



www.aacomputers.co.tz  
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# A&A Computers Ltd.

Goliondoi Rd 7/8  
P.O. Box 13581, Arusha  
027-2508306, 027-2507708  
0754-490867

Rengua Lane 17,  
P.O. Box 7325, Moshi  
027-2750539  
0748-836770

TFA Arusha Shopping Centre,  
West Wing #25  
P.O. Box 13581, Arusha  
027-250xxxx, 0754-xxxxxx

## Contract of Employment

I. This is a contract between

..... (Hereafter the "Employee")

(Full name)

aged ..... of P.O. Box ....., .....

(Age)

(Permanent address)

of the ..... gender,

(Gender)

and A&A Computers Ltd. (hereafter the "Company") of P.O. Box 13581, Arusha.

II. **Job title.**

The Employee is employed as a .....

The job description of the Employee is attached.

III. **Contract Period.**

Employment starts on .... / .... / ..... and will end on .... / .... / .....

IV. **Place of employment.**

The Employee will be employed at A&A Computers Ltd, in Arusha, Kilimanjaro, and Mwanza Regions.

V. **Place of recruitment.**

The Employee's place of recruitment is .....

VI. **Salary.**

The Employee is entitled to a basic salary that will initially be TZS ..... payable in cash or into a bank account. Net salaries are calculated according to the Tanzanian laws.

Signature: .....

(Employer)

Signature: .....

(Employee)

**VII. Probationary Period**

The Employee will serve a probationary period of six months during which time fifteen days notice can be given by either side.

**VIII. Annual Leave**

The employee is entitled to 22 leave days annually, counting working days only. Leave days are requested at least fifteen working days in advance. Payment in lieu of such leave will not be normally made, and is not normally permitted to be accumulated except at the discretion of management in writing. Leave in excess of 44 days will be forfeited.

**IX. Sick Leave**

After confirmation in employment, the Employee is entitled to sick leave with full pay up to a maximum of 60 days, and thereafter to a maximum of 60 days on half pay, in each period of 12 consecutive months provided that the employee produces a bonafide medical certificate from an authorized medical practitioner approved by the Company.

**X. Termination of contract**

Upon the satisfactory completion of the probationary period, one month’s notice of termination of employment will be required in writing on either side or otherwise payment by either party of one month’s pay in lieu of notice.

**XI. End of Contract Bonus**

Upon the satisfactory completion of the contract period, the employee will receive a bonus amounting to one salary.

**XII. Dismissal without notice**

The Company reserves the right of instant dismissal for breaches of honesty, security, or for gross misconduct.

Signature: .....  
(Employer)

Signature: .....  
(Employee)

**XIII. Standing instructions**

The Employee is required to make himself or herself familiar with, and abide by such standing instructions in force now and those issued from time to time thereafter.

**XIV. Computer Usage Policy**

The employee must abide by all clauses of the company’s Computer Usage Policy, and sign a copy thereof.

**XV. Employee Rights**

The rights of the Employee are described in A&A Computers Employee Rights, of which the employee can obtain a copy upon request.

**XVI. Employee Benefits**

The Employee is entitled to benefits as per A&A Computers Employee Benefits, of which the Employee can obtain a copy upon request.

**XVII. Working hours**

Weekly working hours are forty-four.

**XVIII. General**

- a. It is understood and agreed by the Employee that he or she will truly and faithfully serve the company and devote the whole of his or her time, attention and energies during business hours to the business of the Company, and furthermore will not engage or indulge in, or otherwise take part in any other business, trade occupation or vocation during the continuance of this Contract without first seeking and obtaining written permission from the company.
- b. The Employee will not, without the consent of the Company, communicate any of the trade secrets, or other confidential matters to anyone not authorized to receive them.
- c. The Employee will not communicate with any member of the press or anyone so connected on behalf of the Company. Any approaches must be referred without comment to the management of the Company.

Signature: .....  
(Employer)

Signature: .....  
(Employee)

I agree to the above mentioned terms and conditions of service

The Employee:

Name: .....

Place: .....

Date: .... / .... / .....

Signature: .....

Witnessed by:

The Administrator of  
A&A Computers Ltd.:

Name: .....

Place: .....

Date: .... / .... / .....

Signature: .....

The Director of  
A&A Computers Ltd.:

Name: .....

Place: .....

Date: .... / .... / .....

Signature: .....

Company rubber stamp: