



HUMAN RESOURCES DEPARTMENT

CENTRAL BANK OF NIGERIA
Central Business District
P.M.B. 0187
Garki - Abuja
Tel: 09 - 46236503

Ref. HRD/TMD/APT/CON/045/073

October 7, 2021

Tobiloba Williams James
3, Columbine Street,
Northern Foreshore Estate,
Off Chevron Drive, Lekki, Lagos State.
08167439535

Dear Sir/Madam,

PROVISIONAL OFFER OF APPOINTMENT

We are pleased to inform you that the Central Bank of Nigeria has offered you a provisional appointment as a **Solutions Developer** on the Grade of **Senior Supervisor II** subject to the following conditions:

- Successful background check
- Readiness to serve in any part of the Federation
- Non-transfer/condonation of any previous period in the Unified Public Service

Your appointment with the Bank will be at the commencement salary of **CBSS 09 Step 02 per annum**. You will be paid salary and allowances appropriate to your grade and you will be entitled to **30 days** paid annual leave.

Your appointment shall be for a probationary period of one (1) year after which, subject to satisfactory report, your appointment shall be confirmed.

Please note that by virtue of the provisions of the Pension Reform Act of 2004,086 you are required to indicate a Pension Fund Administrator (PFA) of your choice and advise Head, Reward and Benefits office of your Retirement Savings Account (RSA), into which your contribution and that of your employer shall be paid.

You, or the Bank, may wish to terminate this appointment upon the giving of one (1) month's notice or one (1) month's salary in-lieu of notice, except in the case of dismissal for gross misconduct, when a notice or salary in-lieu thereof will not apply.

Your service shall be governed by the Bank's regulations in force from time to time. However, you may wish to especially note the following:

- The Bank shall not entertain any petition for the review of grade/placement once this Offer Letter has been accepted;
- The Bank shall not entertain any petition(s) for review of the salary offered once this Offer Letter has been accepted; and
- The Bank shall not entertain any petition(s) for review of your posting once this Offer Letter has been accepted. This is because, it is the exigency of the service that dictates your postings and, as such, no request for posting of employee on any ground shall be entertained.

N.B

Please note further that this offer of employment **MUST** be accepted within one month from the date of this letter. Following your acceptance of this offer, you must assume duty within three (3) months, otherwise the offer will be deemed to have lapsed. The Bank is not in a position to extend this deadline.

Congratulations.

Yours faithfully,



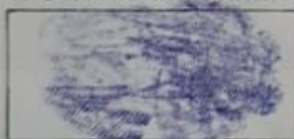
Ndako, M. S.

For: Director, Human Resources Department.

I confirm my acceptance of the terms and conditions as set out above.

Name: WILLIAMS TOBILABA..... Signature [Signature].....

Date: 20/10/2021..... Telephone: 08167439535.....



RIGHT THUMB IMPRESSION

REQUIREMENTS FOR DOCUMENTATION

1. Kindly send an email accepting your Offer to HRSeven@cbn.gov.ng using your personal email. Please note that you are required to fill, sign and scan the offer.
2. BANK DETAILS (i.e. Account Name, Account Number (NUBAN), Sort Code (9 digits) & Branch Address)
3. Retirement Savings Account – Welcome letter or Certificate of Registration from your Pension Fund Administrator.
4. CREDENTIALS (ORIGINALS & PHOTOCOPY):-
 - I. BIRTH CERTIFICATE OR DECLARATION OF AGE
 - II. STATE OF ORIGIN CERTIFICATE
 - III. B.SC/HND/MSC/PHD AND NYSC CERTIFICATES
 - IV. ANY OTHER RELEVANT DOCUMENTS (i.e., Change of Name, Marriage Certificate, Court Affidavit, Newspaper Publication etc.)
5. LETTER OF ACCEPTANCE OF RESIGNATION WITH EFFECTIVE DATE FROM FORMER EMPLOYER (IF CURRENTLY EMPLOYED)
6. EXPECTANT AND NURSING MOTHERS ARE REQUIRED TO INDICATE THEIR STATUS IN WRITING TO HRSeven@cbn.gov.ng

You will be informed when it is time for the documentation process.

Thank you.