

# **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