



Ref: **CISNA/VAC/A06D23/01**

06 April 2023

To all CISNA Member Authorities

SECONDMENT OF CISNA MANAGERS

Reference is made to the above subject matter.

The CISNA General Council, at its meeting of 26 & 28 April 2022, approved the recruitment of the CISNA Managers position through Secondment for two (2) years, subject to renewal. The position will be based in Ebène, Mauritius.

In line with the CISNA Human Resource Policy for Appointment of Secretary General and other Staff, the Secretariat will pay the following secondment allowances to the appointed Managers:

- a) Cost of relocation to Mauritius
- b) Accommodation Allowance

The following costs related to the Secondment are borne by the Member Authority in line with the provisions set out in the CISNA Human Resource Policy:

- a) Maintain the post of the Secondment staff in their establishment;
- b) Continue to pay the secondee their normal remuneration (including pay for sickness absence and annual leave, any variable pay, all benefits, medical insurance and pension contributions);
- c) Continue to be responsible for paying PAYE tax and insurance contributions and any other applicable deductions regarding the secondee's remuneration.
- d) Any other additional allowance as may be determined by the Seconding Member Authority.

Kindly note that the advertisement as well as the job descriptions will be posted on the CISNA website on www.cisna.net. The closing date for the advertisement is **31 May 2023**.

For more information, please contact: secretariat@cisna.net

Please accept, Distinguished Member Authorities, the assurances of our highest consideration.