

*Office of the Human Resource Manager*

## **SOFT COPY OF YOUR JOB OFFER DOCUMENT**

### **EXECUTIVE SUMMARY**

We have in file, your CV / Resume and Answers to the submitted online questionnaire and after the evaluation of these documents; we found you qualified to work with our team.

Hence, Qatar Airways United Kingdom, seek to employ your services as a professional for the provision of professional services as stipulated in the following acts in this document. This document embodies the approved terms for the purpose of this job offer.

**DURATION:** **FIVE YEARS (Renewable)**  
**START-UP DATE:** **FLEXIBLE**  
**JOB REF:** **008/013L/UKPF/T4-YL**  
**JOB LOCATION:** **HEATHROW AIRPORT**

#### **1.0 CONSULTING PERSONNEL**

You shall be expected to work with a prime experienced Qatar Airways team with the mandate to provide excellent services.

#### **2.0 JOB COMMENCEMENT/ LOCATION**

The work Environment will be within the work metropolis of Qatar Airways.  
You are to report immediately to the **Business Development Manager** (Eric Blair) upon arrival to conclude prospects of orientation and other logistics.

#### **3.0 SALARY INDICATION**

**YOU WILL BE ELIGIBLE TO RECEIVE £6,630)Six Thousand Six Hundred & Thirty GBP -Basic (Tax inclusive) MONTHLY. i.e After Tax .**

#### **4.0 ALLOWANCES/ ENTITLEMENTS**

**Hazard/Inconveniences: £600 .00 (Monthly)**  
**Car Maintenance: £500.00 (Monthly)**  
**House & Furnishings: £2,000 (Yearly)**  
**Entertainment & Recreation: £450.00 (Monthly)**  
**Travel & Events: £950.00 (Monthly)**

## **5.0 PAID LEAVE PERIOD/ TRAVEL**

- \* You are entitled to 2 months Paid Leave which can be taken once at a time or 2 weeks apart from one different period.
- \* You will receive £7000.00 Take home for each leave Period.
- \* Employer for each Inter-continental trip shall pay £950.00 flat rate travel/entertainment allowance to employee. Travel shall be by business class/first class.
- \* Employer shall also take care of employees' travel ticket including that of employees' family only on employee's early notification to employer And as shall be Requested by Employee.

## **6.0 EXPENSES BEFORE TRAVEL BY EMPLOYEES**

Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans, Processing of Travel Particulars (Visa) and Work Resident permit 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 Receipts as proofs of such Expenses. (after one week of arrival to job location)

**On no account will Employer accept to shoulder costs for Travel Expenses, Processing of Visa, Work/Resident Permit Papers of Employee before Work sign-on. This is to possibly evade losses that may be accrued to Employer should Employee decide to decline Job offer after certain Expenses must have been made by Employer.**

This agreement hereby binds Employer and Employee in that re-imbursments will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

The first one month benefit shall be paid in advance before any employee of (*Qatar Airways*) come down to his/her duty post officially, this is to enable *Qatar Airways* Staff settle all her domestic needs on arrival. As such no excuses will be entertained on assumption of duty relating to default.

Payment of one month benefit is also geared towards making sure that all employee has enough money in his/her Bank account as the United Kingdom Expatriates Financial Statutory Law would demand (UKEFSL)

## **7.0 SAFETY & SECURITY**

Safety and Security (Local/Foreign) and Facilities on Job Locations and communities are no small issues, and have been seriously considered to ensure and assure hitch free operations, all workers are entitled to security both at work locations & Residential Quarters All operations on Job Location are designed to adhere strictly to the Health Safety and Environment (HSE) Policy.

You are entitled to a free and mandatory safety course on Job Locations to be delivered by qualified safety and environment experts.

## **8.0 FEEDING & ACCOMMODATIONS**

Newly recruited staff of Qatar Airways (You) will reside at the company's Staff estate. There are Single Bed-room and Flat options to choose from. You shall eat at the staff canteen free of charge as there are dietary options for vegetarians and non vegetarians.

## **9.0 MEDICAL EXPENSES**

Employer will provide the employee with comprehensive Health care for the term of contract, and follow on care for any injury(s) sustained during the term of contract for employee and family.

## **10.0 OFFICE ASSETS TO BE PROVIDED BY EMPLOYER**

**Computer resources:** Laptop Computer, 1.6 GHz Processor, 256 MB RAM, 24XCD-RW, 30GB Hard Drive, Floppy Drive, Integrated Network Adapter, Internal 56K Modem, Spare Battery and Necessary Software. Full time Internet access is also made available.

**Phones:** Employer will provide each employee with one (1) landline and one (1) mobile telephone. This shall have a reasonable credit limit application per month.

## **11.0 SAFETY & SECURITY**

Safety and Security (Local/Foreign) and Facilities on Job Locations and communities are no small issues, and have been seriously considered to ensure and assure hitch free operations, all workers are entitled to security men both at work locations & Residential Quarters All operations on Job Location are designed to adhere strictly to the Health Safety and Environment(HSE) Policy.

All expatriates are entitled to a free and mandatory safety courses on Job Locations to be delivered by qualified safety and environment experts. All safety wears shall be provided by the Company at Job Locations such like Safety Coveralls, Gloves, Goggles, Helmet and Safety Shoes etc.

## **12.0 TELECOMMUNICATION/ INTERNET FACILITIES**

There are standard Telecommunication Facilities and Internet services at the disposal of all expatriates, and it shall be accessible to all Personnel (Local/Foreign) without any charge or expenses to be incurred.

Expatriates from the Local dealers/Service can obtain cellular Phone Providers in Work Metropolis but must be used in accordance with the safety regulations on Job Locations.

## **13.0 ADDITIONAL SERVICES**

Recreational/Sports Facilities shall also be made available at the disposal of all expatriates with no expenses to be incurred. Laundry and Dry Cleaning Service will also be made available to all Expatriates by the company's Laundry and Dry cleaning unit.

Kind Regards



Sincerely,  
Walt Ostler  
HUMAN RESOURCES EXECUTIVE,  
QATAR AIRWAYS  
Heathrow Airport  
Middlesex TW6 1RS UNITED KINGDOM  
LAND LINE: (00) +447024039724  
TEL: (00) +44 7031858939  
FAX: (00) +44 7024074842

**PLEASE BE SURE YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS ATTACHED TO THIS CONTRACT BEFORE SIGNING.**

**I ACCEPT THIS JOB OFFER**

**Sign.....**

**I DECLINE THIS JOB OFFER**

**Sign.....**

**JOB CODE.....JOB REF NO:.....**

**PRINT, SIGN, SCAN & SEND BACK TO US AN EMAIL ATTACHMENT.**

