

In case of reply the number
And the date of this
Letter should be quoted

My Ref. No. KBTH-302
Your Ref. No. KBTH-302



KORLE BU TEACHING HOSPITAL
P. O. BOX KB 77,
KORLE BU, ACCRA.

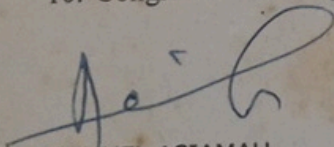
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17th July, 2014

MAXWELL ASARE
P.O.BOX DC 647
DANSOMAN-ACCRA

OFFER OF APPOINTMENT AS A STAFF NURSE

1. This is to inform you that, as a result of your success in the recent interview, the Hospital's Management has authorized your appointment as a **Staff Nurse** in Korle Bu Teaching Hospital subject to Medical Fitness Examination.
2. The appointment takes effect from **1st August, 2014**.
3. The salary attached to the post is SS PSH 15 Step (1- 6) i.e. (GH¢966.30 – 1,051.28) per month. You will enter the scale at step 1 i.e. **GH¢966.30** per month
4. You will be required under the National Pension Act 2008 (Act 766), to contribute five point five percent (5.5%) of your salary towards your retirement. Your contribution to the fund will be deducted at source every month and credited to your Social Security Accounts.
5. The appointment may be terminated by a month's notice on either side except where your work or conduct is found to be unsatisfactory, fraudulent or criminal, and where there is a breach of contract; the Hospital Management may terminate your appointment without notice.
6. You will be on probation for a period of one (1) year.
7. As an essential service provider, it is illegal to embark on strike action as stipulated in Section 163 of the New Labour Act, 2003. All grievances should be addressed according to the laid down procedures in the Labour Law.
8. Your Professional Director will give you a copy of your Job Description. However, it may be amended by your head of Department/Unit to suit their Specialization.
9. Please acknowledge receipt and acceptance by **30th September, 2014**.
10. Congratulations on your appointment.


DR. SAMUEL ASIAMAH
AG.CHIEF ADMINISTRATOR

cc: The Secretary, PSC
The Cont. & Acct General
The Auditor General
The PPS – MOH
P' File