



Private and Confidential

Ref: (HRC(U-2/2026)- 27 January 2026-EC/11-2025/549)

Mr. Mahes Ali Almahes Alolimat

Employment Contract

Dear Mahes,

We are pleased to confirm our offer of employment as **Teacher English** at the Abu Dhabi Vocational Education and Training Institute (ADVETI). In this position, you will be based in **Baynounah Institute of Science and Technology , Al Dhafrah Campus** United Arab Emirates where you will report to the **Manager Apprenticeship** Please signify your acceptance of this employment contract within five (5) working days by email to, **Senior Recruitment Officer , Ms. Khawla Alali, at Khawla.alali@actvet.gov.ae or on +971 2 6951533**

The details of your employment contract are as follows (Benefits are pro rata based on joining/exit date):

Position:	Teacher English		
Contract Type:	Unlimited	Location:	Baynounah Institute of Science and Technology, Al Dhafra Campus
Contract Start Date:	As per joining form		

Salary Components

Basic Salary per month:	AED 11,998.00		
Housing Allowance per month:	AED 9,280.00 AED 11,600.00	Single Married	(The single/married housing rate will be paid based on ADVETI policy definition and on employee producing the relevant documents)
Remote Area Allowance :	AED 1,500.00		

Other Components

Education Allowance:	Actual Costs up to AED 80,000.00 per family, maximum AED 40,000.00 per child (Max 3 children) per ADVETI Policy. Dependents must be under employee's sponsorship.		
Annual Leave:	As per approved academic calendar	Probation Period:	90 Days (can be extended up to 180 Days)
Notice Period - During Probation	30 calendar days'	Notice Period - Following probation	As outlined clause No (17) Notice Period (B)

Terms & Conditions of this contract are in the attached Schedule A.

Should there be a difference between this Employment Contract and ADVETI's policies and procedures contained in the ADVETI's Human Resources Policies and Procedures Manual, the Manual will prevail.

We look forward to you joining ADVETI and hope that it will be a mutually rewarding association.

Yours sincerely



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Schedule A

By accepting this employment contract, you acknowledge that this offer of employment is contingent upon the following:

- Obtaining a satisfactory reference check.
- Securing the mandatory pre-employment approval from the Immigration and Naturalization Department.
- A satisfactory medical examination.
- Securing a UAE Residency and Employment Visa, which we will apply for on your behalf.
- Equivalency and attestation of your degree by the UAE Ministry of Higher Education, to be obtained during your probationary period.
- Achievement of the required IELTS Academic score as per ADVETI HR Policy. These certifications are required prior to joining ADVETI or in exceptional cases during probationary period.

Failure to achieve any one of the above requirements will require us to withdraw this employment contract and can result in the immediate termination of the contract without notice.

Additionally, we require you to declare any reason, whether medical or legal, that would bar or prevent you from working with children or young people.

Should any medical condition arise due to pre-existing condition not notified to us prior to the start of employment, which may prevent you from fulfilling the terms of the contract of employment, then the contract will be considered null and void.

If you are currently working in the government sector, kindly note that you will only be permitted to be registered in one ERP system. Therefore, you must ensure that you have been terminated from your employer's system to avoid any issues entering you into the ADVETI AD ERP system.

If your spouse is currently working in the government sector or semi-government sector, kindly note that the benefits will be restricted to one spouse.

The following documents are attached and are also required to be filled, signed, and returned:

1. Tolerance document (Combating Discrimination and Hatred)
2. Banking info form (Local Hires)
3. Conflict of Interest Policy
4. Declaration of Benefits
5. Document Authentication process
6. Job description
7. Dress code Policy
8. Employee Information Form
9. Medical Declaration Form
10. Spouse Declaration of Benefits (if married)
11. Verification of salary and Benefits (if married)



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1 Salary Payment

You are required to open a bank account in UAE for payment of your salary. The salary (less deductions, if applicable) will be paid monthly into your UAE bank account. Payment of your salary will be made by the end of each month.

2 A - Pension for GCC Nationals

As per Ministerial Decree No. 18 - 2007, ADVETI GCC National employees will be registered in their countries Pension System and the pension contribution payment shall be as per the law followed in their country.

B - Gratuity Benefit (Non-GCC Nationals)

Gratuity benefit payment is made to all regular contracted employees who have completed one calendar year of service (for admin) and one academic year of service (for academic staff). The benefit entitlement is based on the last basic salary and is paid at an equivalent rate of one month's basic salary for each completed calendar/academic year of service; part years after the first year of service will be pro-rated. Employees who do not complete one contract calendar/academic year of service are not entitled to receive Gratuity Benefit.

3 Medical, Immigration and Employment Visas

In order to be able to work for ADVETI, expatriates must be issued with a UAE residency visa, and secure the mandatory pre-employment approval from the Immigration and Naturalization Department, the employee will undergo a complete medical examination upon arrival in the UAE. Employment is contingent upon the employee successfully passing the medical examination, securing the mandatory pre-employment approval from the Immigration and Naturalization Department, and obtaining a residency visa. Employees are responsible for obtaining, renewing and cost related to Emirates Identity Card for themselves and their dependents.

ADVETI will assist in obtaining the necessary approvals for your employment visa. However, refusal by the UAE authorities to grant an appropriate residency visa and the mandatory pre-employment approval from the Immigration and Naturalization Department will result in the automatic termination of this Employment Agreement.

If you are employed from within the UAE, you are required to obtain the necessary clearances (No Objection Certificate) from your previous employer to initiate the process of obtaining an ADVETI employment visa. ADVETI will cover the cost of employment visas, residency visas, and required medical test in UAE for new recruit, spouse and up to three dependent children until the age of 18 years who will reside with the employee in the UAE and be under the employee's sponsorship.

4 Confirmation of Qualifications

It is the responsibility of the employee to provide ADVETI with evidence and equivalency of qualifications obtained by the Ministry of Higher Education (MOHE). All original, notarized qualifications need to be submitted to the Human Resources Department for authentication prior to the end of your probationary period. Failure to do so may result in the termination of your employment contract.

To demonstrate ADVETI's commitment to the English language learning environment, it is a must that employees attain the required IELTS certification as per ADVETI HR Policy. These certifications are required prior to joining ADVETI or in exceptional cases during probationary period.

If you are teaching NQC courses, then you will be required to present the Trainer and Assessor awards within 6 months of your joining date.

5 Notarisation of Documents

The employee needs to provide ADVETI with an attested marriage certificate and birth certificates of dependent children where applicable on the first day of their employment with ADVETI.



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6 Probationary Period

A compulsory probationary period of **90 calendar days** from the first day of employment which can be extended up to 180 days. There is no entitlement to any type of leave during the probationary period as per HR policy, unless it has been approved as sick leave and will lead to extension of probation period.

7 Working Hours

Normal working hours are generally 36.5 hours per week or as dictated by particular requirements of the position. Payment is not made to employees in respect of any overtime or extended hours worked, nor are there any other forms of compensation, such as an automatic entitlement to time off in lieu.

It is common practice throughout the secondary education system for schools to offer additional support and activities to students. The ADVETI system recognizes the value of these activities and offers its own unique program for extra-curricular activity & tutoring. It is therefore expected that all employees commit to support student programs throughout the year, and which may take place outside the regular working days.

8 Accommodation

Local Hires will be granted single housing allowance from the date of joining, subject to providing necessary documents as per policy. Difference of married housing allowance will be paid retrospectively for local hires from the joining date if the staff brings his/her family **within two months from the joining date**.

As per the regulations of Abu Dhabi Government, any employee working in the Emirate of Abu Dhabi (including Al Ain and the AIDhafra) must reside in the Abu Dhabi Emirate in order to be eligible for the Housing Allowance.

Any employee whose work location is within the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and AIDhafra) and whose monthly salary is AED 25,000 and above is required to provide a housing contract "Tawtheeq" under the employee's name attested by any municipality under the Emirate of Abu Dhabi (Abu Dhabi, Al Ain and Al Dhafra) along with a water or electricity bill. The Housing allowance will be nil until Tawtheeq is provided. In the event the housing contract is not under the employee's name then an undertaking is required from the lessee who can be a parent, spouse, and sibling, father-in-law and mother in law. Any variable allowances paid in the salary for a limited period will not be considered as part of monthly salary cap for Tawtheeq requirements.

Divorced and widowed employees will be entitled to a single accommodation allowance basis unless they are legally responsible for any children. On submission of authenticated evidence of court order confirming they are responsible for their children married accommodation allowance will be paid and they should reside with the staff in the UAE.

Where accommodation allowance is granted, it will be paid monthly through the payroll. Eligibility for housing allowances will be reviewed and checked on an annual basis. False declarations to gain benefit entitlements will be dealt as a disciplinary matter and amounts will be recovered.



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9 Location

ADVETI will identify the initial work location of an employee, however, due to operational need ADVETI will reserve the right to change the work location.

10 Education Allowance

ADVETI provides annual education fees from (1st Aug to 31 July) or (1 April to 31 March) in the UAE for legally dependent children by birth who are under the employee's sponsorship as per policy. ADVETI will pay actual costs of school fees within grades eligibility inside the borders of the UAE.

Eligible dependent children should permanently reside with the employee in the UAE and are those who are five (5) years old or will attend FS2/KG1 at the beginning of the academic year of education to the end of formal secondary school, Year 13/Grade 12 or nineteenth birthday whichever is earlier.

If an employee's joining date falls after the first working day of the ADVETI academic calendar, education benefit will be pro rata'd.

11 Medical Insurance Cover

ADVETI will provide Health Insurance for the employee, spouse and up to three (3) children under the age of 18 years who are under the employee's sponsorship.

12 Annual Ticket Allowance (Payable as per HR Policy)

For expatriate employees, ADVETI will provide an annual allowance towards vacation travel tickets for regular employees along with the eligible dependants, one spouse and up to 3 dependent children below 18 years of age (as at 31 march) who are under the employee's sponsorship.

In the first year of employment, the eligibility will be prorated from date of employment to 31st march and subject to completion of the probationary period.

Payment will be made during April each year.

13 Annual Leave (As per approved academic calendar)

The leave should be availed during the academic leave window which will be determined by the Academic Calendar for each entity and any absence other than sick/maternity/paternity/bereavement/Haj leave taken outside the academic leave window break requires approval and the same will be considered as unpaid leave.

14 Sick Leave

Sick leave is applicable for personal illness and injury only.

Regular employees are entitled to sick leave for each calendar year (January to December) as per policy:

- 15 calendar days full pay followed by an additional
- 60 calendar days at half pay
- 60 calendar days unpaid

Sickness must be reported to the line manager within 1 hour of the normal start duty time.

15 Other Leave

ADVETI provides for other types of leave, such as maternity leave, bereavement leave and Hajj leave.

16 Duplication of Benefits

If both husband and wife are in the service of ADVETI then the benefits attached to the job will only be given to the employee receiving the higher salary.

If at the time of initial appointment, the spouse of an employee is in the service of the federal government or a government in any Emirate, or public corporation or institution or company where the government has a 50% or more share; then the benefits will be restricted to those that are not received by the spouse.



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The employee will be required to provide a declaration stating whether such allowances or benefits are available to the employee's spouse. It is the obligation of the employee to inform ADVETI of any duplication in benefits received from a government institution between the employee and spouse. Failure to do so will result in ADVETI retroactively recovering any outstanding amounts and disciplinary action.

17 Notice Period

During the probationary period, either party may terminate the contract by giving 30 calendar days' notice in writing. Failure to give sufficient notice will normally result in a recoup of the monetary value of un-worked notice.

A – Schools:

Following probation you must resign during the month of January of each calendar year, otherwise the resignation will not be accepted, and 3 months penalty (basic pay) will apply. The last working day is the last day of the academic calendar.

B – Academies:

Following probation, you must resign only during the first week of Semester 1 and the last working day will be at the end of Semester 1 OR during the first week of Semester 2 and the last working day will be at the end of the academic year, otherwise the resignation will not be accepted, and 3 months penalty (basic pay) will apply.

18 Exclusive Employment

It is a condition of employment that you shall not engage in any other business, service, or paid study without the consent of the Managing Director, while in ADVETI's employment. If you have a business interest in any other person or organization, you must disclose such interest to the Managing Director in writing prior to the commencement of your employment.

19 Performance and Conduct/Confidentiality

During employment with ADVETI, the employee shall:

- Not commit any fraud, cheating, falsification of documents, experience, and personal data, withholding information that might have influenced the decision on employment or contractual agreement.
- Perform the assigned duties at a high level of performance.
- Actively develop job skills.
- Support and implement the policies, procedures, and other requirements of the Institute.
- Behave in keeping with the responsibilities of the position and the laws, customs, and traditions of the UAE.
- Fully cooperate with colleagues to ensure that ADVETI mission and objectives are met.
- Not engage in any other work or commercial activity whether on his/her own, through an agent or partners, and from performing any work for a third party with or without compensation, even after official duty hours, except with the prior permission of ADVETI.
- Not to accept any privilege, reward, commission etc. against performing his official duties other than stated in this contract.
- Report to ADVETI without delay any circumstances which may involve a conflict of interest with the Institute.
- Not be permitted to divulge any information which may be regarded as of a confidential nature including but not limited to information on ADVETI business, developed processes, costs, contracts etc.; or any information which may be regarded as confidential to any ADVETI, or person not directly employed by ADVETI; and
- Follow the approved Code of Ethics and employee conduct.

Not complying with any of the above are grounds for immediate termination without compensation and ADVETI retains all legal rights against the employee.

Performance Evaluation

ADVETI shall conduct a formal evaluation of an employee's performance at least once in a calendar/academic year as per the set performance appraisal cycle. The purpose of the formal performance evaluation is to correct and enhance



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job performance and to use the evaluation as a basis for decisions on contract renewal, compensation, training, and promotion.

21 Repatriation

Upon completion of your employment with ADVETI, cancelling your residency visa and repatriating from the UAE, ADVETI will provide a one-way ticket to cover an economy class airfare for the employee, spouse and up to three (3) dependent children below 18 years of age under staff sponsorship to the country of origin.

This benefit is not valid if you pursue other employment in the UAE following termination of employment with ADVETI, or if you decide to discontinue services with ADVETI within your probationary period.

22 Start Date

These conditions shall remain applicable from the 'Joining Date' as reflected in the Employment Contract or start date reflected in the 'Joining Report'. The joining report start date cannot precede contract start date. The joining report start date will prevail if later than contract start date.

Regulations:

The ADVETI may, from time to time, issue, amend or re-issue benefits, policies and procedures pertaining to the better conduct of its business. It is the duty of all staff to know, abide and be governed by these policies and procedures. Should there be a difference between this Employment Contract and ADVETI's policies and procedures contained in the ADVETI's Human Resources Policies and Procedures Manual, the Manual will prevail.

I accept the employment offer as defined in the attached contract.

I decline the employment offer.

Name: _____ Signature: _____ Date: _____



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