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?
Is the vacancy for a 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

Successful candidate identified
Vacancy advertised and selection made by selection committee

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

Assignment ends

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

End of appointment

Ordinary return to Australia

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