



THE REPUBLIC OF UGANDA



## OFFICE OF THE PRIME MINISTER

ADJUMANI REFUGEE DESK, GULU ROAD PAKELLE. P.O. BOX 14, ADJUMANI, UGANDA

TELEPHONES: Office Line 0392 725 718, E-mail: [opmpakele@yahoo.com](mailto:opmpakele@yahoo.com)

In any correspondence on this subject, please quote No. RDA/3A/299/22

29<sup>th</sup> August 2022

Mr. Mrs/Ms; Simon Awan Mabur  
0781-977217

### LETTER OF APPOINTMENT ON CONTRACT

I am pleased to inform you that you have been offered an employment contract as **an Interpreter** under the Verification and Individual Profiling Exercise in the Office of the Prime Minister Adjumani Refugee Desk.

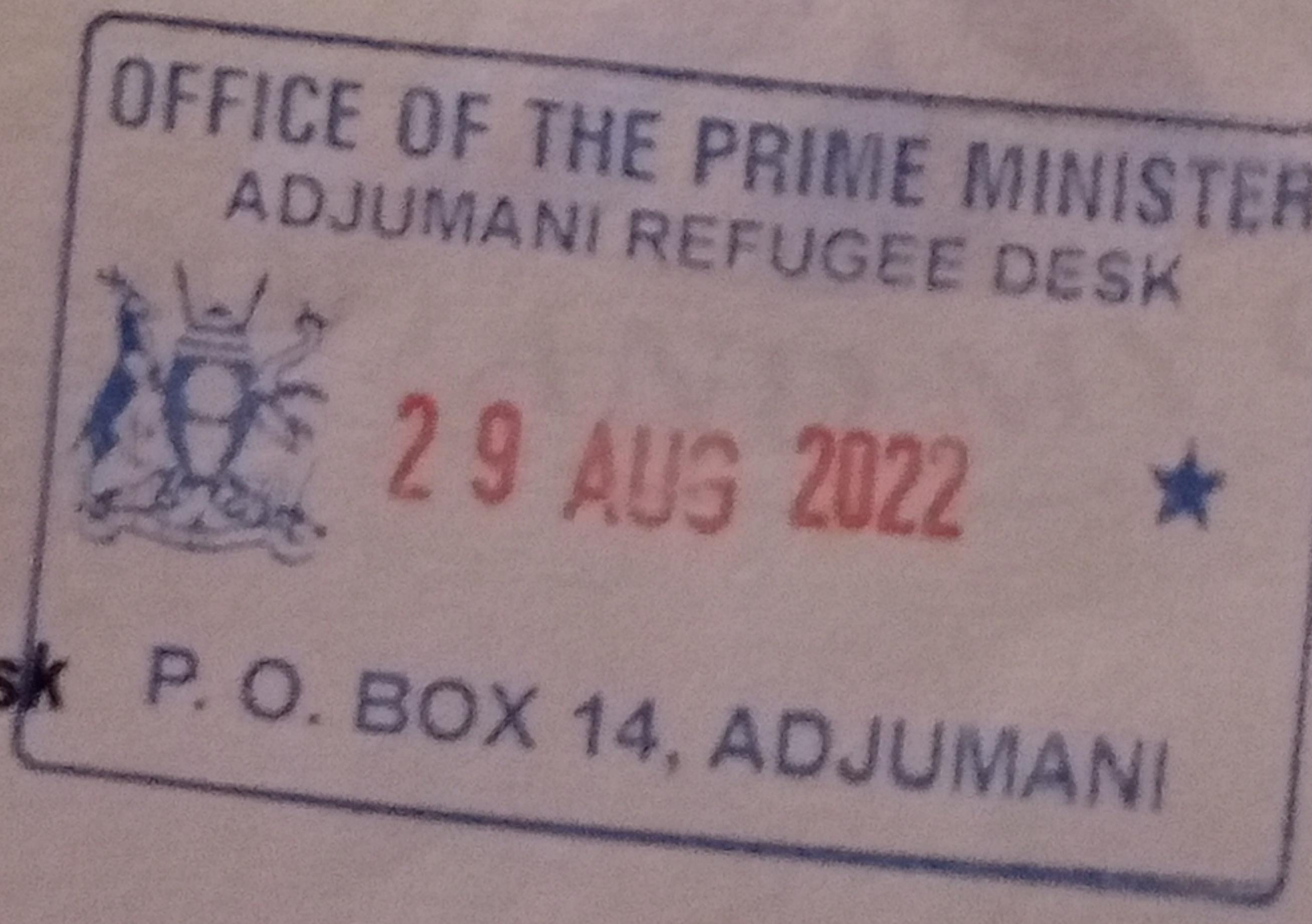
The Terms of the appointment contract are as follows:-

- ✓ Term of Service; Contract
- ✓ Duration of contract; **twelve (12) days** with effect from **25<sup>th</sup> August – 9<sup>th</sup> September 2022** excluding week ends and public holidays and your deployment settlement will be **Ayilo II Refugee Settlement**.
- ✓ Allowance for meals (breakfast and lunch) at UGX 20,000 and transport refund of UGX 29,000 per day worked shall be paid.
- ✓ To qualify for 100% payment, you must carry out effective work, maintain punctuality and must sign the daily attendance form.
- ✓ All payments will be through your bank account in the rightful names. Commitment and discipline are prerequisites to this contract.
- ✓ Absenteeism from work under any circumstances will not be paid for.

This appointment is subject to the Constitution of the Republic of Uganda, the Public Service Act No. 9 of 2008 and Regulations made there under the Uganda Service Standing Orders and Administrative instructions issued from time to time.

If you are willing to accept this offer of appointment on the terms, and conditions stated above, please sign two (02) copies of the attached letter of acceptance and return a copy to the Office of the Refugee Desk Officer OPM Adjumani.

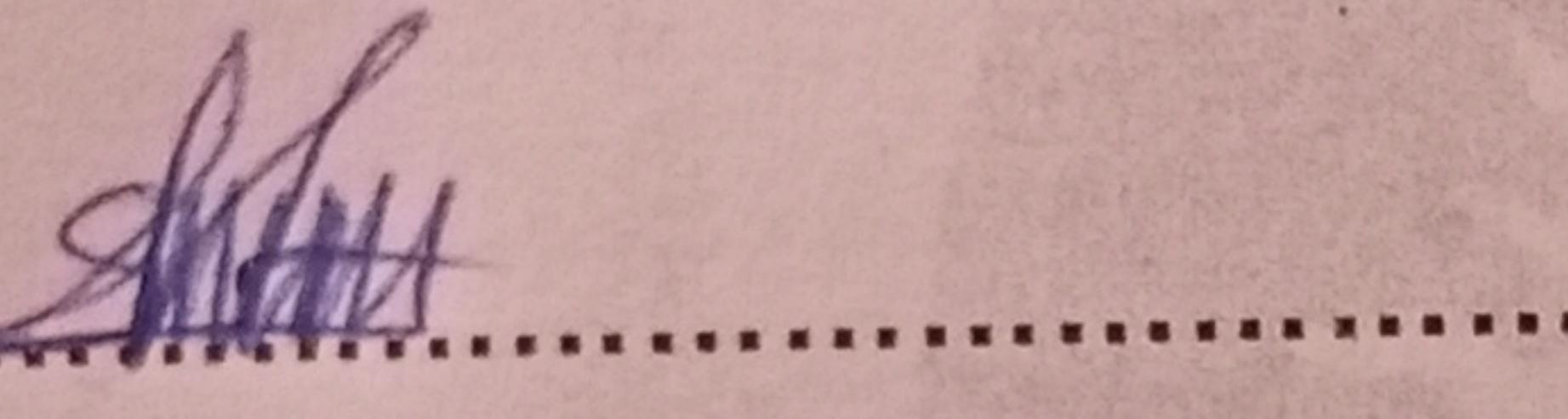
Titus Jogo  
Head of Refugee Desk  
Adjumani



## LETTER OF ACCEPTANCE

I ..SIMON..... Awan Mabur..... do accept the  
contract of ....Interpreter..... in Office of the Prime Minister  
Adjumani Refugee Desk in accordance with the terms and conditions of service  
as stated in letter of contract appointment.

Name: .....SIMON..... Awan Mabur.....

Signature: .......... Tel No. 0781977217.....

Date: 29/08/2022

UNITED NATIONS  
HIGH COMMISSIONER  
FOR REFUGEES



NATIONS UNIES  
HAUT COMMISSARIAT  
POUR LES RÉFUGIÉS

**UNHCR INTERPRETER UNDERTAKING  
OF  
CONFIDENTIALITY AND IMPARTIALITY**

Name of Interpreter: ..... *Simon Awan Mabur*

In addition to my agreement to abide by the principles set out in the *Code of conduct*, I make the following undertakings in respect of performance of my role as interpreter:

**Obligation of Confidentiality**

I undertake not to disclose or discuss any information about asylum seekers, refugees, internally displaced persons, returnees, stateless persons, (all these categories are hereinafter referred to as persons of concern), colleagues or other work related matters that come to my knowledge as a result of my role as an interpreter. I understand and accept that my obligation to maintain the confidentiality of information I will receive continues beyond the termination of my assignment.

**Obligation of Impartiality**

I undertake to carry out my responsibilities and to conduct myself at all times, both in and outside of premises, in a manner that is fully consistent with my obligation of impartiality as an interpreter. In particular:

- I will, to the best of my abilities, provide accurate and complete interpretation;
- I will provide interpretation services in a neutral and non-judgemental manner ;
- I will refrain from engaging in advocacy on behalf of persons of concern;
- I will not accept payment or favour from or on behalf of persons of concern;
- I will not engage in contact or exchanges with persons of concern or other third parties that could undermine, or be perceived to undermine, either my impartiality as an interpreter or the fairness and integrity of procedures ;
- I will carry out my responsibilities in a manner that is consistent with standards.

**Duty Report**

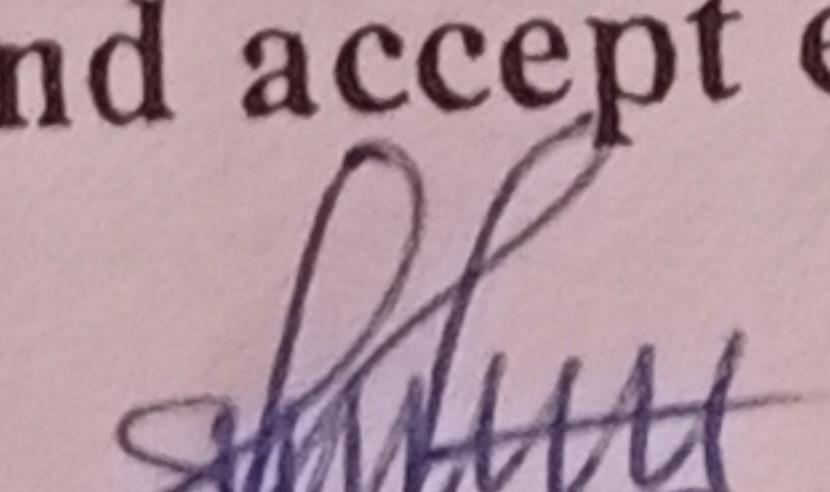
I undertake to inform the UNHCR/OPM staff member for whom I am providing interpretation services, and to report to my direct supervisor any facts or incidents that could undermine, or be perceived to undermine my impartiality or effectiveness in the performance of my responsibilities. Specifically, I agree to report without delay:

- Any ties, professional or personal, I have with a person of concern to UNHCR in relation to whom I have been assigned to provide interpretation services;
- Any employment, association or private interest I have which could be inconsistent with, or perceived to be incompatible with, my role as an interpreter;
- Any other factors that could adversely affect my competence to provide interpretation services that have been assigned to me.

**Consequences of Breach of the Undertaking**

I understand that this signed *Undertaking of Confidentiality and Impartiality* will be maintained on my personal file, and that failure to comply with the undertakings above, without reasonable excuse, will amount to misconduct and may result in disciplinary proceedings against me and/or legal action.

I have read, understand and accept each of the undertakings set out above.

Signature of Interpreter:.....

Date:...29/08/2022.....

Place:...Aylod II.....