

EMPLOYMENT CONTRACT

This contract is made on the 1st January 2018

BY AND BETWEEN

KABALE WOMEN IN DEVELOPMENT (KWID)

P.O BOX 894

KABALE UGANDA

Represented by the chairperson hereafter called by the employer on the part

And

MR. TUMUHEIRWE FLORENCE

P.O.BOX 241 KABALE, UGANDA

Hereafter called the employee on the other part

WHEREAS:

- A) The employer desires to recruit a competent person to perform the role of the Executive Director for Kabale Women in Development to direct Communities Championing HIV Prevention project
- B) The employee represents that she possesses the professional knowledge, skills and experience to provide the services desired by the employer
- C) The employer is desirous of the employee as Executive director for Kabale Women in Development and the employee to act in such position subject to and in accordance with the terms and conditions hereinafter specified

NOW THEREFORE THIS AGREEMENT WITNESETH AS FOLLOWS

1. POSITION

The employer shall employ and the employee shall serve the employer as Executive director

2. PERIOD OF CONTRACT

The employer shall employ the employee for a period of Five years with effect from 1st January 2018

3. DUTIES

The employee agrees that he/she shall discharge all the duties specified in the job description hereto attached which it is hereby agreed by the parties forms an integral part of this contract, the employee acknowledges receipt of the said job description on execution of these parts

The employee is required to discharge and perform her duties with due diligence and commitment

4. CONDITIONS OF SERVICE

4.1. The employee agrees that she shall conform to the organization's staff regulations terms and conditions of service and hereby acknowledges receipt of the same on execution of this contract

4.2. It is hereby agreed that in case of any conflict between this contract and the organization's staff regulations, terms and conditions of service the terms and conditions of this contract shall prevail

5. RENUMERATION

The employee shall be paid a gross monthly salary of Ug.2, 951,740= Subject to the organizations funding, with effect from January 2018

6. TERMINATION

Either party may terminate this contract by giving other one month's notice in writing or by payment of one month's salary in lieu of notice. The employer however reserves the right to terminate or dismiss the employee summarily in cases of gross misconduct

7. EXTENSION OF CONTRACT

This contract may be extended for such period and upon such terms and conditions mutually agreed by parties

8. CONFIDENTIALITY

The employee shall not, without the express consent of employer, divulge any matter concerning the operations, processes, dealings of employer or information concerning the employer's finances or affairs which come to her knowledge during her employment except so far as may be necessary and proper for the conduct of the employee's business and the employee pledges herself to absolute secrecy in all such matters

9. LAW OF APPLICATION

This contract shall be governed by and is subject to the laws of Uganda

WHOLE AGREEMENT

The relationship of the parties shall be governed solely by this contract and supersedes any prior agreements or arrangements that may have been entered between the employer and employee

10. IN WITNESS THEREOF the parties have hereunder set their seal and respectively on
this 1st January 2018

.....
M. B.

CHAIRPERSON

In presence of:

.....
Florence

Tumuheirwe Florence

NAME:
BLESSING BRENDA

SIGNATURE:
brenda

ADDRESS

OCCUPATION:
Field Coordinator

ROLES AND RESPONSIBILITIES FOR KWID EXECUTIVE DIRECTOR

- The executive Director shall be responsible for all program, financial, administrative and personnel matters relating to KWID projects
- The Executive Director shall be responsible for the process of recruitment and supervision of all other staff in positions approved by the Board
- Identify, assess and inform the board of the internal and external issues that affect the organization
- Act as a professional advisor to the management in all aspects of the organization
- Foster effective team work between staff, the board, resource persons and members
- Represents the organization in foras
- Acts as a spokesperson of the organization
- Develop operational plan which incorporates the organizational goals and objectives
- Ensure that the operations of the organization meet expectations of the beneficiaries, members, the board and Donors
- Oversee the efficient and effective day to day operations of the organization
- Draft organization policies for approval and prepare procedures to implement the policies, review existing policies on regular basis and recommended changes to the board as appropriated.
- Provide support to the board by preparing meetings, minutes and reports.
- Oversee the implementation of human resource policies, procedures and practices including developing of Job descriptions for all staff and volunteers
- Ensure that all correspondences relative to the work of the organization is properly carried out and that a systematic archive over such correspondences as well as other documents relating to the activities of the projects is properly maintained

Measurable Outputs and Performance Indicators

- Determine and advise the board of the staffing requirements for organizational management and programme delivery
- Design and implement a performance management process for all staff which includes staff performance monitoring on an ongoing basis as well as conducting the annual performance reviews
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary as per the approved human resource policy
- Coordinate fundraising and resource mobilization activities
- Work with the staff and board to develop comprehensive organizational financial budgets
- Administer the funds of the organization according to the approved budget
- Establish and maintain good working relationship and collaborative agreements with donors, partners and other stakeholders to help achieve the goals of the organization
- Identify and evaluate the risks to the organization and implement measures to control the identified risks

- Authenticates the LOGO of the organization together with the chairperson of the board with her signature
- Principal signatory to all organizations bank accounts
- Responsible for preparation of monthly, quarterly, bi-annual and annual work plans, budgets and reports
- Manages all organizations resources
- Responsible for the smooth running of the organizations activities
- Take emergency decisions on behalf the organization

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