



11 July 2011

Ms Heidi Landes  
United Arab Emirates

Dear Ms Landes,

Following your recent discussions with Jodie Bjerregaard, I am writing to convey an offer of employment as Administration Officer with the Department of Immigration and Citizenship, Australian Consulate General Dubai at the AOPL2 standard salary level and for a fixed term period of one year.

Subject to your acceptance of the Terms and Conditions of this offer of employment, a satisfactory medical assessment, security/police clearance, an academic qualification check and referee reports we look forward to your commencing duty on 17/07/2011. Place of work will be the Australian Consulate General, Level 25, Burjuman Business Tower, Dubai.

Under Austrade's Overseas Performance Levels (AOPL) the gross annual salary applicable to your employment is AED 76,598. In addition, you will receive Housing Allowance of AED 23,111 per annum and Transport Allowance of AED 3,100 per annum bringing your total gross annual salary to AED 102,809. Salary and other conditions of employment are subject to modification. The probationary period is three months.

This position is offered on the basis of OEE (Overseas Engaged Employee) terms and conditions and employment will be governed by the law of the United Arab Emirates. Please find enclosed a copy of the Terms and Conditions of your employment with Australian Consulate Dubai.

If the terms of the offer of employment are acceptable it would be appreciated if you would signify your acceptance of employment and the specified conditions by signing and returning the attached copy of this letter along with the completed "Acknowledgment of Receipt" (Appendix 1), and the "Declaration of Secrecy" (Appendix 2).

I am confident that you will find your employment with Austrade both interesting and rewarding and I very much look forward to working with you.

Yours sincerely

**Kym Hewett**  
Consul General & Senior Trade Commissioner, Dubai

**Jodie Bjerregaard**  
PMO - DIAC

**ACCEPTED:** \_\_\_\_\_ **Signature of Employee**

**APPENDIX 1**

**ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge receipt of a copy of the Terms and Conditions of my employment with the Australian Consulate General with regard to the position as

**Administration Officer, DIAC Dubai  
AOPL2 salary level, Standard (AED76,598 p.a.)**

I have read and understand the details contained in the document and accept that the contents of this document supersede any previous undertakings given or implied in respect of my employment with the Australian Consulate.

Any changes to these Terms and Conditions will be posted on office bulletin boards which I acknowledge will be notice to me of any such changes.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2011

**ACCEPTED:**

\_\_\_\_\_  
**Signature of Employee**

**APPENDIX 2**

**DECLARATION OF SECRECY**

I hereby undertake to observe strict secrecy regarding all matters connected with my employment at the Department of Immigration and Citizenship, Australian Consulate General Dubai, and I undertake not to reveal during the period of my employment or at any time thereafter any of the matters which may come to my knowledge in the course of my employment or the discharge of my duties except to Australia-based officers of the Department of Immigration and Citizenship, Australian Consulate General or otherwise when required by the Regional Director.

I have accepted my present employment on the understanding that any breach of this undertaking will render me liable to dismissal without notice or any payment in lieu thereof, and may render me liable to penalties attendant on such offences.

**GIVEN** at the office of the Australian Consulate General in Dubai.

on the \_\_\_\_\_ day of \_\_\_\_\_ 2011.

**NAME:** \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_

**Witnessed by:**

**NAME:** \_\_\_\_\_ (please print)

Signature: \_\_\_\_\_

Position: \_\_\_\_\_