



OXFAM: EASTERN EUROPE

274 Banbury Road  
Oxford OX2 7DZ  
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**FIXED TERM CONTRACT FOR STAFF ON CONTRACT LESS THAN 18 MONTHS**

**CONTRACT OF EMPLOYMENT FOR STAFF EMPLOYED LOCALLY**

Date: 10<sup>th</sup> January 1999

\* Name: Zorica Mrsevic

\* Address: Save Kovacevica 66  
Belgrade  
FRY

Dear Zorica,

1. I am pleased to confirm our offer to you of an appointment as Project Officer /Women's groups/ for OXFAM GB, Belgrade office based in:  
Dubljanska 38  
11000 Belgrade  
FRY

The offer is subject to two satisfactory references, medical report (relating to medical insurance cover and/OR relating to fitness to travel) and the issue of any necessary work permit or visa.

2. This contract will be governed by local labour law. Where there is no local labour legislation which is applicable, or where the application of the law is below the minimum standard outlined in this contract, the contract, together with OXFAM's Universal Staff Charter will apply. Where the terms of this contract of employment letter are different from the Universal Staff Charter, it is the terms of this letter, which will apply.

**3. Responsibilities**

- 3.1. The responsibilities of your post are set out in the attached job description. In this position you will report to Programme Manager.

**4. Period of Contract and Termination of Employment**

- 4.1. The appointment commences on 10<sup>th</sup> January 2000 and is for a term of 9 months. The contract will terminate on 30<sup>th</sup> September 2000 unless extended by mutual agreement. Oxfam has no obligation to offer you a new contract when this contract comes to an end.
- 4.2. Notwithstanding the agreement for the length of Contract as stated, the Contract can be terminated by Oxfam or you before that term expires as follows:
  - 4.2.1 The first 3 months of the term will be regarded as a probationary period during which the Contract can be terminated by 4 weeks notice in written by either you or OXFAM.
  - 4.3. OXFAM may terminate your contract without notice in case of gross misconduct as detailed in the Oxfam's disciplinary procedure.

Founded in 1942, Oxfam works with poor people regardless of race or religion in their struggle against hunger, disease, exploitation and poverty.

Honorary Officers: *Chair:* Joel Joffe, *Vice Chair:* Dr. Jeremy Swift, *Hon Treasurer:* David Kingsmill, *Director:* David Bryer C.M.G.

Oxfam GB is a member of Oxfam International.

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Oxfam

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<http://www.oxfam.org.uk>

Extension of Contract

To: Zorica Mrsevic  
From: Jeremy Loveless  
Date: 01/11/00

Dear Zorica,

Further to our discussion I am pleased to confirm that your current contract, which was due to terminate on 31<sup>st</sup> October 2000 will be extended until 31<sup>st</sup> December 2000.

All other terms and conditions of employment remain as indicated in your original letter of appointment.

Please sign and return the copy of the note confirming your acceptance of this extension to Ivan Pucelj for our files, as soon as possible to avoid a delay in payment. You should retain a copy for your own records.

Yours sincerely,

Jeremy Loveless  
Programme representative for FRY

I agree to the above extension:

Signed: Zorica Mrsevic

Date: 25. 11. 2000.

Oxfam GB, Belgrade Office  
38 Dubljanska st.  
11000 Belgrade  
Tel/fax: + 381 11 3442 531  
Tel/fax: + 381 11 3442 104

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Extension of Contract

To: Zorica Mrsevic  
From: Jeremy Loveless  
Date: 12/01/01

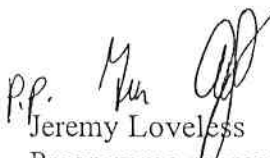
Dear Zorica,

Further to our discussion I am pleased to confirm that your current contract, which was due to terminate on 31<sup>st</sup> December 2000 will be extended until 28<sup>th</sup> February 2001.

All other terms and conditions of employment remain as indicated in your original letter of appointment.

Please sign and return the copy of the note confirming your acceptance of this extension to Ivan Pucelj for our files, as soon as possible to avoid a delay in payment. You should retain a copy for your own records.

Yours sincerely,

p.p.   
Jeremy Loveless  
Programme representative for FRY

I agree to the above extension:

Signed:



Date:

28.01.2001.