

## 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

Level	Benchmark Job	Position	Entry salary	Experience 18 months	Experience 36 months	Experience +5 years
A	EXECUTIVE - Director	Country Director	€ 3,400	€ 3,553	€ 3,708	€ 4,120
B	Deputy - Area Coordinator	Deputy Country Director	€ 3,296	€ 3,400	€ 3,553	€ 3,708
		Area Coordinator				
C	Field Coordinator Technical Coordinator	Field Coordinator	€ 2,729	€ 2,884	€ 3,038	€ 3,244
		Senior Program Coordinator				
D	Head of	Deputy field coordinator, Head of programs, Head of sector, Head of logistics, Head of Finance, HR and administration, Head of support services, Head of safety & security	€ 2,369	€ 2,523	€ 2,678	€ 2,884
E	Manager	Project manager, Logistics manager, Finance, HR and administration manager, MEAL manager, Grants & reporting manager, Compliance manager	€ 1,957	€ 2,163	€ 2,369	€ 2,678
F	Officer	Grants & reporting officer, Technical sector officer, Compliance officer, MEAL officer	€ 1,824	€ 1,905	€ 2,060	€ 2,266

## Valuing experience

For all categories, and regardless of the candidate's previous career (expatriate or national), the system for valuing experience is defined as follows :

Field experience Upon presentation of work certificate	Headquarters experience At the discretion of HR Department Upon presentation of work certificates	Private sector experience At the discretion of HR Department Upon presentation of work certificates
Similar or superior position in NGO criteria 1 for 1 valuation 0.5 for 1 valuation in an NGO outside the criteria Internship not counted	Transposable range of skills - responsibility 1 for 1 valuation NGO criteria only	Transposable range of skills - responsibility 0.5 for 1 valuation Ceiling 2 years

### NGO CRITERIA



Annual budget > €10 M



Activity report available on the corporate website



Financial report certified by statutory auditors



International donor funding (ECHO, INPA, BHA, DFID, GIZ, SIDA...)

## Expatriation conditions



Accommodation provided and paid for by TGH



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



### Rest time provided

- Paid leave: 6 working days, excluding travel time, travel allowance of €930 (every 6 months)
- Paid holidays: 12 working days, excluding travel time, one return trip to home covered 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.

