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P Level

Basic Terms of Appointment, Salary and Benefits

- Basic Salary paid in US dollars is tax free. Staff members are responsible for any home country taxation.
- ICARDA will contribute 15% of the annual basic salary to the Pension Fund. Staff members can make additional voluntary contributions.
- In Syria, a housing allowance of SYP 340,000 per year or 10% of the basic salary will be paid.
- An inception allowance of US \$ 8000 will be paid on arrival to support purchase of furniture, white goods etc, which will be depreciated over two years. If the staff members chooses to leave ICARDA's employment prior to completing 2 years of service, prorated recovery will be made. All furniture and purchased goods will remain the staff member's property.
- The annual leave entitlement is 30 working days.
- ICARDA will provide and maintain a car for official and personal use of the staff member. Fuel charges will be for staff member's account. Alternatively, staff members can choose to take an indemnity of US \$ 250 per month and make their own travel arrangements.
- Annual leave airfare will be paid for economy excursion class round trip air ticket from duty station to the home base on an annual basis for staff member and dependent family members residing at work location. This is paid in cash.
- Insurance Plan for Life, Accidental Death & Dismemberment as well as long term disability. Staff member and his/her dependent members of family will be covered by a medical Insurance Plan.
- Joining airfare by Economy Class, from home base to work location for staff member and dependent family members who will reside with the staff member at the work location.
- Shipping Allowance of US \$ 6000 on joining and US \$ 6000 on departure.
- Education Benefits:
 - a) Free education for dependent children at ICARDA International School Aleppo, which conducts classes from Kindergarten to Grade 12.
 - b) Other schools: 100% of the first 6000 US \$ spent. 60% of the balance cost. The maximum entitlement per child will be the actual cost per child at ICARDA International school in Aleppo, for which is published.
- For dependent children pursuing education outside the duty station, ICARDA will pay one round trip economy excursion airfare every academic year between duty station and the educational institution.
- Pre- employment medical checkup is required.