



**Offer of Employment**

Dear Dr. Aftab Ahmed,

The University of Nizwa is pleased to offer you the position of an Associate Professor in the Natural and Medical Sciences Research Center according to the following details:

**1. Salary Package:**

• Basic Salary	: 850	OMR
• Water & Electricity allowance	: 35	OMR
• Transport allowance	: 50	OMR
• Housing & Furniture allowance	: 225	OMR
• Academic/ Research allowance	: 280	OMR
• Incentive allowance	: 360	OMR

**Total : 1800 OMR**

**2. Other benefits:**

- The above salary is tax free since there is no income tax in Oman.
- 48 days paid annual leave for completed year of service; accumulated leaves by the end of each academic year are Non-Transferable. (the system will automatically delete by the end of the academic year)
- Economy ticket for first arrival and final departure for the employee (Spouse 3 children of age under 18).
- One return economy flight ticket per year accordance with the University's policy for the staff and his/her eligible dependents (Spouse and 3 children of age under 18).
- Medical insurance in accordance with The University's policy for the employee and his/her eligible dependents (spouse and 3 children of age under 18).
- Annual increment of 20 OMR monthly will be given starting from the beginning of the calendar year after finishing at least one year of service with the UNIVERSITY.
- End of service gratuity as per the Omani Labor Law.

**3. Main Duties:**

- 3.1 Manages and develops innovative besides original research's projects and directions in the respective field.
- 3.2 Leads extremely a complex researches tasks that require special researches techniques.
- 3.3 Works effectively to meet the research objectives and requirements for any research projects with identifying the feasibility of objectives.

- 3.4 Supervises and evaluate other research projects as required and gives consultation for different areas of research projects and trainings.
- 3.5 Leads an effective research team to improve and meet the research activities
- 3.6 Participates effectively in research publications and reports (Author or Co-Author) with mentoring the cost effective tools in the proposed or ongoing publications.
- 3.7 Enhances the research tools and technical methods along with mentoring the intellectual property.
- 3.8 Approaches new research opportunities and seeking external support research projects resources funding.
- 3.9 Prepares lectures and presentations for national and international conferences and consultation.
- 3.10 Organizes and leads workshops, seminars and discussion groups.
- 3.11 Interacts with the research projects leaders and contributes in the research committee at the University.
- 3.12 Participate in teaching duties if required; as per the University QTLMS manual and guidelines.
- 3.13 Administer and grade the assigned work.
- 3.14 Any other duties as requested.

#### **4. Period of the Contract:**

If you accept this offer, you shall be employed on a specified term agreement of **One Year** subject to renewal by mutual agreement.

#### **5. Validity of the offer of employment:**

This offer of employment is contingent upon obtaining the following:

- 1) Approval of the recruitment from the governmental authorities.
- 2) Employment visa by the Government of the Sultanate of Oman.
- 3) No objection letter to transfer the employment visa in case your previous employer is in the Sultanate of Oman.
- 4) Medical Fitness reports include the medical examination and X-Ray reports from GCC Approved Medical Centers Association clinics (GAMCA).
- 5) Copies of the Academic and Professional Certificates and Employment/Experience Certificates (at least two years teaching experience) issued by the last or all the previous employers. All these documents must be attested by the Ministry of Foreign Affairs in your country followed by further attestation of the same by the Embassy of the Sultanate of Oman. Only in cases where there is no Omani Embassy, the attestation of documents by the Ministry of Foreign Affairs will be accepted. You will further be required to produce all the original documents at the time of taking up the appointment in Sultanate of Oman for the purpose of verification.

- 6) Final Approval for the Academic qualifications from the qualification and equivalent recognition department in Higher Education Ministry, research and innovation.
- 7) An approved certificate of current academic rank from the current employer.
- 8) Non-disclosure or improper submission of any information herein may render this offer to be cancelled by the University.

**6. Date of Commencement:**

The effective date of your employment shall be the start day of your duties in the University of Nizwa and shall continue for the period of your employment.

**7. Acceptance of the offer of employment:**

If you agree to these terms and conditions, please indicate your acceptance by signing the attached "Acceptance Form " and send it to the undersigned within seven days from the date of issuance this offer for further processing. If we do not hear from you during this period, we shall assume that you are not interested in the offer and our offer shall be considered as withdrawn.

Kindly feel free to contact us for any enquiries concerning the terms set forth above or any related issues.

Yours sincerely,

**Human Resources Department**

