



## Expatriation with TGH

### ► Profiles sought

TGH recruits a variety of profiles for its international solidarity missions: generalist or technical project managers (particularly in water, hygiene and sanitation, food security, protection, education, civil engineering), finance and HR managers, logisticians, coordinators, heads of mission, consultants...

### ► Conditions of engagement

Each expatriate has an employee status, regardless of his or her level of experience. He signs a contract under French law, for a fixed period.

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

TGH has chosen a **voluntarily simplified and transparent remuneration policy**, based on the **recognition of responsibilities** and the **valuation of experience**, which allows everyone to have **career prospects**.

**Salary scale** – valid from July 1<sup>st</sup>, 2019 - *Monthly gross salaries in euros*

Head of mission	from € 2 650 to € 3 400	according to experience in a similar position and according to the mission
Deputy Head of mission, field coordinator	from € 2 650 to € 3 150	according to experience in a similar position
Programs coordinator, sectorial coordinator, base coordinator, log coordinator, finance / HR coordinator, support coordinator	from € 2 300 to € 2 800	according to experience in international solidarity
Project manager, log manager, finance / HR manager	from € 1 900 to € 2 600	according to experience in international solidarity
Coordination assistant, project manager assistant, reporting officer, grants officer	from € 1 750 to € 1 850	according to experience in international solidarity

The experience acquired outside TGH is valued.

The expatriate is also entitled to a seniority allowance after three years of service with TGH.

### ► Social protection and medical coverage

Expatriates leaving for more than 3 months are covered by the 'Caisse des Français de l'Étranger' (CFE) for basic social protection.

They also benefit from complementary health insurance, repatriation insurance and provident insurance (death/disability). These complementary insurances are fully covered by TGH.

## 📌 Expatriation conditions

**Housing** is provided and paid by the association.

A *per diem*, calculated in accordance with local standards of living, is paid in the field.

**Rest periods** are scheduled every 3 months to allow the expatriate to rest regularly. It consists alternatively of rest days offered by the association and paid leaves accumulated within the frame of the working contract.

- ✓ **Rest days offered:** after 3 months of mission, 9 months of mission, 15 months of mission etc.  
The expatriate is entitled to 7 calendar days and a travel allowance of €800.
- ✓ **Paid leaves:** after 6 months of mission, 12 months of mission, 18 months of mission etc.  
The expatriate is entitled to 12 working days and one round trip for the expatriate to go back home.

**Emotional / psychological support** is available to foresee potential difficulties. This support is also available following a difficult event or if the expatriate feels he/she needs it.

This support is provided, confidentially, by clinical psychologists experienced in the field of international solidarity.

In some cases, **benefits can be offered to the spouse and children accompanying the expatriate** in the field: social protection and medical coverage, repatriation insurance, round trips field-home, per diem for the children, contribution to tuition and child care expenses, and independent housing for the family.

## 📌 Preparation for departure

Individual briefings are held at the headquarters of the association before departure. Transport and accommodation costs (when necessary) as well as meals are paid by TGH. These briefings provide the opportunity to meet the headquarters team, understand the mandate and strategy of the association, be trained in internal procedures and receive the information required for the job. Additional briefings are organized upon arrival on the mission.

Departure on the mission is organized by the association. TGH handles the applications for visas before departure and the legal procedures in the country of expatriation, and fees are paid by the association.

Medical expenses related to the departure (vaccination, medical check, establishment of a small personal first aid kit) are reimbursed.

## 📌 Individualized follow-up throughout the mission

From departure to return from the mission, the expatriate is accompanied and followed by his field referent and by the headquarters. The purpose of this monitoring is:

- ✓ to ensure the expatriate's good working and living conditions in the field
- ✓ to allow the expatriate to discuss the content and progress of his/her mission with different interlocutors (headquarters and field), taking a step back from the daily routine
- ✓ to mention the difficulties, if any
- ✓ to have, for the expatriate, a regular link with Human Resources at headquarters
- ✓ to support the expatriate's development

## ▣ Support measures upon return from a mission

The expatriates' health coverage is maintained after their return from mission.

A day of debriefing is proposed a few days/ weeks after return from the mission. The costs are paid by the association. This debriefing allows the sharing of experience, both from a professional and personal point of view. It also allows the discussion on the development wishes of the expatriate and on future prospects.

TGH promotes internal development and supports the expatriates as much as possible throughout their professional path.

TGH is a partner of the association [Résonances Humanitaires](#). This association accompanies the expatriates after their return from mission, helping them enhance their experience in international solidarity and redirect their path if they feel the need to do so.