

**NARO**

# NATIONAL AGRICULTURAL RESEARCH ORGANISATION

## SECRETARIAT

Plot 11- 13, Lugard Avenue, P.O. Box 295, Entebbe, Uganda  
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Fax: + 256 414 321070  
E-mail: dgnaro@naro.go.ug  
Website: www.naro.go.ug



03 05 03

Our Ref: .....

Your Ref:.....

2<sup>nd</sup> September 2019

Mr Ojen Isaac  
0782140154/0792140154  
jsojeng@gmail.com

### LETTER OF APPOINTMENT

I am pleased to inform you that following your successful interview, you have been offered an appointment as **Electrician** in NARO Grade UR6. Your terms of reference and conditions of service will include the following:

**1. Date of Appointment:**

Your appointment to NARO shall be effective from the date of assumption of duties certified by your immediate supervisor who should communicate to the undersigned in writing within seven days from the date you take up your duties.

**2. Reporting:**

You will be responsible to the Director of Research National Semi-Arid Resources Research Institute (NaSARRI)

**3. Terms of Reference:**

Your terms of reference will include the following: -

- Carrying out routine checks for repairs and maintenance of electrical equipment;
- Installing, maintaining and operating electrical equipment;
- Repairing and maintaining electrical works;
- Testing electrical equipment for proper operation;
- Interpreting drawings;
- Carrying our inspection of electrical works;
- Maintaining appropriate service and repair records;
- Complying with safety guidelines and procedures;
- Responding to routine and emergency calls for repairs and service.

4. **Nature of Appointment:**

You are appointed on contract for a period of five years with an initial probationary period of six months. During the probationary period your performance will be reviewed and if found satisfactory, you will be confirmed in your appointment to serve the remaining period of contract subject to annual performance evaluation.

After confirmation, either party will be required to give one months' notice for termination of contract or payment of one months' salary in lieu of notice. On completion of the five years, your contract may be renewed.

5. **Duty Station:**

Your duty station will be National Semi-Arid Resources Research Institute. You are however liable to be posted to any Public Agricultural Research Institute under NARO.

6. **Salary:**

You will receive a monthly consolidated salary of **Ug Shs. 1,126,577=** (One million One hundred twenty-six thousand five hundred seventy-seven shillings only).

7. **Other conditions:**

Your appointment is subject to and shall be governed by the NARO Staff Terms and Conditions of Service summarized in the employment contract attached which shall be completed in duplicate by yourself your institute Director, a witness and yourself before being returned to NARO Secretariat.

8. If you accept the offer of appointment, you are required to report to a Government Medical Officer for medical examination under Medical Form 7 and to fill the Personal Forms which are attached. You are further urged to provide your Bank Account Details to which salary would be channeled.


9. You will sign a copy of this letter to formally accept the offer and conditions laid down in the letter/employment contract within 14 days from the date of offer. If you do not assume duty within three months, the appointment shall stand cancelled.

I welcome you and wish you a successful career in NARO.



Dr. Ambrose Agona  
**DIRECTOR GENERAL**

I, Ojen Isaac..... ~~do/do not~~ accept the terms and conditions of appointment as **Electrician** as specified in this letter.

Details of my bank Account are:	NSSF No: <u>8213100008567</u> .....
Bank & Branch: <u>FINANCE TRUST BANK - KABAROLE</u> .....	A/c No. <u>4042 00007588</u> .....
TIN No.: <u>1003198174</u> .....	NIN: <u>CM 82097104 Q7AE</u> .....
Signature:  .....	Date: <u>07/10/2019</u> .....

**Ojen Isaac**

c.c. Director, NaSARRI





THE REPUBLIC OF UGANDA  
 NATIONAL AGRICULTURAL RESEARCH ORGANISATION  
 (NARO)

**PERSONAL RECORD FORM**

To be filled in duplicate by the Officer himself/herself

Please read the notes before completing the form.

1. Full names (Surname first)..... OJEN ISAAC
2. Sex: Male/Female... MALE
3. Date of Birth: (dd/mm/yy)..... 25/08/1982
4. Place of birth:
  - a. Village..... ODDUM
  - b. Sub-county..... ATIIRA
  - c. County (Saza)..... SERERE
  - d. District..... SERERE
  - e. Nationality..... UGANDAN
5. Marital Status: Single/Married/Widowed/Divorce/Separated..... MARRIED
6. Permanent home address (if not in 4 above)
  - a. Village.....
  - b. Sub-county.....
  - c. County (Saza).....
  - d. District.....
  - e. Telephone No. 0782140154 / 0792140154
7. Name and Husband/Wife: ANNET MUKKA NABAFIRTE
  - a. Postal Address.....
  - b. Telephone Number: Mobile: 0774734210 Residence: KAMPALA
  - c. E-mail Address:.....
8. Qualifications:

Qualification	Institution	Period
<del>BUSITEMA UNIVERSITY</del>		
<u>DIPLOMA</u>	<u>BUSITEMA UNIVERSITY</u>	<u>2003-2005</u>
<u>AACE</u>	<u>ALLIANCE HIGH SCHOOL</u>	<u>2001-2002</u>
<u>UCE</u>	<u>TESO COLLEGE AROKI</u>	<u>1997-2000</u>
<u>PLE</u>	<u>MABERA BOYS PRIMARY</u>	<u>-1996</u>

9. Name of kin: (Give names and addresses of two)  
(a) Names: ANNET MUKISA NABASIRYE

Postal Address.....  
Telephone Number: 0774734210

Relationship: SPOUSE

(b) Names: OTOLA MOSES

Postal Address.....  
Telephone Number: 0772857557

Relationship: BROTHER

10. Personal to collect and administer your final benefits in case of your DEATH.

Name: ANNET MUKISA NABASIRYE

Postal Address.....  
Telephone Number: 0774734210

Relationship: SPOUSE

11. Name, sex and age of FOUR (4) dependant children (Biological/ step/adopted) under the age of 18 years, are unmarried and unemployed)

i) LISA OJEN KAREN

ii) KING SEBASTIAN OJEN

iii) JESTURUN OJEN ANA NETANYA OJEN

12. Date of Current Appointment (dd/mm/yy).....

13. Position appointed to: ELECTRICIAN

14. Salary Scale: UR 6


15. Salary in (Ug.) Shillings (Consolidated) 1,126,577

16. Terms of Appointment: Probationary/Contract/Temporary CONTRACT

17. Institute: NATIONAL SEMI-ARIA RESOURCES RESEARCH INSTITUTE

18. Declaration:

I Ojen Weraac declare the to the best of my knowledge the above information is correct and binding.

19. Signature of officer( appointee) 

Date: 07/10/2019

Checked and certified correct by: Name.....

Signature.....

Designation.....

Date received by NAROSEC Human Resource/Records.....

Note: Delete whichever is not applicable.