



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

OUR REF: CGN/CPSB/APP/VOLIII/22/1987

DATE: 24th April, 2024

NAME: IAN WACHIURI GICHUKI

ID NUMBER: 32629394

ADDRESS: 18333-00100

RE: OFFER OF APPOINTMENT

Following your successful interview, the Board is glad to offer you employment on contract for three (3) years to the position of ICT Officer (System Administrator), Job Group K.

The terms and conditions of the employment are outlined below:

1. Commencement Date

Your commencement date is **2nd May, 2024.**

2. Reporting

You will report to a Supervisor assigned to you.

You shall adhere to and comply with the provisions of the law and ensure that the interests of the County Government of Nyeri are protected.

3. Place of work

Your duty station will be determined by the Chief Officer, Department of Finance, Accounting and ICT.

4. Duties and Responsibilities

Your duties and responsibilities are elaborated in the job description which will form part of the employment contract. By signing the contract of employment, you confirm that you have read and understood the responsibilities entrusted upon you.

5. Probation

You will serve on a probationary period for six (6) months, the particulars of which period are stipulated in the contract of employment.

6. Remuneration

You will earn remuneration as provided for by the SRC guidelines.

You will be entitled to the following;

House allowance as guided by the SRC.

Commuter allowance as guided by the SRC.

Medical Insurance Cover as provided by the employer.

31% of the basic salary service gratuity upon completion of the contract.

7. Hours of Work

Normal working hours are forty (40) per week. However, in your position, you may be required to work outside these stipulated hours in order to fulfill your responsibilities; the provisions thereof are illustrated in the contract of employment.

8. Leave

You will be entitled to 30 days paid annual leave.

If you need to be off duty during the period of employment, the said days should be taken in compliance with the provisions of the Kenyan Labour laws.

9. Termination of employment

This contract may be terminated by either party upon giving notice of 30 days or upon payment of one month's salary in lieu of notice.

Any other reason for termination of the employment contract will be guided by the provisions of the Employment Act.

10. Copyrights and Ownership

All intellectual property rights including copyright in the work produced or contributed by you in terms of this agreement shall vest with and shall be handed over or retained by the County Government of Nyeri upon completion or termination of this agreement, as applicable, without any further payment of any consideration.

You will not retain or remove from the County Government's premises any copy or record of such work and/or technical documentation in whatsoever form.

11. Amendments and Addendum to the Contract

Amendments and addendum to the employment contract shall only be done in writing and upon mutual agreement by both parties.

Your employment is governed by the provisions of the Employment Act and all other relevant laws of Kenya. You shall adhere to and comply with the provisions of the laws and ensure that the interests of the County Government of Nyeri are protected.

You are required to signify acceptance to the terms outlined in this offer of appointment by signing below:

Name: IAN WACHIURI GICHUKI

Date: 24th APRIL 2024

Signature: [Signature]

Yours faithfully,

