COMMONWEALTH SECRETARIAT

SUMMARY OF TERMS AND CONDITIONS FOR

PAYPOINT M (GENEVA)

This is a summary of the principal terms and conditions for Pay Point M at the Office of the Permanent Delegation of the Commonwealth in Geneva. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

**Contract Term**
Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance and the organisation’s requirements at that time. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

**Eligibility to work in Switzerland**
Appointments are subject to eligibility to work in Switzerland and being a citizen of a Commonwealth Country.

**Salary**
CHF 66,618 per annum gross, subject to deductions of applicable social security contributions and Swiss income tax. This salary is fully inclusive.

**Medical**
Appointments are subject to passing a medical examination.

**Clearance**
Appointments are also subject to clearance to the extent that the candidate’s own government raises no objection to their suitability for employment.

**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.

**Period of Notice**
During probationary service, the appointment may be terminated by giving five weeks’ notice. Thereafter employment may be terminated by the Secretariat giving three months, or by the staff member giving one month, written notice.

**Annual Leave**
Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year. Leave without pay will not qualify for the earning of salary increments or annual leave entitlement.

**Pension**
The Secretariat shall contribute to the State Pension Scheme (Pillar One). In addition, the Secretariat shall contribute 15 per cent of gross salary to the Occupational Pension Scheme (Pillar Two). Employee contributions to the pension scheme is 7.5% of gross salary, subject to change based on age and the limits set by the Swiss authorities.

**Retirement Age**
The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three-year contract.
**Private Healthcare**  
The Secretariat may provide private healthcare for Geneva-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions.

**Insurance**  
The Secretariat shall put in place various mandatory social security insurance policies for its employees as required by the Swiss Social Security laws. 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 Human Resources Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

**Diplomatic Immunities & Privileges**  
There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the Switzerland and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.