

Employment Contract

THIS AGREEMENT made as of 1st October 2022, at Islamabad between CHIP Training and Consulting (Pvt) Ltd (hereinafter referred to as Employer) having its principal place of business at Islamabad and **Mr. Muhammad Hammad** (hereinafter referred to as Employee), [[district]] - [[province]]. WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and goods and valuable consideration the parties agree as follows:

1. Position Title

The employee shall be designated as a **Financial Support Person** to provide assistance to Expanded Programme on Immunization (EPI), Ministry of National Health Services, Regulation and Coordination (MoNHSRC), Government of Pakistan in the implementation of quality Immunization service delivery, VPD surveillance and specialized vaccination campaigns as per TORs.

2. Contract Validity

The employment contract shall be valid from 1st October 2022 to 31st October 2022 and shall be considered discontinued without any notification, once expired. The extension to this employment contract shall be dependent upon the employee's performance and continuity of the position as per need.

3. Scope of Work

The employee shall provide the services, including any reports, documentation, and/or other deliverables ("the Services") described in attach TORs, which shall be read as an integral part of the contract and completion of the task under the TORs.

4. Duty Station & Reporting Line

The employee shall be based in Provincial EPI - KPK and shall be working under the guidance and direct supervision of the National Professional Officer (NPO) - EPI or the Technical Officer - EPI of the province.

5. Salary

- The employee shall be paid a monthly salary of PKR. 82,500/- (Eighty-two thousand five hundred only) all-inclusive, subject to withholding tax. Transportation will be provided on a need basis as per approval.
- The employee shall be entitled to death and accidental insurance benefits, which can be claimed with three (03) months for death cases and one (01) month for accidental from the date of the incident, otherwise the employer will not be liable to settle the claims.
- All reasonable expenses arising out of employment shall be reimbursed provided that the same have been authorized prior to being incurred and with the provision of appropriate receipts.

6. Working Weeks

The employee shall be required to perform his/her duties on a full-time basis. The working week has six days from Monday to Saturday, which may include weekends, however instructions of the Provincial WHO shall be considered final.

7. Leaves

The Employee shall be entitled to one and a half (1.5) working days of paid leave per month. The leave can not be encashed against accrued leave balance. The employee will also be entitled to gazette holidays declared by the Federal Government of Pakistan.

8. Disciplinary Actions

- (a) The employee shall be subject to disciplinary actions where s/he is found guilty of poor performance, unacceptable personal conduct, fake data/finger marking, absence from duty without approval, or any other violation of one or more rules of the organization or any other conduct considered by employee deterrent to the interest of the employer or polio program.
- (b) The employer's decision with regard to the disciplinary actions will be final and will not be subject to revision.

9. Notice Period and Contract Extensions

- (a) Both the employer and employee - at any time - terminate this employment contract by giving prior notice of not less than fifteen days or fifteen days' gross salary in lieu of notice period.
- (b) The above clause will not be applicable where the employment contract is expired and the employer has decided not to extend it any further. In such cases, the employment contract shall be deemed to be concluded by the employer.
- (c) It is the absolute discretion of the employer to discontinue the employment contract on its expiration without assigning any particular reason (s) and the same cannot be challenged in any court of law.

10. General Terms of Employment

- (a) The employee shall abide and govern by the TORs and the same shall be read as an integral part of this employment contract.
- (b) During the course of the employment period or subsequent to conclusion/termination/resignation from the service, the employee must observe strict confidentiality regarding matters which, by their nature are to be treated as secrets or confidential and shall not be disclosed to anyone whatsoever.
- (c) Under this contract, the employee shall not be termed as a "worker" in terms of the Workman's Compensation Act 1923.
- (d) In case of any dispute/disagreement, the suits/petitions shall only be instituted in the courts/tribunals situated within the local limits of Islamabad hence the jurisdiction of any other court/tribunal (conferred under the Code of Civil Procedure) shall be excluded.
- (e) The Employer reserves the right to unilaterally alter/modify - from time to time - the terms and conditions of employment contracts and such a variation can take effect without employees' consent being sought.
- (f) No employee over 60 years of age shall be entitled for insurance as well as EOBI benefits. The maximum age for female employees to avail EOBI benefits is 54 years.

Yours Truly



The Employer has caused this agreement to be executed by its duly authorized Employer and the Employee has read, understood and agreed to the above terms and conditions and set his hand as of the date mentioned below.

HR Department
CHIP Training & Consulting

[Signature] _____

[[cnic]]

Date; _____