

31 August 2022

Mr. Temiloluwa Odewumi

C/o Phillips Outsourcing Limited
9A Shafi Sule, Off Admiralty Lekki,
Lagos.

Dear Mr. Odewumi,

Offer of Employment

We refer to the various interviews you had with the management representatives of Phillips Outsourcing Limited on your desired interest to join the Company.

We are pleased to inform you that your application for employment has been successful, and we are delighted to offer you the position of **a System Analyst on an Officer 2 Grade Level**. This offer shall become effective on **Tuesday, 27 September 2022**. You shall be on probation for the first six months. At the end of the probationary period, a performance assessment will be conducted the outcome of which will determine your suitability for confirmation or otherwise.

The Job Description (JD), remuneration package, and the standard terms and conditions relating to your position are enclosed with this offer letter. Please read the enclosed documents carefully as they provide information on the Company's personnel policies. Should you have any questions, please do not hesitate to contact the undersigned.

If this offer is acceptable to you, please sign the duplicate copy and return to the undersigned on or before close of business **Thursday, 1 September 2022**. Please note that your signature on the duplicate copy of this letter signifies your acceptance of the terms and conditions as set out in the enclosed documents.

We are confident that you will find this new opportunity both challenging and rewarding, and we look forward to working with you.

Congratulations.

Yours Sincerely,

For: Phillips Outsourcing Limited



Immanuella Iwenya
Human Resources Manager

This offer is guided by the following Terms & Conditions:

Name: Mr. Temiloluwa Odewumi
Position: Systems Analyst
Level: Officer 2
Employee ID: POSNL/P/22/114
Work Location: Lekki Office

Reports to: IT Manager

Remuneration Package:

Salary Item	=N=
Basic Pay	905,982.50
Housing	181,196.50
Transport	181,196.50
Meal	144,957.20
Utility	144,957.20
Entertainment	144,957.20
Fuel	144,957.20
Passages	108,717.90
Reimbursables	1,268,375.50
Annual Total to be paid monthly	1,956,922.20
13 th Month Allowance	163,076.85
Leave Allowance	235,555.45
Total Annual Pay	3,623,930.00

Your net salary is N **240,000.00**

Hours of Work

The company opens for work from 8am-5pm Mondays – Fridays, excluding all public holidays declared by the federal government. Please note that you may be required to work outside of these hours as demanded by businessexigencies.

COLA

The company offers a cost-of-living allowance that is paid the first week of the following month based on the grade level of the employee. The allowance is an additional net percentage paid to employees, kindly find your bracket below:

Assistant officer – Officer 3 – 25%

Medical Plan

The company shall provide you, your spouse, and four biological children under 18 years of age with a comprehensive medical insurance cover with one of the Health Management Organizations on the Company's accreditations lists.

Leave Period/Entitlements:

Where your engagement extends up to 12 months, you are entitled to fifteen (15) working days' holiday on full pay each calendar year which shall be subject to the date of joining to the firm.

Pension:

The Company operates an employee/employer contributory pension Scheme. In line with the Pension Reform Act 2014 as amended, the company would contribute 10% while you will contribute 8% making a total monthly contribution of 18% of the addition of your monthly Basic, Housing and Transport allowances on your behalf.

Group Life Insurance Policy:

The Company procures Group Life Policy for all employees. This gives cover in connection with any death or injury, or loss sustained from any accident in the course of discharging duties to the company.

Disengagement Notice

Either party may terminate this employment contract at any time by giving a month's notice in writing or a month's salary in lieu of notice before and after confirmation.

Phone & Internet Policy:

The Firm provides a monthly telephone allowance of ₦3,000.00 and a bundle mobile internet for business use, when necessary.

Confirmation of Appointment:

Your confirmation of employment is subject to obtaining at least two suitable references, successful certificate verification, and satisfactory performance on the job within the first six months of your employment.

Tools & Equipment:

It is the responsibility of the Company to provide adequate tools and equipment needed on the job for your use. However, it is your responsibility to safeguard the assets and use them primarily for the business of the Company.

Personal Income Tax & Deductions

Please be informed that your salary shall be subject to Personal Income Tax, employee pension, and National Housing Funds (NHF) deductions in line with the provision of the relevant legislations.

Acknowledgment:

I hereby confirm that I have read and understood the terms and conditions contained herein and I agree with them.

Employee Name: _____

Signature: _____

Date: _____

Position: Systems Analyst

Grade Level: Officer 2

POSITION: Systems Analyst

The Application Systems Analyst/Developer is responsible for the implementation, maintenance, and support of POL's ERP/ information's systems (PEMS) to meet the business needs of the organization and scale upwards as the organization grows.

The job role requires the analysis and creation of tests, development of specifications and requirements for developers and programmers to follow. Knowledge of the software development process and some coding is also required.

The ability to document processes, troubleshoot issues and carry out user training are critical skills for this role.

Responsibilities

- Deploy, maintain, and troubleshoot core business applications, including application servers, associated hardware, endpoints, and databases.
- Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements.
- Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow.
- Creation of Users' trainings Materials and handling of user training sessions on PEMS
- Support other developers in Writing and debugging system codes
- Manage the set-up and configuration of systems and users.
- Translate highly technical specifications into clear non-technical requirements.

- Perform design, implementation, and upgrades of information systems to meet the business and user needs.
- Define and coordinate the execution of testing procedures and develop test cases to serve the overall quality assurance process.
- Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms.