



جامعة أبوظبي

ABU DHABI UNIVERSITY - DUBAI CAMPUS

P.O. Box 453389, Khalifa City - United Arab Emirates

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Telephone: +971551065271 | Fax: +971 522323452

[www.abduaea.com](http://www.abduaea.com)

JOB REFERENCE NUMBER: ADU/09/UAE/4667

DATE: 14.2.2019

EMPLOYEE: [REDACTED]

DESIGNATION: English Lecturer

### 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 Abu Dhabi University, Dubai Campus United Arab Emirates, seek to employ your services as an expatriate for the provision of expatriate services on the above subject matter, Abu Dhabi University, Dubai Campus Management hereby congratulates you on your successful emergence based on detailed recruitment by our HRM Team, Further details are as follows:

**DUTIES/RESPONSIBILITIES:** As soon as the employee embark on his or her trip to United Arab Emirate, the employee will undergo 2 weeks probation (training) with the University to enable the employee become perfect with the position offered to him/her.

**MONTHLY SALARY:** You will eligible to receive the amount of Fifty - Five Thousand, Five Hundred Emirati Dirham's (AED 55,500) Monthly /take-home after tax deduction, USD, Pounds Sterling, Euros or Indian Rupees equivalent depending on home country and currency preference. Salary shall also be liable to increments with time and employees' official promotions and position in service

**ALLOWANCES/ ENTITLEMENTS:**

Car Maintenance: AED 5,200 (Monthly), House & Furnishings: AED 43,500 (Yearly),  
Entertainment & Recreation: AED 4,000 (Monthly), Travel & Events: AED 5,000 (Monthly)

**JOB LOCATION:** Within the Work Metropolis of Abu Dhabi University, Dubai Campus, UAE

**DURATION OF CONTRACT:** 3yrs Contract (Renewable)

**STARTUP DATE:** 24<sup>th</sup> April, 2019. (CAN BE EXTENDED ON APPLICATION) Employee hours of work

**Sunday to Thursday a week for the (36) months contract term as such employee shall also be entitled to over-time allowance if employee work time exceeds the official stipulated hours.**



**OBLIGATIONS:** The Employee shall render expert Services with due skill and proper care, maintaining the highest professional standard at all times and will perform such prescribed Duties and Services at the University premises or other locations as agreed to between parties and the employee shall render his service during the official Work hours acceptable to the University in line with accepted working practices, which is presently 6 hours of working, Sunday through Thursday and with observance of prescribed holidays.

**CONFIDENTIALITY:** The Candidate shall not during the operation of this agreement or thereafter use for his own benefit or for the benefit of any other person or divulge or communicate to any person except to those officials of the University, the secrets of the University or any other information which he may receive or obtain in relation to the University or of the data bases, internet access or any tools or techniques which is carried on or used by the University.

**OTHER BENEFITS:**

- **Accommodation: Free Furnished**
- **Annual Leave: 2months Paid Leave**
- **Air Ticket: Business Class (Covers Family)**
- **Personal Life and Accident Insurance: First Class (Covers Family)**
- **Medical Treatment: Free (Covers Family)**
- **Children's Education Assistance: Covers 100% Educational Bill**
- **Transportation: Provide Personal Car**
- **Telephone Allowance: Covers 100% Telephone Bill**

**PAID LEAVE PERIOD/ TRAVEL:** All Employees are entitled to receive a 2 months Paid Leave yearly which can be taken once at a time or two times. All Employees will receive AED 26,000 Take home for each leave Period. Employer for each Inter-continental trip shall pay the Employee the amount of AED 8,250 for flat rate travel/entertainment allowance to employee. Travel shall be by business class/first class flight, or otherwise if necessary. However for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance. Employer shall also take care of employees' travel ticket including that of employees' family

Only on employees' early notification to employer and as shall be requested by employee. Abu Dhabi University, Dubai Campus, shall provide at least once a year during the term of employment a return air ticket to the employee to his place of origin.

**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 ETC 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. Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee. The agreement hereby binds Employer and Employee in that re-



imbursements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

NON-UAE RESIDENTS: It is our official policy that our employees must pay for their Visa/Work Permit Processing Fees, as a proof of the readiness and seriousness to join our team, they have to contact the Dubai Royal Travel & Tours Int'l, Dubai, United Arab Emirates.

**UPFRONT PAYMENT OF SALARIES:** Employer will pay the Employee a 2-months upfront salary advance as soon as the Employee procure and process the relevant Resident/ Work Permit Documents From the Dubai Royal Travel & Tours Int'l, Dubai, UAE, and submit it to the HR Dept. for Verification.

**ACCOMODATION/FEEDING:** All Employees are expected to reside at the Abu Dhabi University's Staff Estate. There are 4 Bedroom Flat Duplex, Brand New car, for employees use during the 3yrs contract duration. Dietary options, Customized cooks and Dieticians are available options. In case of local dishes, we have Chefs from various countries to handle such.

**OFFICE ASSETS TO BE PROVIDED BY EMPLOYER:** Laptop Computer/Desk Top with Full time Internet access is also made available. Employer will provide each employee with one (1) landline and one (1) mobile telephone; these shall have a reasonable credit limit application per month.

**SAFETY & SECURITY:** Safety and Security of personnel (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.

**ADDITIONAL SERVICES:** Recreational /Sports Facilities shall also be made available at the disposal of all Employees with no expenses to be incurred. Laundry and Dry Cleaning Service will also be made available to all Expatriates by the Abu Dhabi University's laundry and dry cleaning unit.

**FORCE MAJOR:** Either party may terminate this agreement without cause upon Sixty days (2months) 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.

You have only 18 working days starting from the day you receive the appointment letter to furnish us with your Visa / work permit papers and other traveling documents from our Travel Agent as a sign of seriousness / readiness to join the University and to enable you in coming down to United Arab Emirate for your assignment with Abu Dhabi University, Dubai Campus, UAE.

This Agreement may be amended only by a writing that is signed by both parties.  
Congratulations on your success,





**Dr. Syed Khalid**

**Human Resources Manager**

**Email: [hr@abduaea.com](mailto:hr@abduaea.com)**

**[hr.aduuac@outlook.com](mailto:hr.aduuac@outlook.com)**

**TEL: +971551065271**



**FOR ENQUIRIES**

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

**I ACCEPT THIS JOB OFFER**

**Name.....Sign.....**

**Phone No:.....Job Ref NO:.....**

**I DECLINE THIS JOB OFFER**

**Name.....Sign.....**

**Phone No:.....Job Ref NO:.....**

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







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ADU/UAE/667/19

## Certificate of Employment

This is to certify that the Board of Directors  
& Management of Abu Dhabi University Dubai Campus - UAE  
has employed your services to work as a professional  
Expatriate for a Three years contract duration.

## Congratulations!



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ABU DHABI University, Dhabi Campus - UAE

