United Nations Development Programme

8-Jun-2021

Dear Ms Jannick Violon

I wish to refer to the appointment, funded by your government, of Mr Neil Saad, Junior Professional Officer, assigned to UNRWA in Jordan, Amman.

In this connection, we enclose herewith a costing sheet reflecting an estimate of net salary and other entitlements during the staff member's 2nd year of service with UNRWA, starting at the grade/step level of P2/4 from 19-Oct-2021 through 18-Oct-2022 for the amount of $100,368.22.

Please note that the attached cost estimate is the net amount of anticipated costs and cannot be considered final. Certain costs may vary; it should be noted that no provision is made for inflationary factors.

We would like to take this opportunity to thank the Government of Belgium for having made the services of Mr Neil Saad available to us and we look forward to your depositing the funds by the due date of 23-Jun-2021 in one of the following accounts:

In U.S. Dollars:
Citibank, N.A.
111 Wall Street
New York, NY 10043
ABA/ACH Routing Number: 021000089
SWIFT: CITIUS33

In Local Currency:
Bank of America
5 Canada Square
London 5AQ E14
Swift Code: BOFAGB22
IBAN GB59BOFA16505062722022

UNDP Contributions Account:
No. 36349618

UNDP EURO Contributions Account:
No. 6008-62722022

Please ensure that the name of Mr Neil Saad is included in your letter of payment.

Yours sincerely,

This signature is only valid for use in official UN documents

Tine Therkildsen
Human Resources Associate
JPO Service Centre, BMS/OHR

Approved by:

Lucy Meme
Operations and Finance Analyst
JPO Service Centre, BMS/OHR

Ms Jannick Violon
Direction générale de la Coopération au Développement
Rue Bederode 6
1000 Bruxelles
Belgique

Cost Estimate for Junior Professional Officer

Name	**Neil Saad**			0
Costing Year	**2nd year**	**19-Oct-2021**	**to 18-Oct-2022**	
Duty Station	**Jordan, Amman**			
Non-Family Duty Station	**No**			
Contract	**Fixed Term Appointment**			
Extension Date	**19-Oct-2021**	Hire EOD	**19-Oct-2020**	
Sponsoring Government	**Belgium**			
Grade / Step	**P2/4**			
Marital status	**Single**			
Dependent Spouse	**No**			
Dependent Child(ren)	**No**			

			2nd year
1. Salary and Allowances (per Annum)			
Net Base Salary			$52,851.00
Post Adjustment	Multiplier: 44.0		$23,254.44
Hardship			$0.00
Dependency Allowances:			
Spouse Allowance			$0.00
Child Allowance			$0.00
Single Parent Allowance			$0.00
Transition Allowance			$0.00
Rental Subsidy (historical average)			$6,000.00
Medical and Dental Insurance Subsidy:			
· Staff Member only		(Cigna)	$890.81
Life Insurance Subsidy			$1,008.00
Education Grant and Education Grant Travel			$0.00
Non-Family Service Allowance			$0.00
Mobility Incentive			NA
Danger Pay			NA
Personal Residential Security Expenses (MORS)*			$0.00
Corporate Security Measures (NA)			NA
Rest and Recuperation Travel			NA
2. Duty-related Travel/Training Allocation (DTTA)			$3,000.00
3. Appendix D of the Staff Rules			
· Death and Disability Insurance			$1,000.00
4. UNDP Contribution to UN Joint Staff Pension Fund			
· 15.8% of Pensionable Remuneration	Applicable: No		NA
5. Staff Operating Costs			
· Malicious Acts Insurance	0.05% of Net Salary + Post Adj.		$38.05
		Sub-total	**$88,042.30**
6. Travel Expenses and Shipment of personal Effects			
Home Leave / Family Visit Travel			
(Home Leave Itinerary: Jordan, Amman/Belgium/Jordan, Amman)			
Home Leave			
· Home Leave Travel	Ticket: 0		NA
Reassignment Travel			
(Reassignment Itinerary: Duty Station/New Duty Station)			
· Staff Member			NA
· Dependants	Spouse and Children: 0		NA
· Terminal and other expenses			NA
· Shipment / Insurance (Relocation Grant)			NA
7. End of Service			
· Repatriation Relocation Grant			NA
· Repatriation Travel (incl Dependents)	Ticket: 0		NA
· Terminal and other expenses			NA
		Travel Total	**$0.00**
	14.0%	**Administrative Overhead Costs**	**$12,325.92**
		Grand Total	**$100,368.22**

** Personal residential security expenses can vary depending on duty station and therefore actual expenses maybe higher than forecasted.*