Process for filling an international assignment opportunity in Malaysia, South Africa or other locations managed from Australia

A vacancy is identified by a faculty/division

New venture?
- Yes
  - Seek corporate tax advice from Corporate Finance Division
  - Monash University's preferred corporate and employment tax advisors
- No – vacancy is for an established Monash campus/location
  - Seek staffing advice from Human Resources Division
  - Monash preferred immigration advisor

Successful candidate identified
- Vacancy advertised and selection made by selection committee
- Seek approval for establishing and/or advertising the vacancy

Candidate identified is a non-Monash individual
- Formal appointment offer made by Human Resources Division
  - Specify the expected deliverables from the appointment in the letter of appointment
  - Employ on local conditions. Seek local employment advice from Human Resources Division
  - End of recruitment process

Candidate identified is a current Monash South Africa/Sunway staff
- Consult with Human Resources Division to determine final terms and seek approval for assignment
- Formal assignment offer made by Human Resources Division
  - Specify the expected deliverables from the assignment in the secondment letter
  - On assignment
  - Staff member accepts assignment offer

Candidate identified is a current Monash Australia staff
- Consult with Human Resources Division to determine final terms and seek approval for assignment
  - Consult with Human Resources Division
  - Formally accepted offer

• Undertake performance planning and assessment
• Maintain contact with home supervisor
• Maintain contact with home Human Resources Division

Assignment ends
Repatriation or transfer to local contract

Supporting procedures and resource reference
1. International Staffing and Staff Mobility
2. Recruitment and appointment for international assignment procedure
3. Appointment options and compensation basis decision tree
4. Short and long-term international assignments procedure (Australian-based staff)
5. Guidelines for standard terms and conditions for Monash Australia staff undertaking an international assignment at another international campus or centre
6. International travel procedures and guidelines for Australian campuses
7. Guidelines for taxation and immigration considerations related to staffing for new international locations
8. Taxation and immigration regulatory compliance matrix (Human Resources Division use only)

Procedure External advisory source Guidelines and supplementary documents Key assignment related tasks
- Monash process References