



We believe in life before death

12<sup>th</sup> April 2022

Adbein Smith  
Freetown

Dear Adbein,

**Offer letter –Project Coordinator- In their Lifetime (ITL); Christian Aid – Sierra Leone**

Following your recent interview, I am very pleased to offer you the post of Project Coordinator- In Their Lifetime in the organization. This contract will be a fixed term contract effective 15<sup>th</sup> April 2022 to 14<sup>th</sup> April 2024. The offer is subject to receipt of satisfactory references.

You will be based in Freetown with frequent travels to the communities where we operate.

You remuneration will be:

<b>Role title:</b>	<b>project Coordinator- In their Lifetime</b>
<b>Band:</b>	<b>F</b>
<b>Annual Basic Salary:</b>	<b>GBP 12,313.65</b>
<b>Annual Leave Allowance</b>	<b>GBP 1,026.14</b>
<b>Monthly Rent Allowance</b>	<b>5% of Basic Salary- GBP 55.31</b>
<b>Monthly Transport Allowance</b>	<b>5% of Basic Salary- GBP 55.31</b>

Your salary would be payable monthly in arrears by bank credit transfer at the prevailing exchange rate in Leones. This salary is based on **Band F** of the CA Sierra Leone Pay Scale and is subject to all statutory deductions and obligations as are legislated by the Sierra Leone Government. You are entitled to the appropriate core benefits such as medical cover for you and your family, Workmen Compensation, Group personal Accident and life insurance.

This offer is also subject to a preliminary **4-month probationary period** extendable for the duration during which your performance will be reviewed. During the probationary period, either party is required 2 weeks' notice in writing to terminate the contract. After successful completion of the probationary period, either part may terminate this contract with an 8 weeks' notice in writing. Christian Aid reserves the right to make payment in lieu of notice.

Standard contracted hours of work will be from 35 hours per week. Christian Aid's holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December each year. You are entitled to 25 days holiday per annum plus national holidays as they arise, increasing with service. Please be informed that your annual leave days for this year would also be prorated to the remaining months of the year.

Christian Aid Sierra Leone  
90 Sir Samuel Lewis Road, Aberdeen  
Freetown, Sierra Leone  
Tel: + 232 78 917 - 902  
Email: sierra-leone-info@christian-aid.org

AS-S  
[Signature]

If in agreement with the Terms and Conditions outlined in this offer, please sign the acceptance clause below and return to the Business Systems Manager by 20<sup>th</sup> April 2022.

Yours sincerely,


  
Mattia Koi Dimoh  
Interim Country Manager

Please sign the acceptance clause below

I accept the offer of a fixed-term contract with effective date of 15<sup>th</sup> April 2022.

Signed: .....

Name: .....

 Aben Tunde Doe 