

INFORMATICS CONSULTANCY FIRM - SIERRA LEONE

15th February, 2022

Alpha Kebbie Kargbo

15 Momoh Lane,

Old wharf,

Wellington,

Freetown.

Dear Alpha Kebbie Kargbo,

**RE: OFFER OF EMPLOYMENT AS DATA SCIENTIST**

We are pleased to extend to you an offer of employment as a Data Scientist at Informatics Consultancy Firm-Sierra Leone (ICF-SL). Your appointment will commence on March 20, 2022, and we are excited to welcome you to our team. This position will involve engaging in meaningful data-driven projects, transforming complex datasets into actionable insights, and contributing to the development of innovative data solutions for our clients.

**Role and Responsibilities**

As a Data Scientist at ICF-SL, you will play a crucial role in supporting our clients' data-driven decision-making processes. Your responsibilities will include, but are not limited to:

**1. Designing and Implementing Advanced Analytics Models:** You will be responsible for designing, developing, and implementing predictive and prescriptive analytics models that help our clients solve complex business problems. This will involve the use of machine learning algorithms, statistical techniques, and data mining tools to extract meaningful insights from large datasets.

**2. Data Extraction, Transformation, and Analysis:** You will work with raw data from a variety of sources, including internal databases, client systems, and third-party data providers. Your primary role will involve extracting, transforming, and cleaning data to ensure it is ready for analysis. This will require a deep understanding of data structures, database management, and data wrangling techniques.

**3. Collaboration with Cross-Functional Teams:** You will work closely with other data scientists, analysts, software engineers, and project managers to develop comprehensive data solutions. You will be expected to understand business requirements, translate them into data models, and develop solutions that meet our clients' needs. You will also participate in regular team meetings to discuss ongoing projects and ensure alignment on deliverables.

**4. Utilizing Cutting-Edge Tools for Predictive Analysis:** At ICF-SL, we pride ourselves on staying at the forefront of technology. You will have the opportunity to use advanced analytics tools such as Python, R, SQL, and various machine learning frameworks to conduct predictive analysis and statistical modeling. You will be encouraged to continuously learn and experiment with new technologies and techniques to improve your skills and stay ahead in the field.

**5. Presenting Data Findings to Clients:** One of the key aspects of your role will be to present your findings in a clear, concise, and actionable manner. This will involve creating visualizations, reports, and presentations that effectively communicate the insights derived from data. You will work directly with clients to help them understand the impact of your findings on their business and guide them in making informed decisions.

**Key Qualifications and Skills**

To be successful in this role, you will need to demonstrate the following qualifications and skills:

**- Educational Background:** A Bachelor's or Master's degree in Data Science, Statistics, Mathematics, Computer Science, or a related field is required. Additional certifications in data analytics or machine learning will be considered an advantage.

**- Technical Skills:** Proficiency in programming languages such as Python, R, and SQL is essential. You should also have experience with data visualization tools such as Tableau, Power BI, or Matplotlib. Familiarity with machine learning libraries such as scikit-learn, TensorFlow, or Keras is highly desirable.

**- Analytical Skills:** Strong analytical and problem-solving skills are a must. You should be comfortable working with large datasets, identifying trends, and deriving meaningful insights.

**- Communication Skills:** Excellent written and verbal communication skills are required. You should be able to present complex data findings in a way that is easily understandable by non-technical stakeholders.

**- Teamwork and Collaboration:** You will be working in a collaborative environment, so it is important that you are a team player who can work effectively with others to achieve common goals.

**Terms and Conditions of Employment**

Your initial salary will be Le 30,000,000 per annum, subject to deductions as per the prevailing laws of Sierra Leone. In addition to your base salary, you will be entitled to the following benefits:

**1. Health Insurance:** You will be provided with comprehensive health insurance coverage, which includes medical, dental, and vision benefits for you and your eligible dependents.

**2. Paid Time Off:** You will be entitled to 30 days of paid vacation per year, in addition to public holidays recognized by Sierra Leone. We encourage our employees to take time off to rest and recharge.

**3. Retirement Benefits:** You will be eligible to participate in our retirement savings plan, which includes employer contributions to help you plan for your future.

**4. Professional Development:** At ICF-SL, we are committed to the growth and development of our employees. You will have access to various training programs, workshops, and conferences to enhance your skills and stay updated on industry trends.

**Work Schedule and Expectations**

You will be expected to work a standard workweek of 40 hours, from 9:00am to 5:00pm, Monday through Friday. We understand that flexibility is important, and we are open to discussing alternative work arrangements if needed. Occasionally, you may be required to work outside of regular hours to meet project deadlines or attend client meetings.

We value work-life balance and strive to create an environment where our employees can thrive both professionally and personally. We believe that happy, well-rested employees are more productive and engaged, and we are committed to supporting your well-being.

**Performance Reviews**

Your performance will be reviewed on a regular basis, with formal evaluations conducted annually. During these reviews, we will assess your progress towards your goals, provide feedback on your performance, and discuss opportunities for growth and development. We believe in recognizing and rewarding hard work, and outstanding performance may be rewarded with salary increases, bonuses, or promotions.

**Company Culture and Values**

At ICF-SL, our culture is built on the pillars of excellence, integrity, and client-centricity. We are passionate about the transformative power of data and believe in using data to drive positive change for our clients. Our values include:

**- Integrity:** We are committed to conducting our business with honesty and transparency. We hold ourselves to the highest ethical standards and expect our employees to do the same.

**- Excellence:** We strive for excellence in everything we do. We are dedicated to delivering high-quality work and continuously improving our skills and processes.

**- Client-Centricity:** Our clients are at the core of everything we do. We work closely with our clients to understand their needs and provide tailored solutions that drive results.

**- Collaboration:** We believe that the best ideas come from working together. We foster a culture of collaboration and encourage our employees to share their knowledge and expertise.

**Confidentiality and Data Security**

Confidentiality and data security are of utmost importance at ICF-SL. As a Data Scientist, you will have access to sensitive client information, and it is essential that you handle this information with the highest level of care and discretion. You will be required to sign a confidentiality agreement as part of your employment contract, and you will be expected to adhere to all company policies regarding data security and privacy.

We have implemented robust data security measures to protect our clients' information, and we expect all employees to comply with these measures. Any breach of confidentiality or data security will be taken very seriously and may result in disciplinary action, up to and including termination of employment.

**Acceptance of Offer**

We are confident that your skills and experience will be valuable assets to ICF-SL as we continue to deliver excellence in data analytics and statistics consultancy. Kindly indicate your acceptance of this offer by signing and returning a copy of this letter by 15th March 2022. If you have any questions or require further clarification, please do not hesitate to reach out to us.

We are thrilled to have you join our team and look forward to working with you. Together, we will embark on an exciting journey, using data to solve complex problems and drive positive change for our clients. We believe that you will make significant contributions to our projects and help us achieve our mission of delivering cutting-edge data-driven solutions.

Once again, congratulations on your offer of employment, and welcome to Informatics Consultancy Firm-Sierra Leone. We are excited to see the impact you will make as part of our team, and we look forward to supporting you in your professional growth and development.

Yours sincerely,

Lamin Marah

Human Resources Manager

Informatics Consultancy Firm-Sierra Leone