



# Commonwealth Secretariat

(Commonwealth Fund for Technical Co-operation)

## Terms and Conditions of Service for CFTC Assignments of More than Six Months Duration

This statement provides a brief summary of the terms and conditions of service for long-term CFTC assignments (i.e. more than six months). Full details are available on request.

An **ANNUAL EMOLUMENTS PACKAGE** comprising:

- a) Fee ) Normally paid monthly  
) in arrears
- b) Inducement Allowance )
- c) Gratuity 15% of fee, in lieu of employer's pension contribution.  
Gratuity is payable in arrears at six-monthly intervals.

Emoluments are normally paid in sterling but you may be required to receive a percentage in either the currency of the country of assignment or the currency of your home country.

Emoluments and allowances are exempt from income tax in the country of assignment.

Other benefits include:

- d) non-recurring installation grant of £1,500 for the expert and £300 for each dependant residing at the duty station;
- e) salary advance, free of interest, of £4,500 for appointments of more than twelve months, or £1,500 for assignments of shorter periods;
- f) housing allowance to cover the cost of reasonable accommodation plus a contribution towards the cost of utilities;
- g) daily subsistence allowance at prevailing United Nations rates if suitable housing is not immediately available;
- h) travel: economy class air tickets to and from the place of assignment for the expert and accompanying dependants. Tickets will not be provided for spouse and dependants unless they intend to reside with the expert, at the duty station for three consecutive months or more;
- i) excess accompanied baggage of up to 10 kg on each ticket;
- j) the cost of shipment of personal effects (including packaging, storage, insurance and clearing) to and from the place of assignment (up to 400 cu.ft. by sea or 250 kg by air) will be met; alternatively, transportation of a motor vehicle of up to 430 cu.ft. plus, either 150 cu.ft. seafreight or 93.75 kg by air freight;

- k) alternatively a non-accountable sum of £2,500 will be provided in lieu of both (i) and (j) above;
- l) maternity leave: up to 12 weeks paid leave after one year's service;
- m) education allowance for up to three dependent children who are under 21 years of age and normally resident in the expert's household and in full-time attendance at an educational institution, for reimbursement of tuition and boarding fees up to £4,025 per assignment year at an approved pre-primary, primary or secondary institution;
- n) education visit travel for up to three dependent children in full time education and up to the age of 21, twice a year if the children are not resident at the duty station.
- o) group medical insurance scheme and group life insurance scheme, both non-contributory;
- p) annual leave at the rate of 20 working days for each year of continuous service; and
- q) family reunion facility where there is no entitlement to education visit travel.

Please note that the Fund will not meet any costs in respect of more than three dependent children. At commencement of assignment you will be asked to nominate three children and the Fund will make appropriate reimbursements during the course of your appointment in respect of those three children only.

In addition, under the Memorandum of Understanding on Basic Local Support which is signed between the Commonwealth Secretariat and the government of the country to which technical assistance is provided, the following privileges and immunities, inter alia, are extended by the government: importation within six months of first arrival, free of duty, personal effects and one motor vehicle.

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