

Terms and conditions for personnel engaged under the ANU-UPNG Partnership

The position will be based in Port Moresby, Papua New Guinea.

The ANU-UPNG Partnership contract is currently managed by Abt Associates under contract to the Australian Department of Foreign Affairs and Trade. Certain aspects of the person's engagement will be handled by the PNG Governance Facility (PGF), which is currently managed by Abt Associates.

Further and more detailed information will be made available to shortlisted candidates.

Final advice regarding remuneration and equivalent superannuation will be provided prior to hiring.

Income tax matters are the responsibility of the individual employee.

The position would be engaged via a fee for service contract through ANU Enterprise (<https://anuenterprise.com.au/>) and will be subject to the terms and conditions agreed in this contract.

Work visa(s) for PNG for the successful candidate will be arranged by the Development Policy Centre with the assistance of UPNG at no expense to the successful candidate.

The successful candidate may bring their dependents to Port Moresby, however this will be assessed on a case-by-case basis.

ANU will reimburse economy class air travel costs for you (and your dependents, if applicable) to travel between your usual place of residence to Port Moresby at the start and end of your contract.

You will be given allowance to the equivalent of 20 days of annual leave per year and 10 days of personal leave per year and Papua New Guinea public holidays.

You may be required to travel to Canberra (ANU) for work purposes during your contract. Your travel and accommodation costs will be reimbursed when in Canberra for work purposes.

You will be provided with support for your mobilisation and demobilisation by reimbursement of \$10,000 for contracts less than 12 months and up to \$15,000 for contracts 12 months or longer for relocation of personal effects.

Your accommodation in Port Moresby will be paid directly by PGF up to the value of AU\$10,500 per calendar month, on the basis of actual costs. This amount is sufficient to obtain secure, adequate and furnished accommodation. Upon arrival in Port Moresby, if you are not able to move directly into your long-term accommodation, you will be provided with hotel accommodation for up to two weeks. You are required to pay any accommodation costs in excess of the allocated allowance.

The accommodation lease will be in your name and lease payment conditions will need to be cleared in advance by PGF, in writing, and verified copies of leases will have to be submitted to PGF. Bonds are your responsibility, as are utilities unless they are bundled with rent (within the maximum agreed monthly amount).

A security assessment of accommodation by PGF is mandatory prior to you entering into a legally binding agreement with the Lessor. Only apartments, hotels and townhouses in secure compounds in approved areas will be considered. While finding accommodation is your responsibility, you will receive assistance and advice on where to look.

Security is an important issue in Port Moresby. You will need to:

- Undertake a security induction by PGF on arrival;
- Have a cultural awareness briefing which will be provided by PGF on arrival;
- Receive a briefing by the PGF Security Manager who oversees PGF security protocols in PNG;
- Adhere to all reasonable requests of the PGF Security Manager; and
- Familiarise yourself with the Security Procedures Manual provided by PGF.

PGF will issue you with an emergency transponder to use in Port Moresby if you require urgent assistance. This should be carried at all times.

You will be able to access security escort services through PGF and have access to transport 24/7; vehicles driven by PGF staff during office hours and vehicles driven by Rapid Response after hours and on weekends.

A vehicle for self-driving may be available to you upon request and subject to availability. All vehicles are provided by PGF and the Partnership needs take precedence over individual/private requirements. To drive a PGF vehicle, staff are required to hold a valid PNG driver's licence and sign PGF's vehicle usage policy. Vehicles must be parked safely at night (i.e. in a hotel or compound garage) and treated with utmost care at all times.

UPNG will provide you with an office, however depending on space constraints you may be required to share an office. It will not have air conditioning. If there is no office space available at UPNG (which is possible, but unlikely), alternate and suitable office space will be provided for you.

You and your dependents (if applicable) will be provided with health insurance through CHUBB Insurance. This provides medical cover, including medical evacuation in the case of emergencies for you during your time in Port Moresby or elsewhere while on work-related business.

PGF will provide you with a laptop. UPNG has wireless and cable connections. These are sometimes slow but workable. Internet at home is your responsibility, but is sometimes bundled with rent.

You will be provided by PGF with a (non-smart) mobile phone and PNG sim card for the duration of your posting. PGF will cover reasonable telephone expenses.