



**Rural
Development
Organization**

Farafenni Town
P.O Box 6134
Farafenni
Upper Baddibu District
North Bank Region
The Gambia
West Africa

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5th July, 2019

**Mr. Tamsir Saidykhan
Kani Kunda Village
Jarra West District
Lower River Region**

Dear Mr. Saidykhan,

APPOINTMENT TO THE POSITION OF AGRICULTURE OFFICER

I am pleased to inform you that you passed your interview and we are hereby offering you employment for the position of Agriculture Officer at Rural Development Organization (RDO) under its newly established Gambia Youth Project. Congratulations. The terms and conditions of your employment are as follows:

1. Day of Commencement

You are expected to report to your duties as from 1st August 2019. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.

2. Reporting

You will report to your immediate supervisor on the said date. You are required to comply with the organization's rules and regulations at all given times and should always act in a manner that protects the organization's interest.

3. Allocated Place of Work

Your place of work is at the GYP project site in Ballingho, North Bank Region. You will temporarily be based in the village of Ballingho, some nine kilometers from Farafenni and 1 kilometers to the center pending the construction of staff quarters in the center.

4. Roles and Responsibilities

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

5. Monthly Salary

You are entitled to a monthly compensation amounting to six thousand dalasi (GMD6000.00) which will be subject to all statutory and company deductions with regards to the law.

6. Working Hours

Your working hours shall be from 8 a.m. to 6 p.m. (Monday-Friday) and 8 a.m. to 12:30 p.m. (Saturday). Since your work will be concentrated more in the field, you will have 3 breaks during the day i.e. from 9:55a.m. to 10:30a.m. (Breakfast) 12:30p.m. to 3:00pm (lunch and prayer break) and from 4:55p.m to 5:10pm (break for prayer) However, you may also be required to avail yourself outside these stipulated hours if the need arises.

7. Leave

7.1 Vacation

You will be entitled to 21 working days of leave at full pay. However, the leave days should only be taken at a time most suitable for both you and your employer.

7.2 Sick Leave

You are entitled to an initial one month of sick leave at full pay. This could be extended to another one month after medical report from the doctor attending to you confirms you unfit to work. No further payment of salary will be done after the two months until you recover and resume work.

7.3 Paternity Leave

You are entitled to a paternity leave of up to five working days which you should apply seven days beforehand.

8. Social Security and Life Insurance

RDO is registered under the National Provident Fund (NPF) as well as the Industrial Injury Compensation Fund (IICF) regulated by Social Security and Housing Finance Corporation (SSHFC). The organization contributes 10% under the NPF and 1% to a maximum of D15 per month under the IICF while you will be deducted 5% of your salary as your contribution to the NPF. Such deductions are from source. You will also be insured with Enterprise Life an international life insurance company for life, sickness or even death

Termination

This contract can be terminated

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under-performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.

9. Organization's property

You should take good care of organization's tools and equipment under your custody during your employment with the organization and return them in the event you are leaving.

10. Amendment and Enforcement

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Kindly convey in writing, your acceptance or otherwise of this offer of employment within five working days.

Congratulations once again.

Sincerely,



Momodou Y. Bah

**Chief Executive Officer
Rural Development Organization**



cc: Advisory Board Chair, RDO

Board Chair, Stiftung Sabab Lou

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