

UBA/HCM/OFR/SB/13/07/07/25

July 13, 2007

OKONYIA AUSTIN C.U
No.16 Ogbunike Street
Nkpor
Anambra State

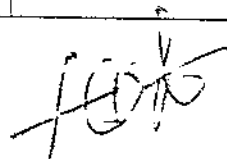
Dear AUSTIN,

OFFER OF EMPLOYMENT

Following your recent application for employment and interview with us, we are pleased to offer you employment with our institution as a **Service Trainee** with effect from **Monday July 16, 2007** under the following terms and conditions.

Your annual total remuneration shall be **N420,000.00** and the breakdown is as follows:

GRADE: Service Trainee		
DESCRIPTIONS	AMOUNT (N)	FREQUENCY
BASIC SALARY	125,485.00	Payable Monthly
HOUSING	90,000.00	Payable Annually in Advance
TRANSPORT	18,000.00	Payable Monthly
FURNITURE	24,000.00	Payable Annually in Advance
UTILITY	12,000.00	Payable Monthly
ENTERTAINMENT	10,000.00	Payable Monthly
EDUCATION	20,000.00	Payable Monthly
DRESSING	18,000.00	Payable Monthly
LUNCH	10,000.00	Payable Monthly
LEAVE ALLOWANCE	15,058.00	Payable Annually
13TH MTH	10,457.00	Payable Annually in Arrears
TOTAL PAYROLL	353,000.00	
REIMBURSABLE		
TELEPHONE	22,000.00	Payable Monthly
HSE MAINTENANCE	45,000.00	Payable Monthly
TOTAL REIMBURSABLE	67,000.00	
TOTAL INCOME	420,000.00	



www.uba.com.ng

Service Trainee



This offer of employment is subject to the following conditions:

- Minimum of five credits in SSCE/WASC or GCE O'Level including Mathematics and English Language at a maximum of 2 sittings.
- OND/NCE qualification at minimum of lower credit.
- A satisfactory medical certificate of fitness, which is to be produced by the Bank's approved medical personnel.

Also, you should note that your appointment with the Bank will only be confirmed upon satisfactory performance and after a twelve (12) months probationary period.

During the probationary period, termination of appointment by either party will be subject to two (2) weeks notice in writing and in the case of a default, a payment of two (2) weeks basic salary in lieu of notice is mandatory. Upon confirmation, one month notice or one month salary in lieu of notice shall be required.

In all matters not specifically mentioned in this offer of employment, both parties shall at all times be bound by the information disclosed by you in your form of application/ documents submitted for employment and by the terms of the UBA staff handbook for the time being current.


If the above terms and conditions are acceptable to you, please affix your signature to the attached copy and return same to us within **72 hours** of receipt of this offer letter. Please note that you are to report to Human Capital Management, 86 Olu Obasanjo Road, Port Harcourt, Rivers State on **Monday July 16, 2007**.

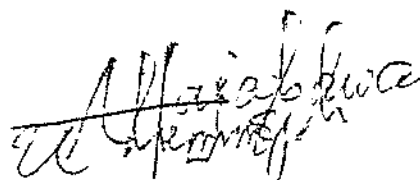
You are required to bring along CV, 7 passport photographs (on red background), originals and (2) copies each of your credentials, (WASC and OND/NCE certificates), birth certificate/age declaration and marriage certificate (where applicable).

We welcome you to United Bank For Africa Plc and hope that you will justify the confidence reposed in you.

Yours faithfully,

for: UNITED BANK FOR AFRICA PLC


IFEYINWA UNOBAGHA
HR EXECUTIVE, SOUTH BANK



HENRY AJAGBAWA
REGIONAL HEAD, SOUTH BANK

I, Chenueh Austin Chikwuka Uwasike accept the offer of employment, the terms and conditions and will resume for work on 16th July 2007.

Chenueh Austin Chikwuka Uwasike
Name Signature

16th July 2007
Date

Internal Memo

UBA 

From: HUMAN CAPITAL MANAGEMENT, SOUTH/EAST BANK

To: BM 40 NEW MARKET ROAD, ONITSHA

Subject: LETTER OF POSTING – OKONTIA AUSTIN

Date: 17/7/2007

The above refers.

This memo serves to introduce the above named newly recruited Service Trainee who is to work as TEAM MEMBER MASS MARKET, 40 NEW MKT RD, ONITSHA.

During the period of employment, the staff will be subjected to the Bank's internal rules and regulations.

Please ensure that other members of staff in the Business Office extend their usual co-operation to the new member of staff.

Kindly provide necessary facilities and tools for the staff to work with.

Thank you.


IBILOLA SUBERU

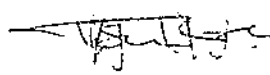
HR Career & Perf Adviser


IFEYINWA UNOBAGHA

HR Executive, South Bank

Cc: PD, ANAMBRA

Original copy collected by Mr
Okontia Austin. Checked and signed.

 24/07/07

R/HCM/RRS/CON/10165

December 23, 2009

Okonyia Austin (A17793)

United Bank for Africa Plc

40 New Market Road Onitsha Anambra

Dear Austin,

LETTER OF CONFIRMATION

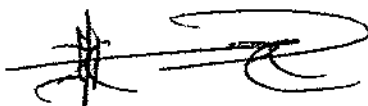
Sequel to your satisfactory performance during the probationary period, management is pleased to inform you that your appointment with the Bank has been confirmed with effect from **December 23, 2009**

We take this opportunity to congratulate you on the confirmation and hope that you will reciprocate this gesture by performing even better in the years ahead.

We wish you a happy and successful career with the Bank.

Yours faithfully

For: **UNITED BANK FOR AFRICA PLC**



JOSEPH MBAT

TL, Confirmation Team



ABEL FADEBI

Head, Recruitment Support

With kind regards

Management: Mr. Richard Akpan, GM/CEO; Tony O. Etimolu(MFR), Deputy Managing Director; Phillip Gauda, MD/Chief of Staff; Executive Directors: Ibrahim Ige, Godwin Ize Iyamu, Victor Osofolar, Saheed Ogunola, Michael A. Ogun, Ogula Nwabuisi; Non Executive Directors: Israel C. Ogbue, Rose A. Orweshare, Kola Jomaye, C.O. Oluwalanle, John Odey, Esther Runtz, Folake K. Abdul-Razaq, Tolafaru A. Poku, Willy Kreeger (German), Peter De Mattos (Italian), Dr. Oluwole Olopade.

Human Capital Management
UBA House
57 Marina – Lagos

September 5, 2013.

R/HCM/TM/PRO/AE/5792

To: Okonyia Austin
Emp No: A17793

Dear Austin,

PROMOTION NOTIFICATION

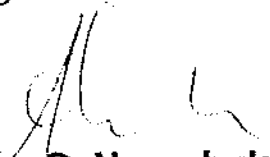
Congratulations!

In recognition of your sterling performance and contribution to the growth of this great institution, it is our pleasure to inform you of Executive Management's decision to promote you to the grade of **Service Officer** effective **October 1, 2013**.

Management expects that you will sustain and indeed surpass past performance as we take on the challenge of moving Africa's Global Bank to the next level.

Once again, accept our congratulations on a well-deserved promotion.

Warm regards,


Izuchukwu C. Nwachukwu
Head, Talent Management


Thompson Isibor
Head, HCM Support

JOB TITLE:	ACCOUNT OFFICER (TM, MASS MARKET)	REFERENCE INDICATOR:	
DIVISION		DEPARTMENT/ UNIT:	Marketing
JOB GRADE:	Service Trainee	VERSION NO.:	
<u>JOB OBJECTIVE(S)</u> To establish and maintain positive customer relationships, execute the marketing strategy and sell new and existing products.			
<u>DUTIES & RESPONSIBILITIES</u> <ul style="list-style-type: none"> • Participate in the preparation of annual marketing plans and strategies for liability generation to enable achievement of targeted growth objectives. • Conduct market research and competitor analyses in order to prepare marketing plans and strategies. • Evaluate, analyze and recommend the creation of risk assets to increase business office profitability. • Aggressively market the bank's products to ensure favorable market response and optimum build-up of revenue. • Coordinate the marketing activities of the SBU to ensure targets are actualized. • Maintain, acquire and reactivate customer relationships to improve deposit liability growth and mix. • Making calls and visiting business customers as well as attending meetings . • Implementing the delivery of marketing strategies and targets. • Processing data to produce accurate facts, figures, and reports. • Facilitating, establishing and maintaining effective relationships with new and existing customers. • Reactivating dormant customer relationships. 			
<u>KEY PERFORMANCE INDICATORS</u> Deliver on all financial targets			
<u>JOB REQUIREMENTS</u> <ul style="list-style-type: none"> • Zero (0) to two (2) years cognate experience 			
<u>KEY COMPETENCY REQUIREMENTS</u>			

Knowledge

- Must be self solution driven, proactive and have an in-depth knowledge of the business environment.
- Must exhibit drive energy, aggression and passion for business development and acquisition.
- Must be technology savvy.

Skill/Competencies

- Ability to evaluate needs of customers, and determine what products or service would best serve those needs
- Strong interpersonal and communications skills.
- Strong credit and marketing skills.
- Strong leadership and negotiations skills.

REPORTING RELATIONSHIPS

Reports to : Profit Centre Manager

SUPERVISES : NIL

Developed by:	Approved by:	Last revised by:
Name:	Name:	Name:
Date:	Date:	Date:

UBA/R/HCM/IR&WE/LOT/GO/1090

May 7, 2014

Okonyia Austin

No. 16, Ogbunike Street, Nkpor
Anambra State

Dear Austin,

LETTER OF TERMINATION

This is to advise that your appointment with the Bank has been terminated with immediate effect for service no longer required.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank's property in your possession to your supervisor.

Please be informed that your terminal position with the bank will be communicated to you in due course.

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**



ENOBONG EGERE

Industrial Relations & Work Ethics



THOMPSON ISIBOR

Group Head, HCM Support

Cc: Business Manager, 40 New Market Road, Onitsha, Anambra Business Office

R /HCM/IR &WE/TP/GO/705

July 16, 2014

Okonyia Austin

No. 16, Ogbunike Street, Nkpor
Anambra State

Dear Austin,

RE: LETTER OF TERMINATION

Following our letter of termination dated May 7, 2014, please be informed that your net benefit from the bank is tentatively put at **N554,547.10** (Five Hundred and Fifty Four Thousand Five Hundred and Forty Seven Naira Ten Kobo Only) as contained in the attached schedule.

However, any other indebtedness/entitlement which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Thank you.

Yours Faithfully,

Per Pro: **UNITED BANK FOR AFRICA PLC.**



PATIENCE OGBONNAYA
Industrial Relations & Work Ethics



ENOBONG EGERE
Industrial Relations & Work Ethics



NAME	Okonya Austin
EMP NO	A17793
GRADE	SO
ENTRY DATE	1-Sep-2007
EXIT DATE	7-May-2014
NUBAN	1007619633
REASON	Termination
Payment in lieu notice	71,297.91
Leave encashment	391,857.58
Salary	37,244.27
13th Month	24,612.43
Leave Allowance	29,534.91
Total Benefits	554,547.10
Total indebtedness	-
Net balance	554,547.10

UBA/HCM/IR &WE/GO/PO/EE/011

June 26, 2014

Okonyia Austin U
24 Trinity Avenue
Federal Housing Estate
3-3 Onitsha.

Dear Austin,

RE: NOTICE OF TERMINATION OF APPOINTMENT: DEMAND TO REVISIT AND REVIEW THE ISSUE

We refer to your letter dated May 14, 2014 on the above subject.

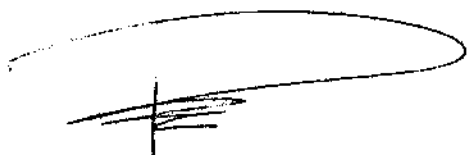
We write to inform you that Management has carefully reviewed your appeal and the facts of your case; we regret to inform you that Management is unable to accede to your request.

We wish you the very best in your future endeavours.

Thank you.

Yours Faithfully,

For: **UNITED BANK FOR AFRICA PLC.**



PATIENCE OGBONNAYA
Industrial Relations & Work Ethics



ENOBONG EGERE
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