

In case of reply the number
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**HUMAN RESOURCES DIRECTORATE
GHANA HEALTH SERVICE
PRIVATE MAIL BAG
MINISTRIES
ACCRA**

TEL: 021-661354/5

FAX: 021-670329

E-mail: moh-hrd@africaonline.com.gh

My Ref. No. GHS/HRD/D/01/5/03

02 September 2010

Your Ref. No.....

**MR. HABIB MAHAMA
COMMUNITY HEALTH NURSE**

**THRO' THE REG. DIR. OF HEALTH SERVICE
GHANA HEALTH SERVICE
UPPER EAST REGION**

Dear Mr. Mahama,

APPOINTMENT AS COMMUNITY HEALTH NURSE

The Director-General has authorized your appointment as **Community Health Nurse** in the Ghana Health Service with effect from 1st April, 2010.

The salary scale attached to the post is HSS. 2 Band 3 (9 – 14) i.e. GH¢379.00 - GH¢439.00 per month. You will enter the scale at the **Step 9** i.e. **GH¢379.00** per month. You will be eligible to earn increments on the salary scale based on your output and conduct.

You will be on probation for one (1) year after which you will be eligible for confirmation in your appointment.

Your terms and conditions of service will be subject to the Ghana Health Service and Teaching Hospitals Act of 1996 (ACT. 525) other relevant Legislative Instruments (L.I) and administrative instructions. You should contact your immediate supervisor to acquaint yourself of these regulations.

You will be required under the National Pensions Act, 2008 (Act 766) to contribute five point five percent (5.5%) of your salary towards your retirement benefit.

Please note that you are under bond and have to serve the Government of Ghana for five (5) years.

Your Regional Director of Health Service will provide you with a copy of your job description.

Please acknowledge receipt.

Yours faithfully,

**DR. McDAMIEN DEDZO
DIRECTOR, H R D
for: DIRECTOR-GENERAL**

**cc: The Cont. & Acct.-General
" Auditor-General
" P.P.S**

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OUR CORE VALUES

- Professionalism
- Discipline
- Team Work
- Integrity
- Innovation and Excellence
- People-Centred Service



HUMAN RESOURCES DIRECTORATE
GHANA HEALTH SERVICE
PRIVATE MAIL BAG
MINISTRIES
ACCRA

TEL : 0302-661354/5
FAX : 0302-670329
Email : hrd@ghsmail.org

1st June, 2021

My Ref NO. GHS/HRD/D/10/2021

Your Ref No.

**MR. MAHAMA HABIB
STAFF NURSE (RCN)**

**THRO' THE REG. DIR. OF HEALTH SERVICE
GHANA HEALTH SERVICE
UPPER EAST REGION**

Dear Mr. Mahama,

UPGRADING TO STAFF NURSE (RCN)

Following your successful completion of the Top-Up Programme in Registered Community Health Nursing, the Director-General has authorized your upgrading from Principal Community Health Nurse to **Staff Nurse (Registered Community Health Nurse)** with notional effect from 1st September, 2018 and substantively from **1st March, 2019**.

The salary scale attached to your new post is **Single Spine Salary Structure** Pay Scale 15H (1-6) i.e. GH¢1,847.87 - GH¢2,010.37. You will enter the scale at the 1st point and receive monthly salary of **GH¢1,847.87**. In addition, you will be entitled to receive market premium payable at the prevailing rate.

As a Registered Community Health Nurse (RCN) you are required to provide comprehensive and accessible preventive as well as promotive health services to meet the health needs of a defined catchment population. Your Job Description indicating your main duties and responsibilities will be given to you by your Regional Director of Health Service. It may however be altered to suit the needs of your present facility.

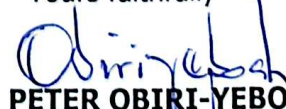
Your terms and conditions of appointment remain unchanged.

You will remain posted to your present region until further directive.

This letter supersedes our earlier correspondence no. GHS/HRD/D/10/13 dated April 12, 2019.

Congratulations on your conversion.

Yours faithfully


**PETER OBIRI-YEBOAH
DEPUTY DIRECTOR, HR (MGT)
for: DIRECTOR-GENERAL**

cc: **The Cont. & Acct.-General
Auditor-General**

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CORE VALUES

- Professionalism
- Discipline
- Integrity
- Teamwork
- Innovation & Excellence
- People Centred

My Ref. No. GHS/HRD/D/02/3

06 September 2021

Your Ref. No.....

**MR. HABIB MAHAMA
SENIOR STAFF NURSE (RCN)**

**THRO' THE REG. DIR. OF HEALTH SERVICE
GHANA HEALTH SERVICE
UPPER EAST REGION**

Dear Mr. Mahama,


PROMOTION TO THE GRADE OF SENIOR STAFF NURSE (RCN)

The Ghana Health Service Council has in consultation with Public Services Commission authorised your promotion to the grade of **Senior Staff Nurse (RCN)** in the Ghana Health Service on trial for six (6) months with notional effect from **1st September, 2020** and substantively from **1st July, 2021**.

2. The salary scale attached to the post on the **Single Spine Salary Structure** is level 16H Point (1 – 6) i.e. **GH¢2,079.30 – GH¢2,262.15** per month. You will enter the new scale at the **1st Step** and draw salary of **GH¢2,079.30** per month in addition to any market premium that may be in force at the prevailing rate and be eligible to earn increment in the scale based on your output and conduct.

3. Accept the congratulations of the Director-General on your promotion.

Yours faithfully,


**PETER OBIRI-YEBOAH
DEP. DIRECTOR, MGT
for: DIRECTOR-GENERAL**

**cc: The Cont. & Acct.-General
" Auditor –General**

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CORE VALUES

- People Centred
- Professionalism
- Team Work
- Innovation/Excellence
- Discipline and Integrity



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TEL: 0302-661354/5
FAX: 0302-670329
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My Ref. No. GHS/HRD/03/22

Your Ref. No.....

August 28, 2022

**MR. HABIB MAHAMA
NURSING OFFICER (PUBLIC HEALTH)**

**THRO' THE REG. DIR. OF HEALTH SERVICE
GHANA HEALTH SERVICE
UPPER EAST REGION**

Dear Mr. Mahama,

UPGRADING TO NURSING OFFICER (PUBLIC HEALTH)

The Director-General has authorized your upgrading from Senior Staff Nurse to **Nursing Officer (Public Health)** in the Ghana Health Services with effect from **9th April, 2022** following your successful completion of Bachelor of Public Health Nursing at the University of Health and Allied Science, Ho.

The salary scale attached to this post is **Single Spine Salary Structure** Pay level 18L (1 – 5) i. e. GH¢2,603.64 – GH¢2,832.61 per month. You will enter the scale at the 1st step and receive monthly gross salary of **GH¢2,603.64**. In addition, you are entitled to market premium applicable at the time. You will be eligible to earn increments on the salary scale based on your output and conduct.

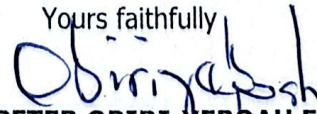
As a Nursing Officer (Public Health) you are required to provide population-based comprehensive preventive, supportive, curative, rehabilitative and regenerative nursing services. Your Job Description indicating your main duties and responsibilities will be given to you by the Regional Director of Health Service. It may however be altered to suit the needs of your present facility.

Your terms and conditions of appointment remain unchanged.

You will remain posted to your present region until further notice.

Congratulations on your upgrading

Yours faithfully


**PETER OBIRI-YEBOAH ESQ.
DIRECTOR, HRD
for: DIRECTOR-GENERAL**

cc: The Cont. & Acct.-General
Auditor-General,
P.P.S

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OUR CORE VALUES

- Professionalism
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- People-Centred Service

My Ref. No. GHS/HRD/MGT/01/22

Your Ref.



HUMAN RESOURCE DIRECTORATE
GHANA HEALTH SERVICE
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Email: hrd@ghs.gov.gh

12 August 2024

MR. HABIB MAHAMA
SENIOR NURSING OFFICER (PUBLIC HEALTH)

THRO' THE REGIONAL DIRECTOR OF HEALTH SERVICE
GHANA HEALTH SERVICE
UPPER EAST REGION

Dear Mr. Mahama,

PROMOTION TO THE GRADE OF SENIOR NURSING OFFICER (PUBLIC HEALTH)

The Director-General has in consultation with the Public Services Commission authorized your promotion to the grade of **Senior Nursing Officer (Public Health)** in the Ghana Health Service on trial for one (1) year with effect from **1st May, 2024**.

The salary scale attached to this post is Single Spine Salary Structure Pay Level **19L (1-5)** i.e. GH¢4529.33 – GH¢4845.27 per month. You will enter the scale at the **1st Step** and receive a gross salary of **GH¢4529.33** per month in addition to any market premium that may be due at prevailing rate.

You may be eligible to earn increments on the salary scale based on your output and conduct.

Accept the congratulations of the Director-General on your promotion.

Yours faithfully,

PETER OBIRI-YEBOAH ESQ
DIRECTOR, HRD
for: **DIRECTOR-GENERAL, GHS**

cc: The Cont. & Acct.-General
The Auditor-General