

NATIONAL CATHOLIC HEALTH SERVICE

Our Ref: KAD/DHA/Appointment/2013
Your Ref:
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Bankers: G.C.B., Akatsi

Catholic Diocese of Keta-Akatsi,
P. O. Box AK 90
Akatsi – V/R, Ghana, W/A

OCTOBER 30, 2013.

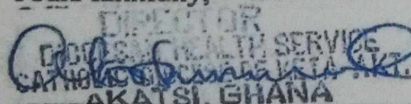
**MS. MARY AMANKWAH FORDWOR,
ST. ANTHONY'S HOSPITAL,
P. O. BOX 11,
DZODZE.**

Dear Ms. Mary A. Fordwor,

LETTER OF APPOINTMENT AS A STAFF MIDWIFE

1. It is a pleasure to inform you that the Diocesan Health Council of Keta-Akatsi Catholic Diocese has appointed you as a **Staff Midwife** to fill a vacant position at the St. Anthony's Hospital at Dzodze with effect from **1st July, 2013**.
2. In accordance with the Collective Agreement between the Christian Health Association of Ghana (CHAG) and the Health Services Workers' Union (HSWU) of TUC, Article 7, the following particulars are effective:
 - (a) **Grade:** Staff Midwife
 - (b) **Salary Level:** 15 H
 - (c) **Market Premium:** 58%
 - (d) **Monthly Salary:** GH¢893.39 – GH¢955.71 p.m.
 - (e) **Pay Scale Type:** SSSS
 - (f) **You will enter the salary scale at the minimum level, thus GH¢893.39 per month.**
3. As a result of the difficulty associated with mechanization of new staff, you will be paid a negotiated salary by the St. Anthony's Hospital until your mechanization goes through at which time you will receive the full salary with arrears paid at the time of mechanization. No salary arrears will be paid to you through IGF in case your mechanization does not go through on time.
4. You will be entitled to allowances and benefits enjoyed by employees of your grade in the service.
5. Your monthly salary will be less compulsory deductions for Social Security and Income Tax.
6. Your annual incremental date is **1st August** each year.
7. You are entitled to **28** working days annual leave.
8. The Diocese may terminate your appointment at any time by not less than three months' written notice or pay to you three months' salary in lieu thereof and vice versa.
9. The Diocese will have the right to terminate your appointment without any liability for compensation or damage upon guilt of professional misconduct or when convicted of any criminal offence other than an offence which, in the opinion of the Diocese, does not affect your position.
10. Welcome to our health delivery system.
11. If you accept this appointment, you should sign where indicated below and return one copy duly signed.

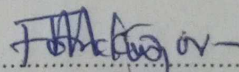
Yours faithfully,


(CHRISTIAN AKOTO-BROWN)
Director, Diocesan Health Service
For: The Diocesan Health Council

EMPLOYEE'S NAME:

MS. MARY AMANKWAH FORDWOR

I ACCEPT THE APPOINTMENT:


(SIGNATURE OF EMPLOYEE)

CC: The Medical Director, St. Anthony's Hospital, Dzodze
The Nursing Administrator, St. Anthony's Hospital, Dzodze
The Administrator, St. Anthony's Hospital, Dzodze
The Accountant, St. Anthony's Hospital, Dzodze

Motto: In God is Our Help and Our Health