



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

SPECIAL SHORT TERM HOURLY CONTRACT

Date _____

Dear,

I am pleased to offer you a Special Short Term contract with the International Organization for Migration, hereinafter referred to as IOM, to perform duties as _____ at its office in _____. Your terms of employment, benefits and obligations will be those stated in this letter as well as any relevant instructions which have been or may be issued.

- 1) The contract will take effect on _____ for a period of _____ (hours), ending on _____, working hours as agreed upon between us.
- 2) You will be protected against occupational accidents and illnesses by the Organization's Compensation Plan (CP).
- 3) You will receive an all-inclusive fee _____ for each hour.
- 4) This contract may be terminated prior to its expiration date by either party giving _____ day(s)/weeks/ month's notice in writing.
- 5) This contract does not entitle you to participate in the United Nations Joint Staff Pension Fund.
- 6) IOM will assume no other liability towards you in connection with this special contract.

If you accept this contract, please sign the acceptance of offer and declaration below, in two copies, and return them to me keeping the third copy for your records.

Yours sincerely,

Name _____
Chief of Mission/Head of office _____

ACCEPTANCE OF OFFER AND DECLARATION

I accept the foregoing offer of appointment under the conditions stipulated therein.

I hereby subscribe to the following declaration:

"I solemnly undertake to exercise in all loyalty, discretion and conscience, the functions entrusted to me as a member of the staff of the International Organization for Migration, to discharge these functions and regulate my conduct with the interest of the Organization only in view, and neither to seek nor to receive instructions with regard to the performance of my duties from any government or from any authority external to the Organization".

Signature: _____
Mr/Ms _____
IOM

Date: _____



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EXTENSION OF SPECIAL SHORT TERM HOURLY CONTRACT

Date _____

Dear,

I am pleased to offer you an **extension of your special short term hourly contract** with the International Organization for Migration at its office in _____, effective _____ through _____.

The conditions of service will be those set out in your previous contract dated _____.

The contract may be terminated prior to its expiration date by either party giving ____ day(s)/weeks/ month's notice in writing.

If you accept this offer of extension, please sign and return one copy of this letter to me.

Sincerely,

Name _____
Chief of Mission/Head of Office

ACCEPTANCE OF OFFER AND DECLARATION

I accept the foregoing offer of appointment under the conditions stipulated therein.

I hereby subscribe to the following declaration:

"I solemnly undertake to exercise in all loyalty, discretion and conscience, the functions entrusted to me as a member of the staff of the International Organization for Migration, to discharge these functions and regulate my conduct with the interest of the Organization only in view, and neither to seek nor to receive instructions with regard to the performance of my duties from any government or from any authority external to the Organization".

Signature: _____

Date: _____

Mr/Ms
IOM



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INSTRUCTIONS

SPECIAL SHORT TERM HOURLY

- 1) Hourly contracts are not recommended, if there is an alternative. One reason to not issue repeated hourly contracts is the administrative work involved to ensure that staff always has a valid signed contract on file for legal and insurance purposes, another is the uncertain job security such contracts give staff. However, in some instances it may be the best solution.
- 2) **Notice period:** up to one month = 2 days, 2 months = 1 week, 3-6 months = 2 weeks
- 3) **For extension of contract a paragraph can be added between paragraph 4 and 5:** The present contract is automatically renewable for the same period, unless notice of non-renewal is giving in writing one week prior to any of the successive expiry dates.
- 4) **Calculation of hourly pay:**
 - Hourly pay: Monthly pay x 12
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