

FILL OUT THE FORM ACCURATELY

1. DATE OF CONTRACT CREATION

- a. Date: 11
- b. Month: December
- c. Year: 2025

2. EMPLOYER INFORMATION

- a. Full name of Employer: Tech Solutions Tanzania Ltd
- b. Address: (i) P.O. Box 12345 (ii) Region Dar es Salaam
- c. Phone Number: +255 22 123 4567
- d. Email: hr@techsolutions.co.tz

3. EMPLOYEE INFORMATION

- a. Full name of Employee: John Michael Smith
- b. Address: (i) P.O. Box 67890 (ii) Region Dar es Salaam
- c. Phone Number: +255 712 345 678
- d. Identification used by the Employee: NIDA
- e. Identification Number (NIDA/Driver's License etc.): 19900101-12345-00001-23
- f. Email: john.smith@email.com

4. DATE OF COMMENCEMENT OF EMPLOYMENT

- a. Date of starting work:
 - i. Date: 1
 - ii. Month: January
 - iii. Year: 2026
- b. If No, specify the date when the contract will officially terminate.
 - i. Date:
 - ii. Month:
 - iii. Year:

5. PLACE OF EMPLOYMENT

- a. Region of employment: Dar es Salaam
- b. Work location:
 - i. Region: Dar es Salaam
 - ii. District: Kinondoni
 - iii. Ward: Mikocheni

6. POSITION / JOB DESCRIPTION

- a. Job title/position: Senior Software Engineer
- b. Duties/Responsibilities:
 - i. Design and develop scalable web applications
 - ii. Conduct code reviews and mentor junior developers
 - iii. Collaborate with product team on feature requirements
 - iv. Maintain and optimize existing systems
 - v. Write technical documentation
 - vi.
 - vii.
 - viii.
 - ix.
 - x.

7. PROBATION PERIOD

- a. Duration of probation period: 3 months

8. WORKING HOURS

- a. Working hours per day: 8 (number of hours)
- b. Working days per week: 5 (number of days)
- c. (i) From: 8:00 AM (ii) To: 5:00 PM

9. SALARY AND PAYMENT

- a. Amount of salary: Tsh 2,500,000

- b. Payment period: Monthly
- c. Payment date if payments are monthly: Last day of the month
- d. Mode of payment: Bank Transfer
- e. If by bank:
 - i. Bank Name: CRDB Bank
 - ii. Bank Branch: Mikocheni Branch
 - iii. Account Name: John Michael Smith
 - iv. Account Number: 0150123456789

10. ALLOWANCES AND BENEFITS

- a. Tick the allowances to be provided and indicate their amounts
 - i. Transport allowance: Tsh 150,000
 - ii. Meal allowance: Tsh 100,000
 - iii. Accommodation: Tsh 500,000
 - iv. Health insurance: Tsh 200,000
- b. Others: Professional development allowance: Tsh 300,000 per year