

**To:**

Aisha Pendo,  
Nairobi, Kenya

**From:**

Nelly Cheboi  
Mogotio, Kenya

July 7<sup>th</sup> 2024

Dear Aisha,

**RE: Offer Letter to join TechLit Kenya as a school educator**

We were all very excited to meet and get to know you over the past few weeks. We have been impressed with your qualifications and would like to formally offer you the position of School Lead Educator.

This is a full-time post on-site during school days. You will be reporting to Nelly Cheboi remotely from your posted primary school. You are expected to be online with a working smartphone while posted.

The responsibilities for this post include:

- teaching lessons with provided curriculum,
- hosting open-lab times during school days,
- representing TechLit in your posted school,
- observing TechLit's child safety guidelines,
- maintaining equipment with TechLit's support team,
- investigating missing equipment with TechLit's management,
- bringing broken equipment to and from meetings,

- solving post challenges with TechLit's management, and
- recording classroom activities and equipment catalogs.

This position pays a weekly retainer while you are assigned a school post. It pays an additional commission for each day where you teach any lessons to students, and for each day spent meeting in-person. Finally, it pays a bonus for every week you teach all of your targeted lessons.

We pay a bonus after your first relocation, and a smaller bonus after each subsequent relocation. We reimburse you for travel expenses coming and going from scheduled meetings. We do not reimburse any other expenses.

The moment you accept this offer, we are prepared to start. Looking forward to working with you,

Nelly Cheboi  
CEO TechLit Africa