



**COMMONLY ASKED QUESTIONS
ABOUT WORKING AT THE INTERNATIONAL SCHOOL OF
TANGANYIKA**

September 2006

DO I NEED A WORK PERMIT TO WORK AT IST AND HOW DO I GET IT?

At the same time you receive your contract, you will also receive detailed information concerning the process and the documentation that is necessary to secure a work permit. It is very important that you complete all forms and return them with the required documents within the time line provided. Securing a work permit takes time and we aim to acquire it prior to your arrival.

WHEN DO I NEED TO ARRIVE IN DAR ES SALAAM

New teachers will arrive towards the end of July 2007. While this may seem early, you need time to set up house keeping and to complete a variety of tasks before school begins. IST conducts a multi-day orientation program about the school and the country that includes a two night trip to a game park located about four hours drive from Dar. This is followed by a general orientation period involving the returning faculty.

WHAT ARE THE HOUSING ARRANGEMENTS?

IST provides apartments/flats with basic furniture and a refrigerator and stove. Flats are either single or two bedrooms in three or four story buildings except at the secondary campus where the flats are only two stories. Single teachers and couples without children usually live in the apartments located at the elementary school campus, which is about five kilometers from the secondary campus. Most couples with children live at the secondary campus. There is limited off campus housing, which is usually occupied by current teachers.

HOW AM I PAID? AM I PAID IN US DOLLARS? WHAT TAXES DO I HAVE TO PAY?

You are paid monthly in US dollars. IST deposits your salary into a local bank account from which you can then wire transfer funds to your home account. Many teachers open an account with Barclays Bank, as there is a branch near the Secondary School.

At this time, faculty do not pay tax. If the tax law changes, IST and the employee equally split the tax during that tax year.

WHAT BANKING SERVICES ARE AVAILABLE?

In addition to Barclays Bank, there are offices for Standard Chartered, Stanbic and various Tanzanian banks. Some ATM services are available. Credit cards are not widely used. At Barclays, you can open a US dollar checking account as well as a local checking account. You can pay some local bills by check. We strongly recommend that you choose a home bank

with on-line services. Be sure to keep sufficient funds in this account to cover on-going expenses, as banking from abroad at times is complicated.

HOW DO I SHIP MY PERSONAL BELONGINGS TO DAR ES SALAAM?

Details are in the Orientation Handbook that you will receive as a new employee. Our Personnel & Administrative Officer (PAO) will work with you on this process. The Settling In/Shipping Allowance will help defray some of these costs depending upon what you decide to ship. Be sure to send any sea shipment door-to-door. IST strongly recommends using our recommended freight consolidator who is located in Dar.

HOW DO I ARRANGE FOR MY TRANSPORTATION TO DAR TO BEGIN MY CONTRACT?

Our Business Manager (GFMA) will contact you about these arrangements. Airfare is a one-way excursion economy fare using the most direct and cost effective routing from your home of record as defined in the contract to Dar. IST provides transportation to the employee and his/her dependents as listed in the contract.

WHAT IS THE LENGTH OF THE INITIAL CONTRACT? WHAT ARE THE OPPORTUNITIES FOR EXTENDING THE INITIAL CONTRACT?

The initial contract is for two years. The Director can extend the contract at his discretion.

WHAT IS THE HEALTH INSURANCE COVERAGE?

Starting August 1, 2007, you and the dependents listed in the contract will be covered by the insurance carrier. This includes medical evacuation insurance. IST does not provide vision or dental coverage.

IS PUBLIC TRANSPORTATION AVAILABLE? DO I NEED TO BUY A CAR?

Taxis are available but it is best to use specific taxi drivers with an established history of good service. Buses are not recommended as they are often very over crowded and safety is a concern. Most faculty end up buying a car, often with four wheel drive, to gain access to the various game parks in the country.

WHAT OPPORTUNITIES EXIST FOR PROFESSIONAL DEVELOPMENT?

IST offers ongoing training in the IB programs. Some in-house opportunities exist and there is also access to first aid training especially for those teachers who chaperone student trips.

HOW SECURE IS IT TO LIVE IN DAR?

Like any large city, crime exists. Petty crimes such as snatch and grab are increasing but are most often non-violent. A few violent crimes against foreigners have occurred but they are not classified as terrorist in nature. By being 'street smart' and pro-active, most individuals avoid being a victim.