

Salary and Benefits for Professional and General Staff in Category II

The Organization of the Petroleum Exporting Countries (OPEC) offers an attractive employment package, including a tax-free annual salary and a variety of allowances and benefits.

Salary

Starting salaries are as indicated in the vacancy announcement and are exempt from income tax. In addition, employees receive an annual increment based upon performance.

Annual Leave

Employees are offered six weeks of annual leave (2.5 days per month), excluding all local public holidays and additional official holidays observed by the OPEC Secretariat.

Cost of Living Allowance (COLA)

Employees are entitled to a Cost of Living Allowance, which is based on the actual annual increase in the cost of living consumer price index of Austria and is incorporated into employee basic salaries every year and payable each month.

Housing Allowance

Employees receive a monthly housing allowance based on 15% of the basic salary subject to ceilings and floors.

Family Allowance

Family allowance is payable each month for employees whose spouse is not earning a salary and for each child under 18 years of age, or under 23 years of age, if a student.

Education Grant (Professional Staff only)

To help cover schooling and higher education costs, employees receive a grant payable for each child in full-time attendance at a fee-paying educational institution. The coverage includes up to 75% reimbursement of tuition fees, boarding and mandatory school activities until the maximum age of 23 years and 100% coverage for children with disabilities, subject to a ceiling.

Health Insurance

OPEC offers its employees a range of medical insurance options covering medical and hospital expenses; e.g. enrolment in the Austrian Social Insurance Scheme, private health insurance and an optional cost-sharing supplementary private health insurance.

Provident Fund

The Provident Fund is an employee saving scheme, based upon the employee's and employer's shares, which is offered as alternative to the national pension system.

Relocation & Installation Allowance

For internationally recruited employees and their eligible dependants, OPEC assists with visa formalities and refunds airfare and transport/shipping of household effects for relocation and removal. Internationally recruited employees will also receive a one-time installation payment upon appointment of approximately one-month's salary.

UN Commissary

OPEC employees have access to the VIC Commissary, which sells tax-free and duty-free imported goods and products.

Additional benefits for OPEC employees:

- Routex cards
- In-house medical services for employees and families
- Discounts at two local pharmacies
- Identity Cards / Legitimationskarten (plus its privileges)
- Access to the VIC Housing Service
- Social activities including subsidized concert tickets, gym and fitness cards, fitness classes, German classes, trips, etc.