



**Karuna Mission Social Solidarity - Taungngu**

**ကရုဏာလူမှုစည်းလုံးညီညွတ်ရေးအသင်း (တာင်ဂူ)**

**Catholic Church Compound, Bo Hmoo Phoe Kun Road, Taungngu. MYANMAR**

**Tel: (95) 054-2824327, Email: kmsstaungngu.kmss@gmail.com**

## **STAFF EMPLOYMENT CONTRACT**

### **Introduction**

Karuna Mission Social Solidarity (KMSS) is a faith-based socio-pastoral Organization at the service of the Catholic Church of Myanmar. Inspired by the Catholic Social Teaching Principle of "Option for the Poor", KMSS is established and mandated by the Catholic Bishops' Conference of Myanmar (CBCM) as its socio-pastoral arm to serve the least, the last and the lost. The specific areas of the organization's mission give attention to integral human development, realization of Justice and Peace, environmental protection, humanitarian assistance and emergency relief services.

### **Vision of KMSS**

Our people empowered, transformed and integrally developed.

### **Mission of KMSS**

To serve our people, especially the poor, needy and marginalized by empowering them towards integral human development guided by the Gospel value and the social teachings of the Church.

<b>Core values of KMSS</b>	<b>Guiding principles of KMSS</b>
<ul style="list-style-type: none"><li>• Dignity of the human person</li><li>• Common good and community</li><li>• Option for the poor</li><li>• Stewardship of Creation</li><li>• Economic Justice</li><li>• Promotion of Peace</li><li>• Global solidarity and development</li></ul>	<ul style="list-style-type: none"><li>• Catholic and Ecclesial identity</li><li>• Participation of all stakeholders</li><li>• Accountability (downwards and upwards)</li><li>• Quality (service delivery, impact, professionalism)</li><li>• Strengthening Capacity</li><li>• Principle of subsidiarity</li><li>• Partnership</li><li>• Cooperation</li><li>• Transparency</li></ul>

In order to realize its vision and execute its mission, KMSS employs its human resources to deliver social services and engage its stakeholders and the staff contract is made based on the guiding principles and values in the purpose and context of the mission of the organization.

### **Terms and Conditions of Employment**

Department: Program Department  
Contract Period: From 1<sup>st</sup> April 2024 to 31<sup>th</sup> March 2025 (12 Months)  
Project Name: SICRL Project

1. This contract is made and entered into effective on **3<sup>rd</sup> April, 2024** by and between Name **Naw Mary Ester** NRC.No. **3/La Tha Na (N) 001052** hereafter referred as Employee) and the Diocese Director, Karuna Mission Social Solidarity-Taunggoo (hereafter referred as Employer).
2. The Employer agreed to offer the employee the position of **Project Manager**.



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3. Both parties agreed that the payment salary will be basically 1,049,167/-MMK (in words Kyats One Million, Forty-Nine Thousand, One Hundred and Sixty-Seven only.) and benefits package includes 6.66% for Gratuity, 8.34% for Annual Saving and, 5% for Staff Care and Development fund based on the basic salary amount and USD 10 (21,000/-Kyats) for medical benefit. All benefits are eligible to you according to KMSS HR Policy and procedure.
4. Both parties agreed that the terms of the contract are (12) months (from 1<sup>st</sup> April 2024 to 31<sup>th</sup> March 2025).
5. Both parties agreed that the Employer serves the right to extend the employment contract upon the satisfactory service rendered by the Employee.
6. Both parties agreed that the Employer reserves the rights to terminate the employment contract upon the dissatisfactory performance of the Employee.
7. The Employee would be responsible for failure and error in income tax payment and the Employee understand that KMSS has no responsibility on what so ever occurrences.
8. Both parties agreed the Terms & Conditions of Employment of KMSS.
9. The Employee agreed to perform the duty at KMSS according to the attached responsibilities and job description, and any other assignment delegated by the Employer.
10. The working hour, from Monday to Friday, is 9:00 am to 5:00 pm include one-hour lunch break per day.
11. The Employee agrees to adhere to all the policies, principles, values, guidelines and regulations of KMSS.
12. Both Parties agree with all the statements mentioned above and hereunder sign with free and informed consent.

For and behalf of the Employer:

Signature:

Name: Rev. Fr. Abel Aung Htun

Position: Director

Date: 3<sup>rd</sup> April 2024

For the Employee:

Signature:

Name: Naw Mary Easter

Position: Project Manager

Date: 3<sup>rd</sup> April 2024

