

TGH recruits a variety of profiles ranging from Country Coordinator, Project Coordinator to Support Services positions.

Recruitment conditions

Each employee benefits from a salaried status, regardless of his/her level of experience. The contract offered is a fixed-term contract under French law, known as a "usage" contract.

The duration of the contract varies according to the position. It is generally from 7 to 12 months, renewable, and sometimes from a few weeks to a few months for support or consultancy missions.

Expatriate employees leaving for more than 3 months are covered by the "Caisse des Français de l'Etranger" (CFE) for basic social protection. The arrangement also includes supplementary health insurance, repatriation insurance and provident insurance (death/disability).

These supplementary insurances are fully covered by TGH.

TGH has opted for a deliberately simple and transparent remuneration policy, based on the recognition of responsibilities and the valuing of experience, which makes it possible to offer individual development prospects.

A seniority acquisition arrangement is in place, with a 3% increase every 3 years, capped at 18 years.

Salary grid

	entry salary	after 18 month experience**	after 36 month experience**	after 5 year experience**
A1* A2* Country Director	2 900	3 050	3 200	3 400
B Assistant Country Director Field Coordinator	2 650	2 800	2 950	3 150
C Programme Coordinator / Sectorial Coordinator / Logistics / Admin / Finances / HR Support Services	2 300	2 450	2 600	2 800
D Project Manager Logistics Officer / Administrator / Grants and MEAL Manager	1 900	2 100	2 300	2 600
E Coordination Assistant / Project Manager Assistant Reporting officer / Grants officer	1 750	1 850		

*depending on the operational and financial volume of the mission, the number of expatriates working on the mission, the security context

**experience in a similar position for categories A and B or experience in international solidarity for categories C, D and E

Expatriation conditions



Accommodation provided and paid for by TGH



Per diem allowance, based on local living standards, paid in the field



Rest time provided :

- free days off: 7 to 10 consecutive days and 800€ travel allowance every 3 months
- paid holidays: 12 working days and a return trip home paid for by TGH every 6 months

An emotional/psychological support system is in place from the outset in the field during an initial briefing. All along the mission, the system can be activated if necessary. A debriefing on return is also provided. This support is provided by clinical psychologists experienced in the field of international solidarity, in complete confidentiality.

Benefits can be offered in the context of a family departure: social and medical cover, repatriation insurance, return trips between mission and home, an allowance for children, a contribution to childcare or school fees, independent accommodation for the family...

This arrangement is granted on the basis of a decision by HQ if the security, health and budgetary conditions allow it.

Preparation before outset of the mission

Individual briefings are organised at HQ before departure. These allow the candidate to meet the head office team, to familiarise themselves with the organisation's mandate and strategy, to be trained in internal procedures and to receive the information necessary for taking up their post. Transport, accommodation and meal costs are covered by TGH. Additional briefings are organised upon arrival in the field.

The outset of the mission is organised by TGH.

Visa applications before departure and legal procedures in the country of expatriation are handled by the association and the costs are fully covered. Medical expenses related to the departure (vaccination, medical check-up...) are covered by the insurance.

Individualised follow-up throughout the mission

From the outset to the return from the mission, an individualised follow-up is offered by TGH.

This follow-up aims:

- to ensure good working and living conditions in the field
- to allow regular exchanges on the content and progress of the mission with different interlocutors (HQ and Field), taking some distance from the daily routine
- to discuss difficulties, if any
- to maintain a regular link between the expatriate and the HR team at HQ
- to support professional development

Support on return from mission

A debriefing day is organised a few days or weeks after the return from the mission. Transport, accommodation and meal costs are covered by the organisation. This debriefing provides an opportunity to discuss the experience of the mission, from both a professional and personal point of view. It also provides an opportunity to discuss future development and prospects. TGH promotes internal mobility and supports employees in their professional development.