**ARK COMMUNITY EDUCATION CENTRE**

CONTRACT OF EMPLOYMENT

**THIS CONTRACT OF EMPLOYMENT** date the………………………………………………………Date of…………………

2024, **BETWEEN ARK PRIMARY SCHOOL P.O BOX 2190-00202 K.N.H Nairobi**

(hereinafter called; “the Employer”) which expression shall where the context to admits include its

Successors and assigns of the first part

AND OF P.O BOX……………………………………………………………………………………………………………………………….. Nairobi (hereinafter called; (“the Employee”) which expression shall where the context so admits includes

His/her administration assigns for the second part.

**WHEREAS** the Employer has established an institution for caring and assisting the needy children

**AND WHEREAS** the Employer requires man power to assist it in the running of various department

In the institution.

**NOW THIS AGREEMENT WITNESSED HAS FOLLOWS:**

1. The employer shall employ the employee in the capacity of

**TEACHER/CASHIER/WATCHMAN/COOK/SOCIAL WORKER**

1. The contract shall commence on the ……………………………………..day of …………………………….2024
2. The employee shall be paid monthly support of Kenya shilling ………………………………………………………………………per month.
3. The employee shall be expected to perform his/her duties diligently as per the employer’s instructions.
4. At the expiry of the contract period, the employer has the discretion of renewing the contract for further one year on terms agreed.
5. Service gratuity is paid at the end of the contract period i.e. if the employee has not violated the contract terms.
6. Each party is at the liberty to terminate the yearly contract by giving the other one month’s notice or one month’s salary in lieu of the notice.
7. The employer shall reserve the right to dismiss an employee summarily if he/she is found to have engaged in acts of intoxication while on duty, criminal acts e.g. theft of the institutional items, lack of work plan or acts of insubordination.

**IN WITNESS WHEREFORE the parties have and year set their hands to the day and year herein written.**

**SIGNED by the representatives}**

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| **OF THE EMPLOYER** | **;** | **………………………………………………………………………………………………….** |
| **In the presence of** | **;** | **………………………………………………………………………………………………….** |
| **SIGNED BY THE EMPLOYEE** | **;** | **………………………………………………………………………………………………….** |
| **DATE** | **;** | **………………………………………………………………………………………………….** |
| **ID NO** | **;** | **………………………………………………………………………………………………….** |