



AFRICA (K) LIMITED

P.O. Box: 90783—80100, Tel: 041-2244404, Email: [info@dankafrica.com](mailto:info@dankafrica.com) Along the  
Mombasa—Nairobi Highway—Kokotoni  
[www.dankafrica.com](http://www.dankafrica.com)

**Date: 12<sup>th</sup> February, 2025**

**NAME: FRANCOIS WENDO MOGAKA**  
**MOBILE: 740230638**  
**NAIROBI, KENYA**

Dear **FRANCOIS WENDO MOGAKA,**

**EMPLOYMENT OFFER LETTER**

The Management of **Danka Africa Ltd** is pleased to inform that your interview for the position of **SYSTEM ADMINISTRATOR** was successful. You will be posted or stationed at **DATA CENTER Weighbridge.**

Here below find the main contractual terms:

1. **Effective Date: 15th February, 2025.**
2. **Compensation:**  
You will be paid a monthly salary is **Kshs. 55000 /= gross.**
3. **Contract Terms**  
The initial contract is fixed for **Three (3) Months**; Extension of this contract will consider your performance and fulfillment of the required documents sought below.

You will be trained on our processes and assisted with the necessary information and support required to settle well and fast in your new role.

To complete our documentation process, you are required to provide the following documents **to enable issuing of your contract.**

1. Copy of your National ID
2. Application Letter
3. Copy of your CV
4. 2 Passport size photos
5. Copies of academic certificates (Original copy to be presented for verification)
6. Copy of KRA PIN
7. Copy of NSSF membership
8. Copy of NHIF membership
9. Details of your bank account for purposes of salary processing (Attach copy of bank card).
10. **Within three months** of engagement, you are required to comply with Chapter 6 of the Constitution of Kenya. As such, you are required to avail the following documents:
  - i.) Certificate of Good Conduct
  - ii.) CRB Clearance
  - iii.) KRA Clearance Certificate
  - iv.) HELB Clearance
  - v.) EACC Clearance



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Kindly the documents requested above upon reporting on duty/the joining date, where upon a formal contract of employment will be issued. In case you have submitted the said documents during the interview, tick on the duplicate to confirm or mark **X** what is still outstanding. Be advised that submitting false information will lead to disqualification and subsequent termination of your contract.

Kindly acknowledge receipt of this offer to confirm acceptance of the terms.

Yours truly,

**FOR: DANKA Africa Ltd**

A handwritten signature in green ink, appearing to read 'Sarah Muiga', is shown on a light blue background.

**SARAH MUIGA**  
**MANAGING DIRECTOR**

Encls.

**Acceptance Clause**

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I, ..... of ID No: ..... confirm by signing this letter, to have read and understood the contents of this letter. Further, I confirm that I have been provided with an opportunity to obtain independent professional advice.

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**Signature**

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**Date**



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