Bismarck Metet

Temporary Assistant Software Developer

ICT Department

Date: February 10th,2023

Mr. Richard Chirchir

Senior Manager, ICT

ICT Department

Dear Sir,

**RE: Contract Renewal Request**

I am writing to inform you that my current six month’s contract with the Authority is coming to an end on 22nd February 2023. I am currently discharging all the duties of an assistant software developer as outlined in the Job description. These duties include but are not limited to:

1. Undertaking PPRMIS system maintenance to fix bugs.
2. Addition of new functionalities to improve existing system.
3. Generating ad hoc reports as per users’ requests
4. Code review, analysis, and documentation of existing systems.
5. Undertaking system’s unit and integration testing to ascertain that the system meets the user requirements before deployment.
6. Developing deployment plans, functional testing scripts and user acceptance scripts

I am currently engaged in the below ICT initiatives:

1. Implementation of phase 3 of the CMA Mobile Application which involves fine tuning the application and adding new features to the app to facilitate access to authority’s services and Information.
2. Supporting the internally developed PPRMIS system by handholding staff not familiar with the system and customizing the system to fit the growing needs and changes.
3. Member of the ICT Innovation center team tasked with the development of the software development framework, Guidelines and procedures that will guide the in-house development team in developing systems that are robust and of enterprise grade.

I am hereby kindly requesting for your consideration for a contract renewal so as to continue with the pending Mobile application development tasks and the innovation center activities meant to establish proper ground for in-house development at the Authority.

Sincerely,

**Bismarck Metet**