

Candlelight for Health,
Education & Environment



Headquarter Office
Hargeisa, Somaliland

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Tel: 00 252 2 523146

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Employment Contract

To: #
 Position:
 Location: Hargeisa
 Duration of Contract: 12 months (starting from)
 Monthly salary: \$ (USD Only)
 Working Hours: 8:00 am to 2: 00 pm 6days in a week (Saturday to Thursday)
 Reporting to:

1. Responsibilities/duties

2. Holidays:

All public holidays are as outlined in CLHE personnel policy.

3. Annul Leave and Gratuity

You are entitled to one month of annual leave for every completed year of service and one month salary as a gratuity to be paid at the end of each completed year of service or part thereof. There shall be no cash payment for unused leave at the end of contract and not be carried over in even of a renewal/extension of contract where applicable. However in exceptional circumstances when leave had been applied for, but was refused, such days may be carried forward without penalty, but the staff member should present official note explaining reason for staying.

4. Other Benefits

You will be entitled to overnight stay allowance outside your duty station of US\$20 in major towns, and \$15.00 in the rural areas per night and \$10.00 for full day trip mission.

5. Termination and Suspension

Candlelight will terminate this agreement in case of breach of contract as per the stipulated requirements made clear in the job description. Candlelight has the right to suspend the employee’s work duties in case of any misconduct against the Candlelight personnel policy. The duration of the suspension will be decided by the Candlelight’s disciplinary committee. Either party may terminate this agreement at any time by giving one months’ written notice of the intension to do so. In the event of such termination, the worker shall be compensated for the actual amount of work performed to the satisfaction of Candlelight.

6. INJURY CLAIMS

The employee is required to abide by the safety guidelines set for his/her profession and in no way shall CLHE be held responsible for any accident or damage incurred by the employee on or outside of Candlelight premises, or field missions.

7. Sickness and Absence from work

If you are absent from work for any unauthorized reason, satisfactory explanation is required. Satisfactory explanation must include evidence, such as doctor’s certificate. CLHE may request you to have a medical examination by a doctor of its choice.

8. Confidentiality of Staff rules and Code of Conducts:

Employees are responsible for upholding and protecting CLHE confidentiality and Code of Conduct. Any failure to this will be considered as serious breach of contract.

Behalf of Candlelight

Employee

Name:

 Position: Executive Director

 Signature.....
 Date:

Name:

 Position:

 Signature:.....
 Date: