



## Contract Form Employment of Non-national Experts & Consultants

This contract is made on / / 20

Between

Federal Entity / Authority: ..... (First Party)

Represented by: ..... in his/her capacity as: .....

And

Nationality: .....

Passport No: .....

ID No: .....

Address: .....

In UAE: .....

Out of UAE: .....

Job: Consultant / Expert in the area of ( ..... ), (hereinafter referred to as (Second Party)).

The two parties agreed on the following:

### Article 1:

#### Contract Period

The contract of this contract shall be two years maximum as of / / and ending on / / 20 . The term may be renewed for a similar term.

### Article 2:

#### Consolidated Salary

The Second Party shall be entitled to:

- A monthly consolidated salary of AED ( .....), which includes all bonuses, allowances and benefits as agreed upon.
- Medical insurance, as per applicable rules.

However, the Second Party is not entitled to claim any of the employee allowances, remunerations, financial or in-kind benefits mandated by any laws, regulations or resolutions in force or to be issued thereafter.



**Article 3:**

**Duties and prohibitions**

The Second Party undertakes to carry out his/her duties and refrain from the prohibited acts stipulated in the Federal Law by Decree No 11 of 2008 concerning human resources in the Federal Government, as amended, the Executive Regulations thereof, and the Code of Ethics and Professional Conduct Document for Civil Service. The Second Party shall also maintain confidentiality and non-disclosure of any information and other relevant laws or regulations applicable in the Federal Government.

**Article 4:**

**Leaves**

The Second Party shall be entitled to the following leaves:

1. Paid annual leave up to 22 working days
2. Unpaid leave for five working days maximum.
3. Sick leave for seven continuous or separate working days
4. Mourning leave as per conditions set forth in the Executive Regulations
5. Maternity Leave for 45 working days
6. Public holidays for federal entities as stipulated in Article 100/5 of the Executive Regulations.

**Article 5:**

**Tasks & Responsibilities**

The Second Party undertakes to perform the tasks and assignments specified by the First Party and attached herewith, which are deemed to form an integral part thereof. Such tasks and assignments may be modified or changed by the First Party, provided the same or any other tasks assigned by the First Party shall be completed according to the time frame agreed upon.

**Article 6:**

**Periodic Reports**

The Second Party shall submit periodic reports to the department concerned regarding the business completed by him/her or under his supervision, stating any difficulties encountered and recommendations and solutions needed to overcome such difficulties.



**Article 7:**

**Notice Period**

The First Party may revoke this contract before its expiry date at any time provided that the Second Party shall be notified in writing one month prior to the date set for revocation. The Second Party may also request termination of the contract by notifying the First Party in writing one month before termination date. The resignation shall be accepted unless the First Party takes the appropriate decision on the same and notifies the Second Party within 15 days of submitting the resignation. The Second Party shall continue to perform the duties until the end of notice period, which may be shortened by the First Party as work exigency may require.

**Article 8:**

**Reasons of Termination**

The reasons of service termination stipulated in the Human Resource Law in the Federal Government and Executive Regulations thereof, shall apply to the Second Party.

**Article 9:**

**The Entire Agreement**

Unless otherwise provided in this contract, the Human Resource Law in the Federal Government and Executive Regulations thereof, shall apply.

**Article 10:**

**Competent Courts**

All disputes arising from the implementation of this contract shall be the exclusive jurisdiction of the federal courts of United Arab Emirates.

**Article 11:**

**Language Governing the Contract**

This contract has been issued in two originals, in Arabic and English. In case of any discrepancy, the Arabic version shall prevail.

**First Party  
Signature**

**Second Party  
Signature**