

## Humanitarian Support Personnel Information 2016

The Humanitarian Support Personnel Team are a pool of professionals that ensure Oxfam has the management, technical and logistical capacity to establish a presence and to respond rapidly to major humanitarian emergencies globally.

Further details in relation to these roles are outlined below. If you have further questions don't hesitate to contact the recruiting team on [hdhr@oxfam.org.uk](mailto:hdhr@oxfam.org.uk)

**Salary:** This role attracts a net salary; '*net*' refers to take home pay. In addition to salary Oxfam will meet the tax and social security liabilities of post-holder in their home country.

**Home-based:** This refers to the postholder's home location where he / she will be based in between periods of deployment. Please note, flights will be return journeys to and from the home base location only and it will be the responsibility of the postholder to ensure they are in possession of the correct right to work.

**Hard to Work Allowance:** This allowance may be payable depending on the location and length of deployment in the area. The allowance is £4,000 net per annum (pro rata for deployments of over a 1 month period).

**Unaccompanied Post:** Terms and conditions of this role apply to the postholder only and are not extended to spouses/ partners or dependants.

**Benefits:** Please refer to the table below.

Benefits	Description
Insurance	This includes: <ul style="list-style-type: none"> <li>• Medical cover – comprehensive cover while on deployment for employee.</li> <li>• Travel insurance – comprehensive cover while on deployment for employee, as well as leisure travel cover for employee.</li> <li>• Life Assurance cover</li> </ul>
Annual leave	33 working days paid holiday per 12 months within which is included any entitlement to statutory Public Holidays which fall in your deployment location. This entitlement increases with the number years worked for Oxfam GB.
Pension	Oxfam GB offers pension schemes for its employees or will contribute to a bona fide scheme in the homebase.
TOIL	When you are required to make yourself available for duty outside your established working hours, time off in lieu may be allowed, with the prior agreement of either your line manager or deployment manager. Overtime pay will not normally be offered. In addition RRT members are entitled to up to <b>10 days TOIL</b> per annum (pro rated) to compensate for time spent away from home base on deployment. This TOIL is automatically accumulated at a rate of one day for each week away from home base. It can be viewed as extra holiday in the way in which it is managed and must be taken within the annual leave year in which it is accrued.
R&R	While on deployment RRT's will be entitled to R&R as long as they meet the requirements of the R&R policy in country.
Per diem	While on deployment RRT's will be entitled to a per diem (the per diem is dependent on country policy. Some countries will not have a per diem however RRTs will then be reimbursed for their expenses).
Learning & Development	Career advisors, Mentor/ Coach, Oxfam courses both Oxford based and Pick Up and Go etc.
Accommodation	Oxfam GB will provide the employee with accommodation while he/she is on deployment with Oxfam GB