

## Arab Vision

### Procedures for Secondment of Missionary Personnel to Arab Vision

#### *General*

Arab Vision (AV) provides sending agencies with the following general information/documents:

- The Ministry
- Constitution and By-Laws
- Personnel Policies

These documents are available on the Arab Vision web site: [www.arabvision.org](http://www.arabvision.org)

Sending Agencies that want to partner with Arab Vision by seconding personnel, provide AV with all relevant documents of their own organization. AV is on their mailing lists, and receives their newsletters, etc.

#### *Recruitment*

1. The Human Resource Manager of AV sends job-openings AV has to sending agencies (both short-term and long-term)
2. Sending agencies send CVs of candidates (both short-term and long-term) to the HRM of AV, whether there are any current job-openings or not.
3. Preferably, AV refers direct applicants to sending agencies

#### *Application/Selection*

4. Sending agencies send any relevant papers to the HRM of Arab Vision during the application process and keep in contact with the HRM of Arab Vision.
5. In the process of application/selection AV will be informed about the following:
  - A report of the interview by the sending agency to be sent to the HRM, as well as a confidential briefing of results and recommendations of the medical and psychological assessment.
  - Information about the candidate's:
    - denominational background
    - role in home-church

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- Information about the candidate's opinion about matters like:
  - male/female roles (in church)
  - poverty
  - islam
  - arabs
  - Israel
  - Christians from non-protestant backgrounds, e.g. Maronites, Coptic Orthodox, Roman Catholics.
- 6. If a candidate will be seconded to AV in a director's or senior management position, a visit to the field is mandatory.
- 7. Candidates go through the internal screening and interviewing procedures of AV.

### Checklist for initial screening of non-local personnel AV

Apart from interviewing candidates about their qualifications, knowledge, experience that are required for the job, AV emphasizes the following:

- Medical: AV needs to be informed about any medical/health issues that may be of influence to the candidates' functioning. Candidates must have sufficient medical insurance.
- Social: Candidates must not only possess appropriate technical qualifications, but must also be general mature and ready for self-direction and social relations.
- Financial: AV's policy is to pay local salaries to non-local staff. Candidates will have to bring in additional finances themselves.
- Employment-agreement: candidates have a normal work-relationship with one of the companies under AV, in which issues like working hours, holidays, etc. are worked out.
- Work-permit: non-local staff is supposed to work within the legal boundaries of the country they work; AV can only employ non-local staff if there is any chance of obtaining a work-permit. AV will support this process where needed both by legal support and financially.
- Length of employment/secondment-agreements: the length of agreements is limited to the term that candidates are sent; practically this means that the agreements determine and can be renewed by the end of a period of leave.

### *Secondment*

8. After acceptance of a candidate by both the sending agency and AV, a secondment agreement will be made and signed.

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A Secondment Agreement at least contains:

- Responsibilities the Sending Agency takes, such as financial and medical provisions, pastoral care, home assignment, etc.
- Responsibilities that AV takes, such as signing a Letter of Understanding, obtaining a work-permit, allowing space for language study, etc.
- Conditions of Termination of the Agreement
- Lines of authority in cases of conflict.