



Gwani Software

Human Resource Unit



Manage your business and let's manage your employees

Terms & Conditions of Service

1. Human Resource of Gwani Software hereinafter to be referred to as “The Unit” shall be responsible for productivity and development of employees of Gwani Software hereinafter to be referred to as “The Company” and clients of the company.
2. Any institution or business hereinafter to be referred to as “The Client” may request for posting of employees from the unit and the unit shall post the requested employees to the client.
3. Anyone with ICT skills may apply for recruitment to the unit and after interview and aptitude test the unit may appoint him as its employee on designation waiting for posting as client or department of the company hereinafter to be referred to as “The Department” may so request.
4. Each employee on designation or posting shall be placed under the care of a human resource manager hereinafter to be referred to as “HR manager”, who shall be the sole executive promoting the productivity and development of such employee.
5. Each employee on posting on full time job shall be paid consolidated salary as shown in Appendix A by departments and clients.
6. Each employee on designation shall pay the following fees during absorption:
 - a. Screening Fee not more than N5,000.
 - b. Filing Fee not more than N1,000
 - c. Postage Fee not more than N1,500 or three self-addressed stamped (SAE).

7. Interview for absorption of employees shall be constituted by Head of the unit and all HR managers of the company shall be invited.
8. Interview for absorption of employees shall:
 - a. Be sponsored from the screening fees of interviewees,
 - b. Sight original credentials of interviewees,
 - c. Have the HR managers assessed the interviewees using the form shown in appendix B.
9. An interviewee may be appointed as employee on designation upon:
 - a. Having the required level of education,
 - b. Having the required skill,
 - c. Exhibiting honesty and commitment in the job,
 - d. Exhibiting ability to work in team,
 - e. Not having any obstacle to productivity.
10. Aptitude test shall be conducted to interviewee where the interview panel recommended the test in order to certify ICT skills and the test shall be organized and conducted by training department of Gwani Software.
11. During employee on designation absorption, the employee shall be categorized into:
 - a. Non-Professional/ Artisans: - employee with very low education level, skills and experience. No interview required to absorb them.
 - b. Intermediate: - employee with deficiency in either education level, skill or experience and not all the three. Interview is required before absorption.
 - c. Professional: - employee with proficiency in education level, skill and experience. Interview is required before absorption.
12. Appendix A is the recommended consolidated salary of full time intermediate and professional employees.
13. Employee on posting may be posted under any of the following categories:

- a. Part Time: -where employee may be required to be on job location for maximum of 20 hours in a week.
 - b. Freelancer: - where employee may work from home or will only be required to work on field for fixed period.
 - c. Full time: - where employee may be required to be on job location for maximum of 40 hours in a week.
 - d. Ad-hoc/ Casual: - where employee may be required to be in job location during the lifetime of a project.
14. Part time employees may be placed on time rates, piece rates or commission rates remuneration.
15. Freelancer may be placed on 55% commission rate.
16. Full time employee may be placed on salary.
17. Ad-hoc/ Casual may be placed on $\frac{1}{5}$ or $\frac{1}{4}$ commission rates.
18. The following deductions shall be implemented on the monthly remuneration of employee on posting:
- a. Ad-hoc employee
 - i. 2 ½ % Administrative charge
 - ii. 2 ½ % HR Manager Allowances
 - iii. 3% Employee Development Levy
 - b. Part time employee:
 - i. 2 ½ % Administrative charge
 - ii. 2 ½ % HR Manager Allowances
 - iii. 5% Employee Development Levy
 - c. Freelancer
 - i. 2 ½ % Administrative charge
 - ii. 2 ½ % HR Manager Allowances
 - d. Full-time
 - i. 2 % Administrative charge
 - ii. 2 % HR Manager Allowances
 - iii. 6% Employee Development Levy
19. HR managers may be appointed by the unit after gaining the approval of the CEO/MD of the company as part time or full-time employee of the company.

20. Employee on posting shall be placed under the care of HR Manager, who shall ensure the employee development and productivity, for a period of one year and six months.
21. Part time HR manager may be paid allowances deducted from employee under the HR manager's care monthly.
22. Full-time HR manager may be paid consolidated salary ranging from N462,000 to N512,400 p.a and allowances deducted from employee under the HR manager's care monthly.
23. Clients having employees posted to them shall send total remuneration of the employees to the company for payment to the employees not later than the last day of the month.
24. Any full-time employee that works for minimum of 20 days at working location in any month, is entitled to salary for the month.
25. Where full-time or part time employee is made to work for more than the maximum hours in a month then an overtime shall be prepared and paid to such employee for the additional hours the employee works.
26. The unit shall convene productivity meeting in June and December every year to be attended by all HR managers of the unit and the meeting may:
 - a. Review productivity of all employees in posting under the unit,
 - b. Review employees' development proposals,
 - c. Set hard goals to selected employees on posting,
 - d. Review hard goals set on employees on posting,
 - e. Approve hard goals holiday on selected employees on posting,
 - f. Review clients and departments productivity,
 - g. Make recommendations on recruitment or retrenchment(downsizing) of employees to clients and departments.

27. Any client that wishes the unit to manage its employees shall regularly update the unit with information regarding the employees and their works at the client's job likewise allow the HR manager or HR managers from the unit access to the client's productivity information.
28. HR managers shall make use of staff manual of the company, in management of employees of departments. Staff manual of the company can be downloaded at www.gwanisoftware.com/downloads/staff_manual.pdf
29. Employees from departments that sat and passed industry certifications relevant to their jobs, their HR managers shall apply for refund of their exam fees at finance unit.
30. Documentation of employees on posting shall be done by relevant HR managers and:
- a. Curriculum Vitae of employees not more than six months old be filed,
 - b. Acceptable curriculum vitae is the one on the company resume repository www.gwanisoftware.com/sales/resume
 - c. Recent passport size photograph,
 - d. Photocopy of certificates of education levels,
 - e. Photocopy of certificates of skills,
 - f. Photocopy of certificates of experiences,
 - g. Photocopy of Identification documents,
 - h. Appointment letter from employer,
 - i. Acceptance of appointment letter,
 - j. Next of Kin Contact Details,
 - k. Bank's Details,
 - l. Bond agreement if there is any.
31. Posting of employee that carries probation, the relevant HR manager shall provide confidential progress report to the employer regarding the employee on the expiration of the probation period.

32. Full-time employment at departments shall be six consecutive months and:
- a. Employee may be paid remuneration within the period,
 - b. No employee development project may be conducted for the employee within the period,
 - c. No undertaking shall be signed with the employee and no work requiring undertaking shall be giving to the employee,
 - d. No any employee privilege shall be given to the employee,
 - e. No any hard goal may be set on the employee.
33. Any Full-time employee posted and finished probation period and confidential report from his/her HR manager did not recommend continuous retention of the employee, the employee will be removed from the posting and his/her appointment shall become void.
34. Any payment of remuneration to employees on posting shall be done through their bank's accounts or eNaira wallets.
35. HR managers shall regularly visit place of work of their employees and ensure minimum safety standard is maintained.
36. Clients and departments hereby agreed that in the event of industrial or work accident injuring an employee, then:
- a. The employer shall pay medical bill for treatment of the injured employee,
 - b. If the employee cannot continue working due to disability caused by the accident, the employee shall be paid not less than N10,000.
37. Employees on posting agreed to treat trade secret and other employer's secret as confidential and will not disclose it except if required by the laws of Federal republic of Nigeria.

38. IP Policy of the company is binding on clients, departments, HR managers and employees.
39. Passwords, pins and codes for system access to be used by employees shall be kept by their HR managers and their changes shall be originated by HR managers.
40. SIWES and NYSC shall be on probation throughout their period of engagements.
41. Full-time employees wishing to quit their jobs shall write and send their resignation letter to their employers and copy their HR managers and give three months' notice for quitting the job or one month salary in place of notice.
42. No any employee may take more than one full-time posting (job) simultaneously.
43. Any query or commendation letter that is issued to employee by employer shall be copied to the employee's HR manager.
44. Clients and departments may advertise for freelancing and ad-hoc job and recruit employees into such job, then furnish the unit with details of the employees in a most of two weeks from the recruitment.
45. Clients and departments shall inform the unit of its part time recruitment needs, the unit may then advertise for the job and collect and forward relevant applications for the job to clients or departments as the case may be; the client or department may recruit out of the applicants as it may deem necessary and copy the unit the appointment letter not later than five days from the appointment date.
46. Clients and departments shall inform the unit of its full-time recruitment needs, the unit may then advertise for the job and collect applications for the job, then conduct interview to the applicants then send results of the interview to the client or department as the case may be. Client or department may recruit out of the results of interview candidate it may deem fit for the job and send copy of

appointment letter to the unit not later than three days from the date of appointment.

47. Where client or department intends to fire an employee and
 - a. If the employee is freelancer or ad-hoc, may do so without consultation with the unit, but shall send copy of the dismissal letter to the unit not later than two weeks from the date of the dismissal;
 - b. If the employee is part time, may do so after consultation with the unit and thereafter send copy of the dismissal letter to the unit not later than five days from the date of the dismissal;
 - c. If the employee is full-time, may do so after consultation with the unit and thereafter send copy of the dismissal letter to the unit not later than three days from the date of the dismissal .
48. Employee's development shall be:
 - a. The responsibility of freelancer in a freelancing job;
 - b. The responsibility of the unit for other types of job.
49. Client or department as the case may be, shall be responsible for the safety of its ad-hoc, part time and full-time employees and to this note, it shall:
 - a. Provide in physical offices and spaces of employees the following safety provisions:
 - i. Fire extinguisher,
 - ii. First aid kit,
 - iii. Emergency alarm and
 - iv. Safety equipment and procedures to mitigate against accidents during work.
 - b. Provide in the field the following safety provisions:
 - i. First aid kit,
 - ii. Helmet,
 - iii. Safety Jacket,
 - iv. Hand gloves and

- v. Safety equipment and procedures to mitigate against accidents on the field.
50. Client and department shall provide shared physical offices or workspaces to their part time and ad-hoc employees for discharging their primary responsibilities as employees.
51. Client and department shall provide virtual private workspace to its freelancing employees for discharging their primary responsibilities as employees.
52. Client and department shall provide private physical offices or workspaces to their part time and ad-hoc employees for discharging their primary responsibilities as employees.
53. Subject to resources available, clients and departments shall include in physical private offices or workspaces of its employees the followings:
- a. Private toilet and
 - b. Private wardrobe for keeping documents and files.
54. Subject to resources available, clients and departments shall include in physical shared offices or workspaces of its employees the followings:
- a. Shared toilet and
 - b. Shared wardrobe for keeping documents and files.
55. Subject to resources available and there are Muslims in its employees and there is no mosque within 50 M² from the workspaces provided, a space for observing Muslim obligatory prayers shall be provided.
56. Appointment letter to be given to employee by client or department shall clearly specify:
- a. Type of appointment (either freelancing, ad-hoc, part time or full-time),
 - b. Primary responsibilities attached to the job,
 - c. Remuneration or allowances attached to the job,
 - d. Method of termination of the appointment,

- e. These terms and conditions of service are applied to the job and
 - f. Date of effect.
57. Freelancing employee shall pay activation fee of N1,000 + VAT before they can be engaged into job. While other types of job shall write job acceptance letter send to client or department as the case may be and send copy to the unit, before they can be engaged into job.
58. Canteen shall be provided by clients and departments for the use of its employee or the employee shall be allowed to come with food to their workspaces.
59. Any grievances from employee of client or department may be forwarded to the unit through relevant HR manager and such grievances shall be deliberated by the unit and the unit thereafter shall consult client or department on ways to resolve the grievances.
60. Primary responsibilities and duties binding on employees of client are those specified in the appointment letter issued to the employee by the client.
61. Primary responsibilities and duties binding on employees of department are those specified by staff manual which can be downloaded at www.gwanisoftware.com/downloads/staff_manual.pdf
62. Secondary responsibilities and duties on employees of department and subject to the employee's willing acceptance may include:
- a. Nomination in committees and panels,
 - b. Appointments to chair or lead team,
 - c. Nomination to work in team,
 - d. Send as delegation to represent the company in part or in whole,
 - e. Assign to attend to guests of the company,
 - f. Assign to investigate and report to the company on certain matters,
 - g. Assign to sport team or event,

- h. Assign to speak or write on behalf of the company in part or in whole.
 - i. Invitation to attend meetings,
 - j. Nomination to chair meetings,
 - k. Invitation to job interviews,
 - l. Invitation to fill surveys and feedbacks and
 - m. Request for overtime job schedule.
63. All jobs in any department that is appointed not based on these terms and conditions:
- a. Before the effective date of these terms and conditions shall within most of three months be re-appointed in compliance with these terms and conditions;
 - b. After the effective date of these terms and conditions shall be void and finance unit shall not pay any expenditure regarding such appointment.
64. These terms and conditions which may from time to time be reviewed, shall come into effect after 31st March 2023.

Appendix A

Recommended Consolidated Salary for ICT Employees

Employee	Min Salary	Max Salary	Min Salary p.a	Max salary p.a	Federal Government	State Government	Local Government	Private
ethical Hacker	N156,000	N256,200	N1,872,000	N3,074,400	N3,074,400	N2,049,600	N1,229,760	N1,872,000
Security Engineer	N63,000	N255,000	N756,000	N3,060,000	N3,060,000	N2,040,000	N1,224,000	N756,000
Digital Forensic	N122,500	N249,600	N1,470,000	N2,995,200	N2,995,200	N1,996,800	N1,198,080	N1,470,000
Software Engineer	N58,000	N220,000	N696,000	N2,640,000	N2,640,000	N1,760,000	N1,056,000	N696,000
Server Engineer	N98,200	N212,000	N1,178,400	N2,544,000	N2,544,000	N1,696,000	N1,017,600	N1,178,400
Bank Teller	N102,000	N207,600	N1,224,000	N2,491,200	N2,491,200	N1,660,800	N996,480	N1,224,000
ICT Project Manager	N91,250	N200,100	N1,095,000	N2,401,200	N2,401,200	N1,600,800	N960,480	N1,095,000
Internet Radio Engineer	N123,000	N188,200	N1,476,000	N2,258,400	N2,258,400	N1,505,600	N903,360	N1,476,000
ISP Manager	N102,300	N184,200	N1,227,600	N2,210,400	N2,210,400	N1,473,600	N884,160	N1,227,600
Forex Account Manager	N82,300	N176,400	N987,600	N2,116,800	N2,116,800	N1,411,200	N846,720	N987,600
Accounting Desk Officer	N76,400	N168,560	N916,800	N2,022,720	N2,022,720	N1,348,480	N809,088	N916,800
Multimedia Operator	N91,900	N163,450	N1,102,800	N1,961,400	N1,961,400	N1,307,600	N784,560	N1,102,800
System Engineer	N78,400	N163,200	N940,800	N1,958,400	N1,958,400	N1,305,600	N783,360	N940,800
Forex Trader	N76,900	N162,400	N922,800	N1,948,800	N1,948,800	N1,299,200	N779,520	N922,800
Training Manager	N83,200	N155,300	N998,400	N1,863,600	N1,863,600	N1,242,400	N745,440	N998,400
Entrepreneurship Consultant	N76,900	N155,200	N922,800	N1,862,400	N1,862,400	N1,241,600	N744,960	N922,800

Programmer	N77,500	N148,000	N930,000	N1,776,000	N1,776,000	N1,184,000	N710,400	N930,000
Graphics Designer	N66,450	N138,900	N797,400	N1,666,800	N1,666,800	N1,111,200	N666,720	N797,400
Cyber Business Analyst	N69,800	N138,500	N837,600	N1,662,000	N1,662,000	N1,108,000	N664,800	N837,600
Expert System Designer	N52,730	N127,800	N632,760	N1,533,600	N1,533,600	N1,022,400	N613,440	N632,760
Web Master	N52,800	N121,620	N633,600	N1,459,440	N1,459,440	N972,960	N583,776	N633,600
Database Administrator	N58,920	N115,000	N707,040	N1,380,000	N1,380,000	N920,000	N552,000	N707,040
MIS Manager	N54,620	N112,500	N655,440	N1,350,000	N1,350,000	N900,000	N540,000	N655,440
Network Administrator	N55,600	N110,800	N667,200	N1,329,600	N1,329,600	N886,400	N531,840	N667,200
Cyber Café Manager	N62,150	N102,500	N745,800	N1,230,000	N1,230,000	N820,000	N492,000	N745,800
Server Admin	N49,800	N94,600	N597,600	N1,135,200	N1,135,200	N756,800	N454,080	N597,600
Business Planner	N41,600	N89,450	N499,200	N1,073,400	N1,073,400	N715,600	N429,360	N499,200
Digital Marketer	N42,500	N87,900	N510,000	N1,054,800	N1,054,800	N703,200	N421,920	N510,000
AI Scientist	N41,500	N86,200	N498,000	N1,034,400	N1,034,400	N689,600	N413,760	N498,000
Video Games Developer	N61,220	N82,150	N734,640	N985,800	N985,800	N657,200	N394,320	N734,640
coach	N35,000	N81,200	N420,000	N974,400	N974,400	N649,600	N389,760	N420,000
Cyber Security Technician	N37,800	N79,450	N453,600	N953,400	N953,400	N635,600	N381,360	N453,600
Instructor	N33,000	N76,000	N396,000	N912,000	N912,000	N608,000	N364,800	N396,000
Algorithm Designer	N33,900	N75,120	N406,800	N901,440	N901,440	N600,960	N360,576	N406,800
Desktop Publisher	N39,400	N73,000	N472,800	N876,000	N876,000	N584,000	N350,400	N472,800
Network Technician	N31,200	N72,100	N374,400	N865,200	N865,200	N576,800	N346,080	N374,400
Web Developer	N49,300	N72,000	N591,600	N864,000	N864,000	N576,000	N345,600	N591,600

Data Analyst	N37,500	N71,200	N450,000	N854,400	N854,400	N569,600	N341,760	N450,000
UX Developer	N47,500	N68,300	N570,000	N819,600	N819,600	N546,400	N327,840	N570,000
Data Modeler	N35,000	N67,800	N420,000	N813,600	N813,600	N542,400	N325,440	N420,000
Forex Signal Provider	N32,600	N67,400	N391,200	N808,800	N808,800	N539,200	N323,520	N391,200
Digital System Technician	N44,120	N66,530	N529,440	N798,360	N798,360	N532,240	N319,344	N529,440
Data Enumerator	N29,450	N66,510	N353,400	N798,120	N798,120	N532,080	N319,248	N353,400
Monitoring & Evaluation	N36,100	N63,150	N433,200	N757,800	N757,800	N505,200	N303,120	N433,200
Laboratory Manager	N38,500	N57,400	N462,000	N688,800	N688,800	N459,200	N275,520	N462,000
General Desk Officer	N27,900	N53,400	N334,800	N640,800	N640,800	N427,200	N256,320	N334,800
Desktop Clerk	N25,000	N53,120	N300,000	N637,440	N637,440	N424,960	N254,976	N300,000
Computer Aided Manufacturer	N25,700	N51,300	N308,400	N615,600	N615,600	N410,400	N246,240	N308,400
Computer Aided Designer	N22,500	N44,500	N270,000	N534,000	N534,000	N356,000	N213,600	N270,000
Mail Desk Officer	N21,400	N43,000	N256,800	N516,000	N516,000	N344,000	N206,400	N256,800
Algorithm Analyst	N21,600	N40,900	N259,200	N490,800	N490,800	N327,200	N196,320	N259,200
Computer Operator	N25,200	N39,800	N302,400	N477,600	N477,600	N318,400	N191,040	N302,400
Electronic Files Manager	N18,300	N38,900	N219,600	N466,800	N466,800	N311,200	N186,720	N219,600
Portal Admin	N18,900	N35,600	N226,800	N427,200	N427,200	N284,800	N170,880	N226,800
Chatbot Designer	N17,200	N34,200	N206,400	N410,400	N410,400	N273,600	N164,160	N206,400
Data Entry Technician	N22,500	N32,500	N270,000	N390,000	N390,000	N260,000	N156,000	N270,000
Profiling Analyst	N18,500	N32,100	N222,000	N385,200	N385,200	N256,800	N154,080	N222,000
Web Admin	N15,900	N31,200	N190,800	N374,400	N374,400	N249,600	N149,760	N190,800

Digital Photographer	N16,500	N31,200	N198,000	N374,400	N374,400	N249,600	N149,760	N198,000
Handset Technician	N14,500	N29,200	N174,000	N350,400	N350,400	N233,600	N140,160	N174,000
Resume Designer	N12,000	N25,100	N144,000	N301,200	N301,200	N200,800	N120,480	N144,000

Appendix B

Employees Interview Assessment Form

Item to Assess	What to Look for	Mark Awarded (Maximum 20
Level of Education	NCE and OND/NID	5%
Level of Education	1 st Degree and HND/HNID	5%
Level of Education	2 nd Degree	5%
Level of Education	3 rd Degree	10%
Honesty	Referred by first person of reputation in the society	2 ½ %
Honesty	Referred by second person of reputation in the society	2 ½ %
Skill	Industry certification	5%
Skill	NSQ	2 ½ %
Team work	Evidence of working in first team	2 ½ %
Team work	Evidence of working in second team	2 ½ %
Language Fluency	Fluency in operational language at working place	2%
Commitment to work	Understanding and accepting mission, vision and core values of employer	3%
Innovation	Evidence of conducting relevant ICT project	10%
Experience	3 years working experience with relevant employer	10%

Experience	6 years working experience with relevant employer	5%
Experience	9 years working experience with relevant employer	5%