



NATIONAL
AGRICULTURAL
RESEARCH
ORGANISATION

National Semi Arid Resource Research Institute (NaSARRI)

P.O. Box Soroti – Uganda

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Email: directornasarri@yahoo.com

03 05 03.

Our Ref:.....

Your Ref:.....

Date: 29th February, 2012.

Mr. Mbalule Simon
C/O National Fisheries Resources Research Institute,
P.O. Box 343,
Jinja

LETTER OF APPOINTMENT.

I am pleased to inform you that following your successful interview, you have been offered an appointment as (**SYSTEMS ADMINISTRATOR**) in NARO Grade UR 5(ii) 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 report and be responsible to the Director of Research, National Semi- arid Resources Research Institute.

3. Terms of Reference:

Your terms of reference will include but not limited to the following:-

- (a) Provide day to day ICT support and maintenance of NaSARRI key ICT infrastructure
- (b) Manage ICT and computer systems in the Institute.
- (c) Maintain current and accurate inventory of technology hardware, soft ware and resources.
- (d) Develop and implement policies and procedures for computer systems operations
- (e) Perform regular back up of NaSARRI Data bases and information ensuring that backup and recovery procedures and plans are in place.

4. Nature of appointment.

You are appointed on a contract for a period of four years with the initial one year probationary period. During the probationary period, your performance will be reviewed and if found satisfactory, you will be confirmed in your position to serve the

remaining three years and if found unsatisfactory your appointment will be terminated by giving you in writing a one month notice.

After Confirmation, either party will be required to give three months notice for termination of contract or payment of three months' salary in lieu of notice. On completion of the four years, your contract may be renewed upon satisfactory performance.

21. Duty Station

Your duty station will be National Semi-Arid Resources Research Institute- Serere District.

22. Salary:

You will receive a monthly consolidated salary of Ug.Shs.1,487,205 in UR 5(ii) Salary Scale.

23. Other Conditions

Your appointment is subject to and governed by the Terms and Conditions of Service of NARO approved by the Council, and is liable to be amended from time to time.

24. Your letter of appointment is issued to you in triplicate. You are requested to return two copies, duly signed, to the undersigned indicating your acceptance or non-acceptance of the appointment and the terms and Conditions embodied in this letter within 14 days from the date of this letter.

25. When you accept the offer of appointment, you are required to report to your nearest Government Medical Officer for Medical examination under Medical Form 7 and to fill the Personal Record Forms which are attached. You are further urged to provide your Bank Account details to which salary would be channeled.

26. If you do not report for duties within 14 days from the date you accept the offer of appointment, this appointment shall stand cancelled unless decided otherwise by the Management of NARO.

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



Dr. Beatrice Akello-O
DIRECTOR OF RESEARCH.

I, MBALULE SIMON do/~~do not~~ accept the terms and conditions of appointment as **SYSTEMS ADMINISTRATOR** as specified in this letter.

Details of my Bank Account are;

Bank & Branch STANBIC - JINJA A/c No. 0140599473601

Signature:  Date: 26/03/2012

c.c The Chairman, Management Committee

c.c Director General, NARO