



Global Health Informatics Institute

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Post Office Box X111, Crossroads
Lilongwe, Malawi

21 December, 2023

Dear Jane Chaponda,

RE: Salary Increment

I am writing to formally inform you that following the recent review of salaries as a result of the increase in cost of living and the devaluation of the local currency, the board of trustees has approved an increase of your salary from MWK 150,000.0 to MWK 215,625.0 per month. This increment is effective from the 18th November 2023.

Furthermore, to increase transparency and provide a clear guide for career growth and remuneration within the organization, the board of trustees has approved a compensation plan for the entire organization. This plan clearly stipulates salary ranges for each position and will be used in all recruitments and reviews moving forward. Against this background, your current designation is Grade 4.2. Your specific role will continue to be OpenO2 Intern. All other terms and conditions of your contract of employment remain unchanged

It is the desire of the management team and the board of trustees to fairly and competitively financially compensate all staff members for their work. While significant strides have been made towards accomplishing this, we acknowledge that gaps still remain. The management team will continue to strive towards meeting this goal in the coming year. Should you have any questions or concerns, feel free to contact your supervisor, the finance and administration lead or the undersigned.

Lastly, on behalf of GHII, I would like to take this opportunity to thank you for your continued hard work and dedication to the organization and its mission.

Sincerely,

Timothy M. Mtonga, PhD
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