

Information on Position and Employment Conditions Senior Gas Market Analyst

I.	GENERAL INFORMATION	
1.	Position Title:	Senior Gas Market Analyst
2.	Unit:	Gas Market Analysis Department
3.	Body:	Secretariat
4.	Organization:	Gas Exporting Countries Forum
5.	Location:	Headquarters, Doha, State of Qatar
6.	Address:	Tornado Tower, 47-48 floors, West Bay area, P.O. Box 23753
7.	Working hours:	8:00 – 16:30
8.	Working days:	Sunday – Thursday
II.	INFORMATION on EMPLOYMENT CONTRACT	
1.	Type of Contract / Contract Duration:	Fixed 3 years, with a possibility of renewal
2.	Probationary period:	6 months
3.	Applicable Law:	The laws of the Host Country Agreement with the State of Qatar
4.	Jurisdiction:	According to the Host Country Agreement with the State of Qatar
III.	STATUS & SUBORDINATION	
1.	Instructions and directions:	Under direct instructions and directions of the Head, Gas Market Analysis Department
2.	Reporting to:	Head, Gas Market Analysis Department
3.	Status:	Category I (Professional Staff), P3 grade
4.	Working closely with:	Staff of DISD, EEFD & GMAD
IV.	SALARY & BENEFITS	
1.	Basic salary:	Net monthly USD 10,000

2.	Housing Allowance:	35 % of basic salary paid on a monthly basis; sharing between staff & organization on the ratio of 25% & 75% respectively.
3.	Car Allowance:	2,500 QAR
4.	Medical Insurance	Provided by Forum for employee and dependents
5.	Children education:	Education allowance up to 12000 USD per child per school year
6.	Other allowances	Installation allowance (1,5 months of basic salary for staff with dependents & 1 month of basic salary for staff without dependents paid upon appointment); Family allowance for dependent spouse (USD 300 monthly) and children (USD 150 monthly per child); Annual cost of living allowance (in 2015 3% of basic salary)
7.	Provident fund:	Participation in Forums' saving scheme for employee, to be paid upon resignation
V.	HOLIDAYS AND VACATION	
1.	Annual Paid Leave:	30 calendar days
2.	Home Leave Ticket:	On completion of one year service, for employee and dependents (spouse and children)
3.	Official Holidays	app. 15 days per year