

**Employment Contract**

Date: 09-June-2022

Name: Sharifullah Sharafat  
Father Name: Shah khan  
Address: Khairo Kariz, Tirin Kot, Urozgan  
Tazkera Number: 42092  
Position Title: District Coordinator  
ID Number: ECW-2176

Contract Start Date: 09/June/2022

Contract End Date: 31/January/2023

Dear Sharifullah Sharafat,

**Statement of Main Terms and Conditions - Afghanistan Programme Staff**

This Statement, together with the Staff Rules and Regulations (attached), as amended from time to time, forms the basis of your contractual relationship with Children in Crisis. Where terms differ between this Statement and the Rules and Regulations (hours, holiday entitlement), this statement will take precedence

**1 CONDITIONS OF OFFER**

This offer is subject to your eligibility to work in Afghanistan.

In the event that the above condition is not met and the terms of this offer have not been accepted, then this offer of employment will be withdrawn with immediate effect. If the above conditions have not been met and this offer of employment has been accepted and/or you have started work, then the Employer will have the right to terminate your employment by giving one week's notice in writing.

**2 PLACE OF WORK**

Your normal place of work will be the Children in Crisis Afghanistan Office, in Urozgan Field Office CIC office (address: CIC Afghanistan, Urozgan Field Office) This will be your centre for the purpose of claiming travel expenses if required. You may be required to travel to other sites as appropriate.

**3 PROBATIONARY PERIOD**

You will be required to serve a probationary period of three months from the date 09-June-2022 till 08-September-2022 on which you join the Employer. Should it be necessary, the Employer reserves the right to extend this period?

If you have completed your probation period and this is an amendment/contract extension where your employment dates were fixed in your previous contract, there will be no probationary period obligatory over your current contract.



During the probationary period employment may be terminated by either side serving on the other one week's written notice. The disciplinary procedure will not normally come into force until the completion of this period when the appointment is confirmed.

During the probationary period your salary will be: 35420 AFN

#### **4 MAIN DUTIES AND OUTSIDE INTERESTS**

You will report to the Education Project Manager. During your employment you will use all your abilities to promote Children in Crisis's interests and perform such duties as may be assigned to you by your manager. Your main responsibilities are as set out in your Job Description. The Job Description is an indication of your main responsibilities only, and is not intended to be contractually binding. It may be amended from time to time, according to the needs of the organization.

You will not directly or indirectly enter into any other paid employment or occupation, full-time or part-time, without the prior written approval of your manager. This is not intended to prohibit your involvement in public duties or in the activities of relevant professional bodies. The taking of office in any such body shall, however, require the written consent of your manager.

#### **5 EMPLOYMENT DATES**

##### **5.1 Contract period**

From 09-June-2022 to 31-January-2023

##### **5.2 Continuous employment**

Your employment with Children in Crisis is continuous from 09-June-2022. No employment with a previous employer will count as part of your employment with Children in Crisis.

#### **6 HOURS OF WORK**

Your normal hours of work will be 08:00AM-04:00PM Saturday to Thursday. You will have a lunch break from 12:00PM-01:00PM.

#### **7 SALARIES & OTHER PAYMENTS**

##### **7.1 Salary**

Your salary will be on the Children in Crisis Afghanistan Scale, starting at Point 35420 AFN with one Month Severance payment This is currently AFN/ per month Salary including benefit of CIC (food cost and Eid bonus). The transportation allowance will be paid with Salary and You have 10,000 AFN of transportation allowance for your position.

##### **7.2 Method of Payment**

Salaries are paid in Afghanis monthly in arrears in cash/into your bank account between the 25<sup>th</sup> and the last day of the month.



## 8 DEDUCTIONS FROM WAGES

Tax will be deducted from your salary at the rate defined by the Ministry of Finance. In signing this contract, you authorise the Employer to deduct and to retain from any remuneration whether or not actually paid during the employment or from any pay in lieu of notice:

- Any deduction to which you have given your consent in writing;
- Any overpaid salary, expenses or other debt owed by the employee to the Employer (and for the purposes of recovery you now give your consent)
- Any other sum(s) which may from time to time be required or authorised
- Staff based in the main office will have a contribution to the main office lunch cost deducted from their salary each month

## 9 HOLIDAYS & OTHER LEAVE

### 9.1. Annual Leave

The employee shall be entitled to 25 days' annual leave, plus all statutory Afghan Public Holidays. All holidays must be agreed in advance by your line manager with at least 1(one) week's notice. In any year in which you leave Children in Crisis:

- (a) if you have taken more days of holiday than you were entitled to take during such year then a deduction may be made from the final payment of salary made to you in this respect.

### 9.2. Sick Leave Entitlement

In the event of absence on account of sickness or injury, you or someone on your behalf must inform your manager by telephone of the reason for your absence as soon as possible and no later than 10:00am (Afghanistan time) on the first working day of absence.

For absences lasting 5 (five) or fewer consecutive calendar days, you are not required to produce a Medical Certificate unless specifically so requested by the Organisation. For absences lasting more than 5 (five) calendar days, you must on the 6th (sixth) calendar day of absence provide the Organisation with a Medical Certificate stating the reason for absence. Medical Certificates will be required for any further duration of this absence.

The Employer reserves the right to ask you at any stage of absence to produce a Medical Certificate and/or to undergo a medical examination.

You will be paid your normal basic salary for 20 (twenty) days in total. Entitlement to payment is subject to Notification of Absence and production of Medical Certificates.



**10 DISCIPLINARY RULES & INTERNAL COMPLAINTS PROCEDURES**

See attached Staff Rules and Regulations.

**11 NOTICE PERIOD**

During the probationary period your employment may be terminated by giving one week's notice in writing

Following satisfactory completion of your probationary period, your employment may be terminated at any time by either the employee or by the Charity by giving the other party one (1) months' notice of termination. If you leave without giving the proper notice period, or leave during your notice period without permission, the Employer will be entitled to deduct a day's pay for each notice day not worked during the notice period. Also, by the Employer without giving prior notice or payment in lieu of notice in the event of serious or persistent misconduct by the employee.

All property, work products, data and records acquired or made by the employee during employment by the Organisation and in any way relating to the operations of the Organisation are the properties of the Organisation and shall be delivered to the Organisation promptly when the contract terminates.

Children in Crisis reserves the right to dismiss without notice and without pay in lieu of notice in circumstances of gross misconduct.

In signing this contract, the employee authorises the Charity to deduct and to retain from any remuneration whether or not actually paid during the employment or from any pay in lieu of notice:

- any deduction to which the employee has given his/her consent in writing;
- any overpaid expenses or other debt owed by the employee to the Charity

**12 CHILD PROTECTION**

As a child focused agency, the Charity recognises the need to ensure that child protection awareness and strategies are developed and active in its Afghanistan programme. To this end, the Charity requires all staff to sign its child safety policy and code of conduct.

**13 OTHER OBLIGATIONS**

You will be bound by Children in Crisis policies and procedures, as amended and advised to you from time to time, as appropriate to your employment. Breach of any applicable code, policy or procedure may constitute misconduct and, if so, may result in disciplinary proceedings being taken.

You must not give, or disclose to, any other person or organisation, except as required by law or to carry out your employment duties, confidential or sensitive information to which you have access in the course of your employment relating to the business, finances or affairs of Children in Crisis. This also applies after you have left Children in Crisis. All information relating to Children in Crisis and its



subsidiaries, patrons, associates, beneficiaries, customers and suppliers, however stored, is the property of Children in Crisis and you must not keep such information nor use it for your own purposes. This restriction will not apply to information which becomes public other than through unauthorised disclosure by you. When you leave Children in Crisis (or any other time if you are requested to do so), for whatever reason, any such information in your possession must be handed back to Children in Crisis.

You will not be following the Termination Date communicate to any person, concern, undertaking, firm or body corporate anything which is intended to or which will or may damage the reputation or good standing of Children in Crisis.

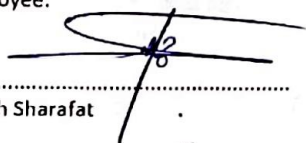
#### 14 VARIATIONS

This contract may be altered after full consultation at any time subsequent to the date of signing. Proposed variations to this contract will be notified to employees and a period of consultation entered into with the aim of reaching an agreement. The Employer reserves the right to vary the contract of employment if there is a business or other substantial reason.

If you wish to accept this offer, please return a countersigned copy to the Country Director.

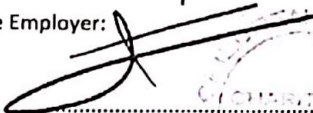
By signing this contract, you are bound to the aforementioned conditions.

The Employee:

  
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Sharifullah Sharafat

Date: 09....June.....2022.

The Employer:

  
.....  
Hamidullah Abawi  
Country Representative  
Children In Crisis – Afghanistan

Date: 09....June.....2022.

#### Enclosures

Job Description  
Staff Rules and Regulations