1ST JULY, 2018

**Mr. Simon Wambua**

**OBJECT: OFFER OF EMPLOYMENT FOR THE POSITION OF MOBILE DEVELOPER**

Dear Simon,

Welcome to **WISE & AGILE SOLUTION LIMITED (WIZAG)**.

We are pleased to confirm our offer to have you join WIZAG as a **MOBILE DEVELOPER** reporting to Mr. Alvin Musungu, commencing 1ST JULY, 2018 on the following terms:

1. you will be on probation for 1 month. During this duration your employment may be terminated at any time without notice or payment in lieu of notice. During probation, your performance shall be evaluated on regular basis; During the probation period, your probation maybe converted to confirmed employment at any time, upon successfully demonstrating your ability to meet the tasks, in this case you shall be extended additional letter of confirmation of employment; In the event your performance is not aligned as per expectations, the probation period may be either extended or terminated as per the decision of your reporting officer;
2. your gross monthly salary, during the probationary period of your employment is equivalent to KES 50,000 [KENYA SHILLINGS FIFTY THOUSAND ONLY] per month payable, subject to statutory deductions.
3. upon confirmation of your employment after probation period, your salary shall be revised in accordance with the appraisal held at that time.
4. your hours of employment are from 8:30 am to 5:30 pm, Monday through Friday, with 60 minutes off for lunch and 15 minute coffee-breaks (one to be taken in the morning and the other in the afternoon) and from 8:30 am to 1:30 pm on Saturdays, with one 15 minute coffee-breaks (to be taken in the morning)
5. you will be entitled for 21 days of earned leaves @ 1.75 days each calendar working month. You need to apply Seven [7] days in advance to avail leaves. You will not be entitled for earned leaves during the probation period. Leaves cannot be encashed or carried forward to next calendar year.
6. you are not entitled to accumulate your time for lunches or coffee-breaks and these must all be scheduled subject to reasonable control over timing by the firm;
7. all overtime must be expressly requested and authorized in advance by the management; otherwise, it is worked at your own risk. The overtime shall be paid as per the prevailing rates / rules;
8. your employment duties are mentioned in SCHEDULE-A; however, this list is not to be taken as fixed or exhaustive and you will be expected to perform any reasonable employment task given by your reporting officer;
9. you will not disclose any confidential information learned during your employment about the business of the firm or about its clients or about the business dealings of your superiors to anybody outside the firm both during and after your term of employment.
10. this letter contains the entire agreement and understanding between you and the Company and supersedes any prior or contemporaneous agreements, understandings, communications, offers, representations, warranties, or commitments by or on behalf of the Company (oral or written). The terms of your employment may be amended in the future in form of additional agreement between you and your reporting officer;
11. upon confirmation of your employment you will be offered a commission on the sales completed by you; subjected to a flat commission percentage as agreed between you and your reporting officer, in the employment confirmation agreement signed separately. The commissions will be due upon payments made by the client in all terms. The commission (if applicable and if due) shall be paid with the salary in the month when the payment is received and shall be subjected to standard deductions;
12. in the event a dispute does arise, this letter, including the validity, interpretation, construction and performance of this letter, shall be governed by and construed in accordance with the substantive laws of the REPUBLIC OF KENYA, (Nairobi Law Courts). Jurisdiction for resolution of any disputes shall be solely in REPUBLIC OF KENYA, (Nairobi Law Courts).

This offer of employment is valid until the close of business on 1ST JULY 2018. Please let us know of your decision to join WISE & AGILE SOLUTIONS LIMITED by signing a copy of this offer letter and returning it to us not later than advised date. Your offer is contingent upon your (1) signing this offer letter; (2) signing of the Company's Confidentiality Agreement; and (3) providing proof of your eligibility to work. You hereby represent to the Company that you are under no obligation or agreement that would prevent you from becoming an employee of the Company or adversely impact your ability to perform the expected services.

**TERMINATION OF EMPLOYMENT**

**Termination without notice will apply if:**

* You commit any serious breach or continue (after a written warning is issued) committing any serious breach under this contract; or you are guilty of conduct tending to bring yourself or Wise & Agile Solution into dispute; or without leave or proper excuse, you absent yourself from work; or you willfully neglect to perform any work which is your duty to perform, or if you carelessly or improperly perform any work which it is your duty to perform.
* You knowingly fail or refuse to obey a lawful and proper command, which was within the scope of your duty to obey
* Your conviction of a criminal offence by a court

**Termination with notice**

* The company shall be entitled to terminate this agreement by giving you one month’s notice in writing or to pay one month’s salary lieu of such notice. This is without prejudice to the company’s right to terminate the employment summarily to a lawful cause.
* If during your period of service you should wish to leave the company, you must give the company one month’s notice in writing of your intention or forfeit your salary for the period by which your notice falls short of one month’s period.

If there is anything with which you do not agree, please feel free to discuss it with the undersigned.

We are very pleased to offer you the position and are sure that you will make a superb addition to our firm. Once again, welcome to WIZAG!

Sincerely,

PARAMJEET SINGH BHAMBRA, *DIRECTOR*

**WISE & AGILE SOLUTIONS LIMITED**

(M) +254 728 956 308, (E) pj@wizag.biz

Employment on the terms set out in this letter is accepted.

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| --- |
| **PRINT FULL NAME** |
| **NATIONAL ID / PASSPORT** |
| **PLACE** |

\*Kindly attach clear copies of your National ID, Passport, and Driver’s License

# SCHEDULE – A (JOB PROFILE)

* Support the entire application lifecycle (concept, design, test, release and support)
* Produce fully functional mobile applications writing clean code
* Gather specific requirements and suggest solutions
* Write unit and UI tests to identify malfunctions
* Troubleshoot and debug to optimize performance
* Design interfaces to improve user experience
* Liaise with Product development team to plan new features
* Ensure new and legacy applications meet quality standards
* Research and suggest new mobile products, applications and protocols
* Stay up-to-date with new technology trends