

CHRISTIAN AID
INTERNSHIP AGREEMENT

1. **Name (and address) of employer:** Christian Aid Sierra Leone, 90 Sir Samuel Lewis Road, Aberdeen
2. **Name and Address of Intern:** Favour M.B. Kargbo 27 Peninsular Road, Bawbaw
3. **Date of Commencement of this internship:** 16th May 2022
4. **End date of Internship:** 15th May 2023
5. **Role Title:** Administrative Assistant - Intern
6. **Name of Line Manager & role:** Yvonne Forde- Business Systems Manager
7. **Place of Internship:** Freetown

You will be based at Christian Aid office in Freetown. Christian Aid reserves the right to require that staff work in other appropriate locations as necessary.

8. **Terms of Reference**

Your Role profile is attached. You are required to perform the duties outlined therein and to comply with all reasonable requests.

9. **Notice Period**

Either party should give the other 4 weeks' notice in writing to terminate this agreement.

Your agreement may be terminated by Christian Aid without notice and without pay in lieu of notice in the case of gross misconduct. (Please refer to the International staff handbook to see examples of gross misconduct)

Christian Aid reserves the right to terminate your agreement due to failure to abide by Christian Aid's policies and essential procedures and constant failure to perform assigned duties satisfactorily.

10. **Hours of Work**

Standard contracted hours of work will be 35 per week. Your Work hours will be from Monday to Friday between 9am and 5 pm.

11. Pay

You will receive a stipend of SLL3,000,000 per month. This will be payable monthly by bank credit transfer. You are liable to pay withholding tax of 5.5% from this amount.

12. Sickness Absence

You are required to notify your Line Manager of any sickness absence within the first hour of the working day or sooner if possible, providing the reason for absence.

13. Holiday Entitlement

Leave will be accrued at 01(day) day per calendar month. You are also entitled to statutory (public/religious) holidays. All annual leave should to be taken at times agreeable with the line manager/supervisor.

14. Insurance

Christian Aid provides employers' liability and public liability insurance for its interns whilst carrying out their duties for Christian Aid. Further details of the scope of cover can be obtained from the Human Resources Representative.

15. Confidentiality

Although it is one of your duties generally to increase public knowledge and awareness of Christian Aid, you shall not disclose, either during or after the termination of your internship, any information of a confidential nature. This information refers to Christian Aid, its partners or suppliers or any third party, which you may have obtained in the course of your internship without first obtaining written permission from Director and the party concerned.

16. Expenses

Christian Aid will reimburse authorised expenses properly incurred in the course of internship. Payment will be made only against receipts or other proof of expenditure.

17. Disciplinary Rules, Other Policies and Procedures and Code of Conduct


You are required to comply with any policies that Christian Aid may issue from time to time, particular reference to the Internship Policy. A summary of these policies can be found in the International Staff Handbook for Country Offices, which may be updated from time to time. A copy of the current disciplinary, appeal and grievance procedure is available from the Christian Aid Representative and in Christian Aid's Policies and Procedures HR Services site on Sharepoint. You are also required to sign the Christian Aid Code of Conduct which will form part of your internship contract.

18. Data Protection

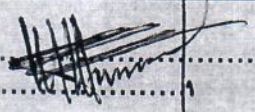
In agreeing to these terms and conditions you consent to Christian Aid holding and processing, both electronically and manually, the data it collects in relation to you and your internship contract (in the course of your internship), for the purposes of the organisation's management and administration of its employees and for compliance with applicable procedures, laws and regulations.

19. Declaration of Receipt

I confirm that I have received and read this statement of terms and conditions of the internship contract and the role profile.

Signature..........Date.....11/05/2022.....
Intern

Please sign both copies of this statement terms and conditions of Internship contract, retaining one copy for your records and return a copy to the Business Systems Manger to indicate that you have received read, and in agreement with this statement of terms and conditions of internship.

Signature:..........Date:.....10/05/2022.....
For and on behalf of Christian Aid