract. They will not be able to apply or obtain another type of visa whilst in the UK and will have to depart the UK for a minimum of 6 months prior to seeking other employment visas. Under the terms of the UK's Tier 5 International Organisations visa arrangements, only the YP is entitled to be issued a visa. The Secretariat will not be responsible for sponsoring any visas for accompanying spouses or dependents of the YP.
7. Diplomatic Immunities and Privileges	There are no diplomatic immunities and privileges attached to the YPs. As staff members, YPs are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.



The Commonwealth