

Notice of Vacancy
[04/2022]
Appendix 5

Information on Position and Employment Conditions

I. GENERAL INFORMATION	
1. Position Title:	Communication and Media Relation specialist
2. Unit:	Communication & International Affairs Dept.
3. Organization:	East Mediterranean Gas Forum
4. Location:	Headquarter, Cairo, Arab Republic of Egypt
5. Address:	27 El Salam Avenue, El Lotus Area, 5th Settlement, New Cairo - Egyptian Petrochemicals Holding Company – ECHEM Building
6. Working hours:	From 8 am to 4:30 pm with one hour lunch break
7. Working days:	Sunday – Thursday
II. INFORMATION ON EMPLOYMENT CONTRACT	
1. Contract Type & Duration:	<ul style="list-style-type: none"> ▪ Fixed 3 years, with a possibility of renewal.
2. Probationary period:	<ul style="list-style-type: none"> ▪ Three (3) months
3. Applicable Law:	<ul style="list-style-type: none"> ▪ As specified in Headquarter Agreement with Arab Republic of Egypt
4. Jurisdiction:	<ul style="list-style-type: none"> ▪ According to Headquarter Agreement with Arab Republic of Egypt
III. STATUS & SUBORDINATION	
1. Instructions & directions:	Under direct instructions & directions of communications \ International Affairs
2. Reporting to:	Communication Head
3. Status:	Category II, L6 grade
4. Supervises	Non
IV. SALARY & BENEFITS	
1. Basic salary:	Net monthly USD 4,500
2. Housing Allowance:	Monthly, paid as a fixed percentage (10% -12.5% -15%) of the Basic Salary (BS) proportionally with the number of dependents, according to Staff Regulations. Only for Non Local employee.
3. Car Allowance:	USD 400

4. Medical Insurance	Provided by Forum for employee and dependents
5. Life Insurance	Provided by Forum for employee.
6. Children education:	Education allowance with the ceiling of 7000 USD for one child.
7. Installation allowance	One month of basic salary for staff with dependents & half month of basic salary for staff without dependents paid upon appointment); Only for non-local employee
8. Home Leave Ticket:	On completion of one-year service, once per year (cost of tickets for the employees and their dependents). Only for non-local employees
9. Provident fund:	8 % of Basic Salary from EMGF and 4% from employee up to 3 years; 12% of Basic Salary from EMGF and 6% from employee after 3 years

V. HOLIDAYS AND VACATION

1. Annual Paid Leave:	21 days up to 5 Y services in EMGF. 30 days - more than 5 Y services in EMGF.
2. Home Leave	7 days, per year only for non-local employee.
3. Official Holidays	app. 17 days per year