

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

CORE VALUES

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

My Ref. No. GHS/HRD/GA/19

Your Ref. No.

**MS. ELLEN BAABA BINEY
STAFF NURSE (DIPLOMA)**

**THRO' THE REG. DIR. OF HEALTH SERVICE
GREATER ACCRA REGION**

Dear Ms. Biney



**HUMAN RESOURCES DIRECTORATE
GHANA HEALTH SERVICE
PRIVATE MAIL BAG
MINISTRIES
ACCRA**

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21st May, 2019

APPOINTMENT AS STAFF NURSE (DIPLOMA)

The Director-General has authorized your appointment in the Ghana Health Service as **Staff Nurse (Dip)** with effect from **15th April 2019**.

The salary scale attached to this post is **Single Spine Salary Structure** Pay level 15H (1 – 6) i.e. GH¢1,649.88 – GH¢1,794.89 per month. You will enter the scale at the 1st step and receive monthly gross salary of **GH¢1,649.88**. In addition, you are entitled to market premium applicable at the time.

Your duties and responsibilities are as provided in your job description, which will be made available to you by your Head of facility.

You shall be on probation for a period of six (6) months from the effective date of this appointment to confirm your suitability for the assigned job. The probation period may however be extended in writing for a period not exceeding three (3) months for stated reasons upon performance appraisal. If your performance and/or conduct does not meet the expected requirement by the end of the period of probation your appointment may be terminated in writing by giving you one (1) month notice or one (1) month salary in lieu of notice. Unless informed in writing to the contrary, your appointment shall be deemed to have been confirmed after completing the probationary period.

Upon confirmation after probation the Director-General still reserves the right to terminate your appointment anytime your performance and/or conduct on the job is adjudged to be below expected standards by giving you three months' notice in writing or three months' salary in lieu of notice. However, notice shall not be given in situations of proven misconduct or where you make it impossible to give notice. You may also terminate your appointment in writing anytime by giving the Service three months' notice or three months' salary in lieu of notice.

Your terms and conditions of employment will be subject to the provisions of the Ghana Health Service and Teaching Hospitals Act 1996 (ACT 525), Legislative Instruments (L.I), existing Human Resource Management Policies, the code of Conduct and Disciplinary Procedures, conditions of service and other relevant Administrative Instructions.

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

In view of the fact that your service is classified as an essential service under Section 175 of the Labour Act 2003 (Act 651), you are prohibited from resorting to a lockout or strike in connection with or in furtherance of any industrial dispute in line with Section 163 of Act 651.

Note that in view of the bond agreement signed you are under obligation to serve the Government of Ghana for **Four (4) years**.

You will be required to indicate in writing if you accept the terms of the appointment as provided to the **Regional Director of Health Service, Greater Accra Region** for documentation and assignment **within one (1) month** from the date of this letter otherwise the offer will lapse.

Congratulations on your appointment.

Yours faithfully

**DR. MARGARET CHÉBERE
DIRECTOR, HRD
for: DIRECTOR-GENERAL**

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