



We believe in life before death

Adama Saffa-Koroma
Finance and Admin Officer
Christian Aid Sierra Leone

DATE 31st March 2021

Private and Confidential

Dear Adama,

Amendment to Fixed Term Contract of Employment

This is an amendment to your extension of Fixed Term Contract of employment. This is to offer you an extension to run consecutively with your current contract effective 1st April 2021 to 31st March 2022.

The terms and conditions of the contract will (except for the new termination date and notice period changes) be identical to your current terms of employment.

You will be entitled to

Role title:	Finance and Admin Officer
Band:	E
Annual Basic Salary:	GBP 15,731.67
Annual Leave Allowance	GBP 1,310.97
Monthly Rent Allowance	SLL 25,000
Monthly Transport Allowance	SLL 80,000
Notice Period	2 months
End of Contract date	31st March 2022

If in acceptance of the contract, please sign the duplicate copy of this letter and **return it copy to Business Systems Manager.**

We look forward to having you in our employment for a further period of time.

Yours sincerely


Jeanne Kamara
Country Manager

I confirm acceptance of the above amendments to my Fixed Term Contract of Employment.

Signature.....

Date.....

Name.....

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