



WorldFish Center
Global staff
Basic Terms of Appointment, Salary and Benefits

- ✓ Basic salary paid in currency of choice (either in USD, host country or home country).
- ✓ Contribution to Pension Fund: 15% of annual basic salary.
Note: Staff members are responsible for any home country taxation on compensation.
- ✓ Holidays: 40 days (a combination of Public, Casual, Special Holidays, Annual and Home Leave) for each year of completed service.
- ✓ Medical Leave: 20 workdays every calendar year.
- ✓ Maternity Leave : 12 calendar weeks
- ✓ Paternity Leave : 10 days
- ✓ Adoption Leave : 10 days
- ✓ Compassionate Leave : 3 days
- ✓ Prolonged Medical Leave: May accumulate unused medical leave over previous years up to 120 days. Use of accumulated medical leave is only allowed if employees is hospitalized or engaged in a medically approved recuperation plan.
- ✓ Broad Band Subsidy, depending on the job nature.
- ✓ Group Medical Insurance Plan for staff and dependant.
- ✓ Group Life, Long Term Disability and Accidental Death and Disability Insurance Plan for staff.
- ✓ In the event travel assignment is requested by the Center, travel insurance will be covered by the Center.
- ✓ Yearly annual medical check-up claim of USD150 for staff over 40 years of age.
- ✓ Working Hours: in general 40 hours (excluding breaks), 5 days work week
Note : follows the customs and practices of host country
- ✓ Flexible working hour's arrangement available as per supervisor approval.
- ✓ Relocation Allowance (one time): USD3000 for family, USD1500 for single.
- ✓ Housing Allowance : 75% of approved rate (different country will have different rate)

- ✓ On post transportation: Car loan facility of 100% of the cost of vehicle up to maximum of USD20, 000 (+5% administration fee on loan).
- ✓ Dependant Education Allowance: 100% of actual cost of schooling from age fur t secondary school (excluding extra-curricular activities).
- ✓ Home Leave Allowance: Eligible to claim once for each year of full service. Airline ticket is book via the Center on Economy class on the most direct route + travel allowance of USD200 per staff member and one dependant.
- ✓ Language Allowance: claimable upon approval from supervisor and Head of HR.
- ✓ Shipping Allowance : Door to door on the most direct routing available for beginning of contract, transfer and end of service)
 - Family: 50Kg by air per person, 40 Ft container by sea.
 - Single: 50Kg by air per person, 20 Ft container by sea.
or the option to convert to cash allowance of maximum of USD5000 (equivalent to shipment cost or whichever is lesser).

Note : No shipping allowance if global staff resigns within 18 months.
- ✓ Hardship Allowance : USD2000
Note : currently only available for Cambodia and Bangladesh and locations classified by management as hardship locations.
- ✓ Security Allowance : 80% up to a maximum of USD400 for security services reimbursement.
Note : currently only available for 'hotspots' locations i.e. Cambodia, Zambia and other Africa countries identified as such.
- ✓ Employment medical checkup is required.

(Full detail of terms and benefits is available in staff appointment letter, Personnel Policy Manual and Supplement Benefits for Global Staff Benefits which will be disclosed to candidate upon hire)