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Office of Vice Chancellor

12th August 2024

Mr. Junior Davis Mumbere

Department of Economics

Kyambogo University

Dear Mr. Mumbere,

APPOINTMENT FOR EXTRA LOAD AS A TECHNICIAN IN THE COMPUTER LABOLATORY

This is to inform you that Management has agreed to offer you the appointment for extra load as a laboratory technician in the Department of Economics, Faculty of Social Sciences and you will service the following courses:

Semester II 2024/2025

Evening and weekend Programmes:

No.	Programme	Course Code	Course Title	No. of Hours per week	Rate (Ushs)
1.	BA/BSC-EDUC	AEC3204	COMPUTER SKILLS FOR ECONOMISTS	05	20,000
2.	BES	AST1203	COMPUTER APPLICATIONS	05	20,000
3	BA-ECON	AEC1205	BASIC COMPUTING	05	20,000
Total per week				15	

The terms and conditions are as follows:

Duration:

This appointment is valid for Semester II, 2024/2025, with effect from 20th January to 21st May 2025.

Duties:

The duties shall include:

- a) Opening the computer laboratory for students' lectures
- b) Setting computers ready for the lectures
- c) Updating computers with programmes used by students
- d) Doing routine computer maintenance
- e) Supporting the lecturers and students during computer lessons
- f) Taking safety and security of computers and other lab equipment during lectures

Supervision:

The Head of Department will be your immediate supervisor overseen by the Faculty/School Dean.

Payment:

Payment of wage under this appointment shall be in fifth schedules:

- 1) The first schedule shall be for the month of January
- 2) The second schedule shall be for the month of February
- 3) The third schedule shall be for the month of March
- 4) The fourth schedule shall be for the month of April
- 5) The fifth schedule shall be for the month of May after submission of examination results

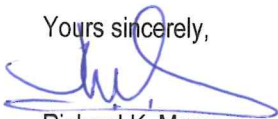
Obligations:

After supporting each lecture you will sign a counter book in the Departmental office which the Head of Department shall counter-sign.

Termination:

This appointment can be terminated after notice by party of three weeks by either party. However, in circumstances of unsatisfactory performance or misconduct, the employer may terminate the contract without notice.

Yours sincerely,



Richard K. Manano
For: Vice Chancellor

Acceptance

Appointee: *I accept/do not accept*

Name: *JUNIOR DAVIS NUMBERE*

Signature: *[Signature]* Date: *2/04/2025*

cc Deputy Vice Chancellor (AA)
 Deputy Vice Chancellor (F & A)
 Academic Registrar
 University Bursar
 Chief Internal Auditor
 Dean, Faculty of Social Sciences
 Ag. Head of Department, Economics