

# WETHINKCODE\_

## STUDENT FIXED TERM CONTRACT

LETTER OF APPOINTMENT AS AT 9 January 2023.

### APPOINTMENT

1.1 We are pleased to confirm your appointment to serve *in the role of* **Front Desk Administrator** with us effective from **9 JANUARY 2023 and ending on 15 DECEMBER 2023**. On the last day please report to your line manager **LATOYA KAZZIE-NEIL(JHB) or RUVIMBO GWATIRISA(CPT)** .

1.2 The employment will expire automatically at the end of the agreed period. The contract shall not automatically be renewed at the end of the period and can only be renewed at the discretion of WTC.

### 2. REMUNERATION

2.1 Your cost to company remuneration at the commencement of your fixed term employment will be **R2 000**. Hours will be determined on a roster basis.

2.2 Subject, to PAYE and UIF deducted. Unless stated otherwise in this letter of appointment, all remunerative benefits are incorporated in your monthly cost to company remuneration.

#### 2.3 ROLES AND RESPONSIBILITIES

- 2.3.1 Commit to a minimum of 6 hours per week on campus for this role
- 2.3.2 Serve all visitors by greeting and directing them to the relevant place on campus or staff members.
- 2.3.3 Health and Safety screening of students on entry
- 2.3.4 Ensure all visitors receive adequate information including flyers/information about WeThinkCode\_.
- 2.3.5 Assist with sourcing activities such as bootcamps, call, and off site activations

- 2.3.6 Respond to mail in the [info@wethinkcode.co.za](mailto:info@wethinkcode.co.za) mailbox, Facebook, and other relevant social media pages.
- 2.3.7 Take messages and ensure they are passed on to the appropriate staff member timeously.
- 2.3.8 Keep a safe and clean reception area by complying with procedures, rules, and regulations.
- 2.3.9 Receive and dispatch deliveries as mandated by WeThinkCode\_ staff.

### **3. ANNUAL AND SICK LEAVE**

3.1 The student shall only be entitled to annual and sick leave as provided for by the Basic Conditions of Employment Act 75 of 1997 and the regulations thereto, as amended.

### **4. CONFIDENTIALITY**

4.1 Each Party shall at all times keep in confidence any confidential information of the other Party that it may acquire for the purposes of or in connection with this Agreement and shall not use or permit the use of such information for any other purpose and shall not disclose such information to any third party.

4.2 Should this Agreement terminate for whatever reasons, the Student shall return all material and property that belongs to WTC immediately.

### **5. SMOKING**

5.1 WTC has a clean air policy in line with the legislation, which involves a ban on smoking within the building at the campus. Accordingly, it is a condition of your employment with us that you do not smoke in the building and on campus.

### **6. POLICIES AND PROCEDURES**

6.1 You will be bound by WTC rules, regulations, policies and Code of Conduct as set out from time to time by WTC, and as may be amended. Please access these on TalkYard.

### **7. OFFICE HOURS**

7.1 WTC office hours (excluding public holidays) are as follows:

**Mondays to Saturday: 07:30 am – 15:30pm**

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<b>Z.W</b>

Notwithstanding this, the nature of your position will require you to work additional hours from time to time, as and when required.

## 8. TERMINATION

8.1 Notwithstanding the clause of 1.1 to 1.2 above, this contract may be terminated by either party on 2(two) week's written notice.

8.2 Notwithstanding the provisions of 8.1 hereof, this agreement may be terminated for any reason related to the conduct of capacity of the employee or due to operational requirements as envisioned in the Labour Relations Act 66 of 1995.

## 9. ACCEPTANCE

9.1 Please initial each and every page and sign this letter which serves as acceptance of the terms and conditions herein and return it to us for our records. We look forward to welcoming you to WTC and we wish you all the best during your employment with WTC. We are confident that with your initiative and enthusiasm you will add value to the team and learn a great deal from your time with us.

**I HAVE READ THE TERMS AND CONDITIONS OF THIS AGREEMENT AND HEREBY AGREE TO BE BOUND BY THEM.**

**STUDENT NAME AND SURNAME:** \_\_\_\_\_

\_\_\_\_\_  
Signed by **STUDENT**

\_\_\_\_\_  
Date

### **FOR WTC OFFICE ONLY**

Signed on **14th** Day of **DECEMBER** in **JOHANNESBURG** in the Year **2022**.



.....  
**Zakirah Arends-Whittes - CAMPUS DIRECTOR WTC**

Initial here

**Z.W**

For and behalf of We Think Code\_NPC and duly authorised hereto

Initial here  
**Z.W**