



# CORPORACIÓN SIDENOR OIL ESPAÑA

Head office CORPORACIÓN Sidenor Oil Espana

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JOB REFERENCE NUMBER : CS-ESPAÑA/1606/260947/109/ES

DATED: 11<sup>th</sup> March, 09

## SOFT COPY OF OFFICIAL LETTER OF APPOINTMENT

POSITION REFERENCE: **XXXXXXXXXXXXXX**

### EXECUTIVE SUMMARY

We have in file, your Resume, Job Application and other important data. After the evaluation of these documents, we found you qualified to work with our Team

Hence, **Corporacion Sidenor - Spain**. Seek to employ your services as an expatriate consultant for the provision of expatriate services as stipulated in the following acts in this document. This document embodies the approved Terms for the purpose of this contract.

#### 1.0 JOB TITLE/UNIT

**XXXXXXXXXXXXXX**

**CONTRACT DURATION: 2 YEARS CONTRACT, (Renewable)**

#### 1.1 SCOPE OF WORK SHALL INCLUDE, BUT NOT LIMITED TO:

Appropriate monitoring/coordination services, planning and implementation, development, execution, responsible for the approval and purchases as shall be deemed necessary for job success.

Comprehensive infrastructure /management, policies initiation and approval of corrective actions, including regulatory agencies representatives, decisions making, changes incorporation when necessary.

Quality assurance, Quality control, corporate liaison work with one or more project team, or steering committee, senior managers and other key influences, possession and maintenance of outgoing and incoming policy and operations manuals.

Also include services related to project control system, services related to process control and electrical equipment and addition of 500mw gas turbine generating plant.

Services based on switchgear, short down and start-up of power transformers, combined and simple Cycle configuration, trouble- shooting, commissioning, maintenance and spare-holding services.

You shall also be expected to meet/liase with the entire management board of **Corporacion Sidenor - Spain** For overview and updates bi-monthly.

## **2.0 CONSULTING PERSONNEL**

You shall be expected to work lead a team of prime experienced project personnel's with the mandate to provide excellent services.

## **2.0 JOB COMMENCEMENT/ LOCATION**

The work Location will be within the new work metropolis of **Corporacion Sidenor - Spain** Facility Plant in Madrid. Further details included in your hard copy. You are to report immediately to the HR Manager upon arrival to conclude prospects of screening and other logistics.

## **4.0 SALARY INDICATION**

You will be eligible to receive **15,000 Euros (Fifteen Thousand Euros - Only)** – Basic (After tax) Monthly.

**RESUMPTION DATE:** 30<sup>TH</sup> APRIL 2009 (Could be extended on application)

Salary can be transferred to any Bank designated by you and this must be in conformity with the present tax situation of the Country.

Work time shall be 40 hours work week for the Twelve (24) month contract term as such employee shall also be entitled to over-time allowance if employee work time exceeds the official stipulated hours. Salary shall also be liable to increments with time and employees' official promotions and position in service.

## **5.0 ALLOWANCES/ ENTITLEMENTS**

Hazard/Inconveniences: 560.00 Euros (Monthly)  
Car Maintenance: 1,089.00 Euros (Monthly)  
House & Furnishings: 9,980.00 Euros (Yearly)  
Entertainment & Recreation: 575.00 Euros (Monthly)  
Travel & Events: 950.00 Euros (Monthly)

## **6.0 GRANTS & LOANS**

**Old Hem Housing Loan:** 1-year service to **Corporacion Sidenor - Spain**. Is required for eligibility.

Starter's amount will be 48,971.00 Euros

Can be re-paid within 10years with 0.00 Euros interest.

**Lieu Car Loan:** All Employees are eligible to apply.

Starter's amount will be 22,045.00 Euros

Can be re-paid within 5years with 0.00 Euros interest.

**New Orleans Business Loans:** All Employees are eligible to apply.

Starter's amount will be US\$35,000.00 to 70,000.00 Euros

Contact the Accounts Department for more details.

## **7.0 PAID LEAVE PERIOD/ TRAVEL**

All Employees are entitled to 2months Paid Leave which can be taken once at a time or 2weeks apart one different period.

All Employees will receive **5,880.00** Euros Take home for each leave Period.  
Employer for each Inter-continental trip shall be paid **3,520.00** Euros flat rate travel/entertainment allowance to employee. Travel shall be by business class/first class flight, or otherwise if necessary.

However for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance.

Cost shall be substantiated and shall be the rate charged at the Period/time of purchase. Employer shall also take care of employees' travel ticket including that of employees' family only on employees' early notification to employer and as shall be requested by employee.

## **8.0 EXPENSES BEFORE TRAVEL BY EMPLOYEES**

Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans, Processing of Travel Particulars ETC will be substantiated with receipts and Employer will re-imburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.