

In case of reply the number
and the date of this
letter should be quoted



HUMAN RESOURCES DEV. DIR
GHANA HEALTH SERVICE
P. O. BOX MB-4
ACCR

My Ref No. GHS/HRM/1003/2003

e: mail: moh: hrd@africaonline.com.gh

Your Ref No.

REPUBLIC OF GHANA

19 March, 2002

Dear Sir/Madam,

OFFER OF APPOINTMENT

I have the honour to offer you permanent appointment in the Ghana Health Service as **Staff Nurse (SRN)** with effect from 1st November 2001.

2. The salary scale attached to the post is G.U.S.S. L.9 i.e. ₵5,428,291.00 - ₵6,692,818.00. You will enter the scale at the 1st point ₵5,428,291.00 per annum and subject to satisfactory work and conduct, you will be eligible to receive your first increment in the scale on the 1st November 2002. The 1st November becomes your incremental date.
3. You will be on probation for a period of one (1) year after which you will be eligible for confirmation in your appointment.
4. Your terms and Conditions of Service will be subject to the Ghana Health Service and Teaching Hospitals Act 1996 (Act 525) other relevant Legislative instruments (L.I) and administrative instructions.
5. You will be required under the Social Security Pensions Law 1992 (PNDC L. 247) to contribute five percent (5%) of your monthly salary towards your retiring benefits.
6. Please note that, you are liable to be called upon at any time to serve in any station where you may be instructed to proceed for duty or undergo a course of training and serve in any other institution to which you may at any time be posted.
7. Please complete the attached "Personal Details Form" and particulars regarding Nursing Staff and return to this office together with your acceptance letter and attach a copy of your allowance pay slip.
8. Unless I receive from you a letter of acceptance by 1st April 2002, I shall assume that you are no longer interested and the offer will be withdrawn.
9. Please acknowledge receipt and attach a copy of your allowance pay slip.

Yours faithfully,

DR. KEN SAGOE
DIRECTOR (HR)
for: **DIRECTOR-GENERAL**

MR. OPOKU ALBERT,
STAFF NURSE (SRN),

THRO' THE REGIONAL DIRECTOR OF
HEALTH SERVICES,
ASHANTI REGION.

The Controller & Acct.-General.
" Auditor-General.
" P. P.S