



IN GOD IS OUR HELP  
AND OUR HEALTH

## NATIONAL CATHOLIC HEALTH SERVICE

Tel. : 233-3820-22170  
E-mail : dhs.nabocado@gmail.com

**Diocesan Health Service**  
**Navrongo-Bolgatanga Diocese**  
Post Office Box 351  
Bolgatanga. UER.  
Ghana - West Africa.

Our Ref.:  
Your Ref.:

7<sup>th</sup> August, 2017.

Dear Abongo Diana,

### LETTER OF APPOINTMENT AS A STAFF MIDWIFE (DIPLOMA)

Following your success in the Licensure Examination conducted by the Nurses' and Midwives' Council of Ghana leading to the award of a Registered Midwife Certificate (Diploma) by the Midwifery Training College-Bolgatanga, it is my pleasure on behalf of the Management of Navrongo-Bolgatanga Catholic Diocesan Health Service to offer you appointment as a Staff Midwife in the Catholic Health Service with effect from 1<sup>st</sup> August, 2017.

You are hereby posted to **Martyrs of Uganda Health Centre-Sirigu in the Kassena-Nankana West District**. You will serve under probation for one (1) year after which your appointment will be confirmed subject to satisfactory performance and good conduct.

The salary scale attached to your grade is in accordance with the GOG/MOH Single Spine Salary Structure (SSSS) level 15 High (15H), Step 1. This is equivalent to Fourteen Thousand, Nine Hundred and Four Ghana Cedis Thirty Seven Pesewas (GH¢14,904.37) per annum as gross or One Thousand, Two Hundred and Forty-Two Ghana cedis, Three pesewas (GH¢1,242.03) per month also a gross. You will be eligible to earn some annual increments on the stated salary scale and based upon your output and conduct.

You will be required to register under the new SSNIT Scheme in accordance with National Pension Act 2008, Act 766 and contribute 5.5% of your Monthly Gross Salary towards your retiring benefits as well as pay Income Tax according to the existing rates.

You will also be subjected to the terms and conditions of service pertaining to the CHAG/TUC Collective Bargaining Agreements and any Diocesan or Departmental Policies and Regulations in force as at the time. In addition, you will be expected to follow Christian Principles and Catholic Ethics in the discharge of your duties and other work relations.

Furthermore, you are to understand that you can be transferred at any time to serve in any Catholic Health Facility where your services may be most needed and also to undergo some training that might require you to offer services in other institutions that you may be posted or assigned.

Finally, note that in all cases you will be responsible to the Director of Catholic Health Service through the Facility In-charge.

Please accept our congratulations and indicate in writing to us whether or not you have accepted this offer of appointment, not later than 14<sup>th</sup> August, 2017.

Yours faithfully,



Bismark Akasoe  
(Director, Diocesan Health Service)

MS ABONGO DIANA  
C/o MIDWIFERY TRAINING COLLEGE  
BOLGATANGA-UPPER EAST REGION

DIRECTOR  
DIOCESAN HEALTH DIRECTORATE  
NAVRONGO-BOLGATANGA DIOCESE  
P. O. BOX 851/BOLGATANGA

Cc: - The Bishop's Office,  
Navrongo-Bolgatanga Catholic diocese,  
Bolgatanga. U.E.R.

- The Human Development Coordinator,  
NABOCADO.
- The Executive Director,  
CHAG, Head Office, Accra.
- The IPPD Section.  
Ministry of Health,  
Headquarters, Accra.
- The Payroll Processing Officer,  
Controller and Accountants' General Department,  
Head Office, Accra.
- The Human Resource Manager,  
Diocesan Health Directorate,  
Bolgatanga.
- The Municipal Finance Officer  
Bolgatanga Municipal Finance Office  
Bolgatanga.
- The Facility In-Charge,  
Martyrs of Uganda Health Centre-Sirigu.

AfriKids Medical Centre,  
P. O. Box 166,  
Bolgatanga.  
25<sup>th</sup> April, 2014

Ms. Diana Abongo  
AfMC  
Bolgatanga.

Dear Diana,

OFFER OF APPOINTMENT AS STAFF MIDWIFE

Following the successful completion of your training, we write to appoint you as a Staff Midwife at the AfriKids Medical Centre.

You will be stationed at the AfriKids Medical Centre in Bolgatanga and will be responsible to the AfriKids Medical Director.

The gross monthly salary attached to this position is one thousand, three hundred and eighty seven cedis, ninety seven pesewas (1,387.97). This will be reviewed on a yearly bases.

You are required to pay the requisite taxes from your salary to the appropriate authorities. You are also required to contribute 5.5% of your salary as social security contribution to the Social Security and National Insurance Trust, while AfriKids Ghana undertakes to pay 13% to the same trust on your behalf.

You will be on a six (6) months' probation. During this period, AfriKids Ghana reserves the right to terminate your appointment without prior notice if your output is deemed unsatisfactory. You could also resign from this job without prior notice to the organisation. Once you satisfactorily complete the period of probation, your appointment will be confirmed for a period of three year (probation period inclusive) renewable.

Your work conduct will be guided by the:

- ❖ Patient charter
- ❖ Code of ethics and disciplinary processes of the AfriKids Medical Centre.

Find attached your job description which you will need to read, understand and sign in agreement to work with it.

Also find attached herein is a Conditions of Service for Nurses and midwives' for further details relating to your conditions of your service during your period with Medical centre.

AfriKids (UK)  
Haskell House, 152 West End Lane, London, NW6 1SD  
Tel: +44 (0) 20 7443 5110 | Email: info@afrikids.org  
Registered Charity No.: UK - 1093624

AfriKids Ghana  
PO Box 166, Bolgatanga, UER, Ghana  
Tel: +233 3820 23829  
Registered Charity No.: Ghana - SWD/3024

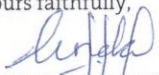


This appointment takes effect from the 1st of April 2014. If you accept this appointment, please send a letter or email (to [lindamarfoh@afrikids.org](mailto:lindamarfoh@afrikids.org)) of acceptance to reach AfriKids Ghana not later than two weeks after receipt of this letter.

We wish to congratulate you on your new appointment and wish you a challenging but a rewarding experience with AfriKids.

We look forward to working with you in a bid to build AfriKids towards enhancing its support to vulnerable children in the communities of Northern Ghana.

Yours faithfully,



LINDA W. MARFOH (MRS)  
HUMAN RESOURCE MANAGER  
FOR: COUNTRY DIRECTOR

CC:  
THE MEDICAL DIRECTOR, AfMC  
THE MANAGER, AfMC  
THE FINANCE OFFICER AfMC  
THE HEAD OF BUSINESS FINANCE, AFRIKIDS GHANA  
THE MATRON