

CHRISTIAN AID

STATEMENT OF WRITTEN TERMS AND CONDITIONS OF EMPLOYMENT

1. **Name (and address) of employer:** Christian Aid, 162 Josiah Chinamano Avenue, Harare, Zimbabwe
2. **Name of Employee:** David Kanonuwa
3. **Date of Commencement of this employment:** 26 October 2021
4. **Date When Fixed Term Contract Ends:** 25 October 2023
5. **Date of Continuous Employment:** 26 October 2020
6. **Job Title:** Finance Manager

7. Place of Work

You will be based in Harare, Zimbabwe. Christian Aid reserves the right to require that staff work in other appropriate locations as necessary.

8. Period of Notice

Either party should give the other three months' notice in writing to terminate this contract or three months' salary in lieu of notice.

Your contract may be terminated by Christian Aid without notice and without pay in lieu of notice in the case of gross misconduct. (Examples of the sort of matters, which constitute gross misconduct, are detailed in the full Disciplinary procedure).

Christian Aid reserves the right to terminate this contract for breaches of contract, failure to perform according to professional standards of the position/job description. In the event that funding to finance this contract becomes unavailable, Christian Aid reserves the right to terminate your contract with notice.

9. Contract Period

This contract of employment is valid from 26 October 2021 to 25 October 2023 when it will expire automatically unless Christian Aid has notified you at least two weeks in advance of its intent to renew contract.

10. Role Profile

You are required to perform the duties outlined in your role profile and to comply with all reasonable requests. Christian Aid reserves the right to update your role profile from time to time to reflect the changes in or to your job. You will be consulted about any proposed changes.

If your job involves overseas travel, Christian Aid reserves the right to send you abroad as required. This may be at short notice.

11. Hours of Work

Your normal hours of work will be 40 hours per week. A flexitime system operates within Christian Aid; details of the system are available from your line manager. Any additional hours worked for the completion of your duties should be taken within the flexitime system.

12. Pay

You will receive a gross salary at the rate of **US\$42,632.03** per annum (payable monthly in arrears by bank credit transfer). Please note that your salary and role fall into **Band C-Mid** of the Reward Model. This salary is subject to all statutory deductions and obligations as are legislated by the Zimbabwean government. The Management reviews salaries at such times as it considers it appropriate. A salary review does not, however, guarantee that any increase to salary will be implemented as any increases to salary are entirely at the Christian Aid's discretion.

13. Income Tax and Social Insurance

Christian Aid operates an income tax and social insurance policy and guidelines to ensure compliance with country regulations, particularly where staff are living and working in a host country (outside of the country where they are resident and usually live and work.) In summary, Christian Aid is committed to ensuring the appropriate levels of employee income tax and social insurance are deducted from an employee at point of pay and paid (with employer social insurance contributions) to the appropriate authorities in home and/or host country. Full details can be obtained from your HR Representative

14. Holiday Entitlement

Christian Aid's annual leave year runs from 1 January to 31 December. The annual leave entitlement is based on length of continuous service with Christian Aid and is as follows:

Full time staff

On appointment up to one year, 25 days pro rata
One year but less than five years - 25 days
Five years but less than 10 years – 28 days
Ten years or more – 31 days

You are also entitled to statutory (public/religious) holidays

Part time staff

If you are part time your annual leave will be calculated on a pro-rata basis of your contractual hours including bank and public holidays.

Public holidays are fixed and included within your annual leave calculation, if these days coincide with your normal working days, they should be taken as part of your annual leave.

All annual leave should to be taken at times agreeable with your line manager. You will be paid for any outstanding accrued annual leave on termination of your employment.

15. Payment In lieu of Notice

Christian Aid reserves the right to make payment in lieu of notice upon termination of your employment (rather than your working out your notice period).

This provision, which is at the Christian Aid's discretion, applies whether notice to terminate the contract is given by you or by the Christian Aid. If we do pay your salary in lieu of holidays and notice, your last day of employment will be your last working day. Any allowances or insurance will cease on the same day.

16. Sickness Absence and Sick Pay

You must complete a self-certificate if you are absent from work through sickness and

provide a doctor's certificate if absent for three or more calendar days. You are also required to comply with any reporting requirements and procedures Christian Aid may issue from time to time. Failure to do so will affect entitlement to sick pay. Details of the terms and conditions for sickness, injury, and sick pay are available in the staff handbook that will be updated from time to time.

17. Insurance

Christian Aid provides its employees with medical cover (including outpatient and inpatient) and group life insurance. Further details of the scope of cover can be obtained from the Human Resources Representative.

18. Pension Scheme/Provident Fund

You are entitled to join a Christian Aid pension Scheme/provident fund as exists at the commencement of your employment and subject to the rules contained within. For further information regarding the scheme please contact your Human Resources Representative.

19. Benefits

You are entitled to the appropriate core benefits such as medical cover for yourself, pension, global travel/emergency medical and evacuation during travel and which may be offered on prorated basis where appropriate. For further information regarding the scheme please contact your Human Resources Representative

Any benefits supplied to you or your family from time to time that are not expressly referred to in this statement are provided ex gratia and shall not form part of your contract of employment.

20. Age retirement

The Christian Aid retirement age is 65. However, you may retire at the statutory retirement age relevant to the country in which you are employed

21. Conflict of interest

You are required to inform your Christian Aid Representative if you are engaged in any other employment and provide details of that employment. You should not join any employer or other organisation where there is a possibility of a conflict of interest between Christian Aid and the other. You are required to sign a conflict of interest document which will form part of your contractual document. If you are unsure on this matter you must seek advice from your Human Resources Representative

22. 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 employment, 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 employment without first obtaining written permission from Director and the party concerned.

23. Expenses

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

24. 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. 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 Code of Conduct which will form part of your contractual document.

25. 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 employment (in the course of your employment), for the purposes of the organisation's management and administration of its employees and for compliance with applicable procedures, laws and regulations.

26. Child protection

For work, which involves contact with children and vulnerable adults Christian Aid reserves the right to request a current disclosure form. Failure to provide a disclosure form may result in the cancellation of this contract. Christian Aid's Child Protection & Disclosure policies and procedures are from the Human Resources Department and on Christian Aid's HR Intranet pages.

27. Declaration of Receipt

I confirm that I have received, read and understood this statement of terms and conditions of employment, the accompanying job description, Staff handbook and signed the Code of Conduct document and agrees to comply wholly and loyally with them.

Signature.....Date: 19/10/2021

Employee

Please sign both copies of this statement terms and conditions of employment, retaining one copy for your records and return a copy to the Christian Aid Representative to indicate that you have received and read this statement of terms and conditions of employment.

Signature:



Date: 19/10/2021

Country Director

For and on behalf of Christian Aid