



مدارس الإمارات الوطنية
Emirates National Schools

HIRING NOW
Administrative & Teaching Staff
Dubai | Abu Dhabi | Sharjah | Ras Al Khaimah



Address: Address: AL Manaseer - Abu Dhabi - United Arab Emirates. Tel: +971 588241711

Email: info@emiratenationalschool.com / recruit.emiratesnationalschools@gmail.com

Website: www.emiratenationalschool.com

DATE: 23/02/2020

OFFICIAL LETTER OF APPOINTMENT (SOFT COPY)

ATTENTION:

EXECUTIVE SUMMARY: We have in file, your resume, job application and other important data. After the evaluation of these documents, we found you qualified to work with our team. Hence Emirates National Schools - United Arab Emirates, seek to employ you for the provision of services on this subject matter. Further details are below:

DESIGNATION: FOUNDATION DIRECTOR AND PRINCIPAL

MONTHLY SALARY: 6,500 USD (Six thousand, five hundred United States dollars) monthly/basic, plus 350 USD (Three hundred and fifty United States dollars) weekly allowance. OR the equivalents in AED, Euros, Rials, ETC, depending on home country and currency preference.

WORK TIMING: START: 8.00AM TO 12NOON (BREAK), START AGAIN (2:00PM TILL 5.00PM).
Work Days: Sunday – Thursday, Fridays and Saturdays are holidays.

BENEFITS: Two (2) years Visa/Work/Residence permits, Flight ticket, Travel insurance, medical insurance, Accommodation, One (1) month upfront salary to enable you to settle your local expenses before you embark on your trip to United Arab Emirates, new car and 14 days break/leave after every 90 working days and other benefits. Recreational/sports facilities shall be made available at the disposal of all staff with no expenses to be incurred. Laundry and dry cleaning service will also be made available by the company's laundry and dry cleaning unit.

JOB REFERENCE NUMBER: ENS-427/0802/UAE/3456

JOB LOCATION: ABU DHABI, UNITED ARAB EMIRATES

STARTUP DATE: 30TH MARCH, 2020

DURATION OF CONTRACT: 24 MONTHS (TWO YEARS CONTRACT–RENEWABLE)

ALLOWANCES/ENTITLEMENTS:

Car maintenance: 1,100 USD (Monthly), House & furnishings: 8,550 USD (Yearly),
Entertainment & recreation: 550 USD (Monthly), Travel & events: 980 USD (Monthly)

PAID LEAVE PERIOD/TRAVEL: All employees will receive 6,765 USD take home for each leave period. Employee for each inter-continental trip shall be paid 3,570 USD travel/entertainment allowance. Travel shall be by business class/first class flight, or otherwise if necessary.

NON - UAE RESIDENTS: It is the UAE Expatriate Statuary official policy that all foreign employees must obtain a Foreigners Worker's Registration Certificate and Immigrant Expatriate Clearance Exercise Certificate to enable the Employer sponsor your Visa/Work/Residence permits, flight ticket, accommodation, and other traveling materials. (Therefore it is your duty to bear the cost of your Foreigner Worker's Registration Certificate and Immigrant Expatriate Clearance Exercise Certificate) You are to contact **ABDULRAHMAN ADVOCATES & LEGAL CONSULTANTS**, in this regards.

This is in line with the UAE Expatriate Statuary in compliance with the New Law on the work permit for foreigners (law no. 4917) The aim of this Law is to determine, implement and monitoring policies regarding international labour and regulate the procedures and principles, authorities and responsibilities and rights and liabilities in the field of international labour to be followed in relation to work permit and work permit exemptions to be granted to foreigners

REIMBURSEMENT OF EXPENSES: Expenses made/incurred by the employee related to foreigner Worker's Registration Certificate and Immigrant Expatriate Clearance Exercise Certificate will be substantiated with receipts and Employer will reimburse the employee not later than five (5) working days after submission of Employee's expense report and receipt(s) as proofs of such expenses.

The agreement hereby binds employer and employee in that reimbursements will be made fully to employees upon presentation of expense reports and receipt(s) of expenses.

UPFRONT PAYMENT OF SALARIES: One month salary shall be paid in advance before employees embark on journey to assume duty. This is to enable employees settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default. Employees are to note that the one month upfront salary are paid AFTER Employees has obtained and process foreigner Worker's Registration Certificate and Immigrant Expatriate Clearance Exercise Certificate through **ABDULRAHMAN ADVOCATES & LEGAL CONSULTANTS** and submit it to our HR department for confirmation.

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ACCOMODATION/FEEDING:

All employees are expected to reside at the staff quarters. There are 3 bedroom flat apartments/duplex for employees use during contract. Dietary options, customized cooks and dietitians are available options in case of local dishes, we have chefs from various countries to handle such.

MEDICAL EXPENSES: Employer will provide the employee (and family, if any) with comprehensive health care for the term of contract, and follow-on care for injuries (if any) suffered, during the term of contract for employee and family.

OFFICE ASSETS TO BE PROVIDED BY EMPLOYER: Laptop computer/desktop with full time internet access is made available. Phone: Employer will provide each employee with landline telephone; this shall have a reasonable credit limit application per month.

TERMINATION: Termination without cause: Either party may terminate this agreement without cause upon ninety (90) days prior written notice to the other. Termination for Cause: Either party may terminate this agreement for cause if the other party materially or repeatedly defaults in the performance of its obligations and has not cured such default within 30 days of receipt of a default notice specifying the default and the intention to terminate.

FORCE MAJEURE: Neither party shall be responsible for any damages, delay in performance or failure to perform by employee, if caused by any act or occurrence beyond its reasonable control such as embargoes, changes in government regulations or requirements (executive, legislative, judicial, military or otherwise), acts of war or terrorism, power failure, electrical surges or current fluctuations, lightning, earthquake, flood, the elements or other forces of nature, delays or failures of transportation, or acts or omissions of telecommunications common carriers.

CONSEQUENCES OF TERMINATION: Return of property and confidential information: In the event of termination for any reason, employee shall return to employer, all property and confidential information (as defined in Section 15) received for service rendering., employee shall immediately cease using any password or other information provided for access to client's information systems, and also any other equipment or software provided to the employee.

AMENDMENT: This agreement may be amended only by a writing that is signed by both parties.

SAFETY & SECURITY: Safety and security of staff and facilities in the school's premises are no small issues, and have been seriously considered to ensure and assure hitch free discharge of duties.

DOCUMENTS FOR PROCESSING WORK/RESIDENCE PERMIT VISA: The employee is requested to contact the below office **ABDULRAHMAN ADVOCATES & LEGAL CONSULTANTS** for obtaining/processing your Foreigners Worker's Registration Certificate And Immigrant Expatriate Clearance Exercise Certificate to enable us to sponsor your Visa, Work and Residence Permits papers, Flight Ticket and other traveling materials as soon as possible.

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ABDULRAHMAN ADVOCATES & LEGAL CONSULTANTS

Contact person: Mohd Abdul Rahman

Designation: Principle Notary

Address: Level 6 Al Sila Tower Sowwah Square
Al Maryah Island Abu Dhabi, United Arab Emirates.

Telephone: +971 588241705

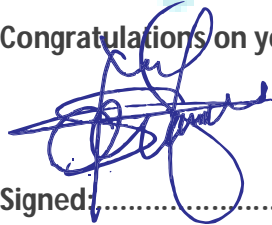
Email: procurement@acmo-co.com

Email: abduhrahmanconsults@gmail.com

Website: www.acmo-co.com

NOTE: All United Arab Emirates based employees are to report personally to us with identification materials for signing and collection of hard copies of their contract documents. This is in line with the expatriate statutory law of the United Arab Emirates in compliance with the United Nations Act.

Congratulations on your successful emergence.



Signed:

Abdul Basir Farooq (HR Director)

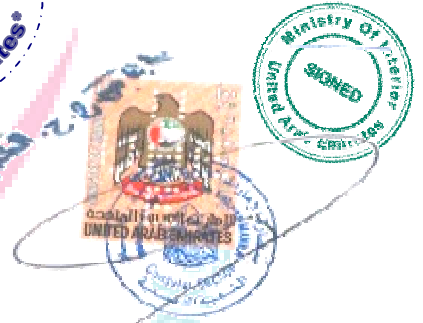
Emirates National Schools, United Arab Emirates

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Email: info@emiratenationalschool.com / recruit.emiratesnationalschools@gmail.com

Website: <http://emiratenationalschool.com/>



EMPLOYEE SIGN.....

ADDRESS.....

MOBILE.....

PASSPORT NUMBER.....

NATIONALITY.....



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