

All correspondence to be addressed to:
The University Registrar
registrar@must.ac.mw
Telephone: 01478000
Fax: 01478220



Malawi University of Science and
Technology
P.O. Box 5196
Limbe
Malawi

OFFICE OF THE UNIVERSITY REGISTRAR

Our Ref: 1/6/2

20th September, 2024

CONFIDENTIAL

Mr. Matthews Gondwe
C/o Department of Library Services
MUST
P.O. Box 5196
Limbe

Dear Mr. Gondwe,

OFFER OF SHORT-TERM CONTRACT AS ICT INTERN FOR ORCID PROJECT

Please be informed that Management has decided to offer you a short-term contract as ICT Intern for ORCID Project on the following terms and conditions:

Post	: ICT Intern for ORCID Project
Internship Allowance	: K504,194.62 per month
Type of Contract	: Project Based Contract (ORCID Project)
Duration of Contract	: Five (5) months
Date of Commencement	: 1 st September, 2024
Date of Contract Expiry	: 31 st January, 2024

Kindly note that this post is an internship position and therefore it has no salary, no

probationary period and is not on pensionable terms. Being an internship position, there are no benefits attached to your engagement nor terminal benefits payable at the end of your engagement except for the monthly internship allowance below.

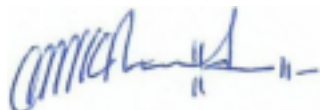
Working under the general direction of the Principal Investigator for ORCID Project, you shall be involved in organising events for the project, coordinating the development of promotional materials for the project, and developing a website for MUST library among other duties.

You shall be required to work 100 % Full Time Employment from Monday to Friday in a week. Your immediate supervisor (the Principal Investigator) shall discuss with you the Job Description in relation to your expected job performance.

Please note that MUST has a zero-tolerance policy on sexual exploitation and abuse. By accepting this position, you agree to abide by the Prevention of Sexual Exploitation and Abuse Policy at MUST.

I very much hope that you will be able to accept this offer and look forward to hearing from you within five (5) working days from the date of this offer. If you wish to accept this offer, please sign in the space provided below. The signed document will constitute an agreement between you and the project/University.

Yours Sincerely,



Maxwell C. Banda

FOR: UNIVERSITY REGISTRAR

ACCEPTANCE OF OFFER OF APPOINTMENT AS ICT INTERN FOR ORCID
PROJECT

I _____Matthews Gondwe_____ do accept the offer of appointment at the Malawi University of Science and Technology on the Terms and Conditions stipulated above.

Signature: _____



Date: _____26th September, 2024_____

Copy: University Registrar
Director of Finance and Investment
University Librarian and Principal Investigator for ORCID
Human Resources Officer