

AFRICAN UNION SERVICE CERTIFICATE

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE
UNIÃO AFRICANA

Awarded To Pie Gomez Anthony

Under the Authority of the Chairperson of the AU Commission
in Recognition of Commendable Service
rendered as a Military Member of the
AU MISSION IN SUDAN

from 19 October 2005 to 22 April 2006



PRESENTATION OF MARY REGION OF THE GAMBIA

Presentation of Mary
P.O BOX 536
Banjul
The Gambia

Phone (220)448-90-11
Phone / fax (220)449-80-11

APPOINTMENT LETTER

Date: 1st September 2012

Name: Anthony Gomey

You are appointed to ANNE MARIE RIVIER BASIC CYCLE SCHOOL with effect from 1st September 2012 as a qualified teacher on the following terms.

1. The appointment is on contract basis renewable every three years with application.
2. Your Salary would be at the rate of D35,976-00 per annum on grade 7.3 and an allowance of D18,000-00 per annum.
3. Termination of service by either party may be effected at one month's notice or on payment of one month's salary in lieu of notice.
4. You will contribute 5% of your basic salary towards your social security and the school will contribute 10 % for Provident Fund and 1% for Injury Compensation every month.

Please sign below to show that you have accepted this appointment. Keep one copy and return the other to this office.

Find attached a copy of our school guidelines to help you know what is expected of you as teacher in our school.

Signed:

[Signature]

P.M. School Coordinator

[Signature]

Signature of employee

GUIDELINES FOR PART TIME TEACHERS OF PRESENTATION OF MARY SCHOOLS REGION OF THE GAMBIA

1. Teachers must be punctual and regular in coming to school.
2. The principal or vice principal must be informed first thing in the morning if for unavoidable circumstances a teacher will be late or absent. Lesson notes must be ready for the one replacing.
3. Children must be supervised at all times especially during your lessons or out of the classroom.
4. Lesson notes, scheme of work must be submitted for inspection and correction on a weekly basis.
5. Assessment must be conducted on the given dates and marks submitted on the time.
6. English must be spoken in the school at all times.
7. Discipline and class control is a matter of must.
8. The use of charts and other teaching or learning aids is an obligation.
9. Neatness and general appearance must be simple and appropriate if not in uniform.
10. Participation at workshops, retreats and other extra-curricular activities for teachers and employees is a requirement.
11. Work on the black-board that would take much must be prepared outside of teaching hours or just before the lesson.
12. No visitors during class hours.
13. Mobile phones must be switched off when in classroom.
14. No eating or smoking in class.
15. Kneeling or any other corporal punishment must be avoided.
16. Teachers must not send children to the shops or to the market.
17. No teacher should touch any child or fellow teacher in the school in any way which would imply any form of sexual harassment.
18. A sense of integrity and honesty are highly recommended.
19. At all times teach children to take initiative in their teaching, respect their self, others and the environment.