

GENERAL INFORMATION: Support Services Manager - Iraq

Terms of Appointment

This is a permanent post beginning in March 2010. This post has unaccompanied status. The place of work will be Iraq although all international staff may be required to transfer to other MAG overseas operations on a temporary or permanent basis

Remuneration

The salary range for this post is £26,586 - £29,052 per annum, and the pay ranges are:

Point 1 - £26,586 per annum

Point 2 - £27,384 per annum

Point 3 - £28,206 per annum

Point 4 - £29,052 per annum

The starting salary is Point 1, and subject to satisfactory performance you will progress to the next point on the scale on an annual basis until Point 4 is reached. Salaries are fixed in sterling but we will convert to whichever currency your bank account is held. Please note that MAG cannot be responsible for any fluctuations in exchange rates during employment.

Other benefits

MAG will also provide accommodation and food or a per diem payment while working overseas and up to 3 unaccompanied flights home from the country programme in each completed 12 month period.

Working Hours

There are no fixed hours of work.

Annual Leave Entitlement

Annual leave entitlement starts at 6 weeks per annum and increases with service to 8 weeks per annum.

Breather Breaks

International staff in Iraq will receive 1 one-week breather break per year in addition to annual leave

Pension Scheme

There is no pension scheme for international employees.

Insurance

MAG provides personal accident insurance, life assurance, medical and repatriation insurance for all international staff.

Probation

All staff are subject to a six month probationary period.

Medical clearance

MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post for which you have applied. All offers of employment will be subject to medical clearance. Candidates will be required to complete a medical form, obtain written confirmation of their fitness to work from their doctor and may be required to undertake a medical by an independent doctor.

References

All offers of employment will be subject to the receipt of two professional references satisfactory to MAG.

Response Instructions

Application is by completed application support form. This document should be submitted to humanresources@maginternational.org by Sunday 28 March.

Interview Arrangements

Most of our interviews are conducted by telephone. Please advise us of any dates that you would not be available for interview if you were shortlisted.

If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted within 4 weeks of the closing date, you should assume that your application has not been successful.