

Internal



Ref: MTNGH/HR/001285/OL/25

January 16, 2025

Benard Bamfo  
University of Education  
Winneba

**LETTER OF INTERNSHIP**

We are pleased to inform you that your internship request has been received and accepted by MTN Ghana. You will join a dedicated and enthusiastic team at our MTN Office in Winneba where you will gain valuable experience and an insider's perspective on Ghana's largest Telecommunication Network.

**UNDERTAKING IN RESPECT OF MTN BRAND VALUES & VITAL BEHAVIORS**

You are bound and agree to meet performance standards as set during this period. You will also be required to give effect to the current MTN Brand Values & Cultural Operating System Vital Behaviors as follows:

- ⇒ **Leadership** ~ Building a future for our people and the customers we serve.
- ⇒ **Innovation** ~ doing new things and doing the same things differently.
- ⇒ **Relationships** ~ connecting with all people on their level and being relevant to their lives.
- ⇒ **Can Do** ~ "Cannot" does not exist unless it is really humanly and technically impossible; even then "never say die".
- ⇒ **Integrity** ~ doing what we said we would do and not doing what we said we were not going to do.

**Scancom PLC (MTN Ghana)**

MTN House, Independence Avenue, Accra  
P.O. Box TF 281, Trade Fair, La, Accra, Ghana  
Tel: +233 (0)24 4300000 Fax: +233 (0)2231974 [mtn.com.gh](http://mtn.com.gh)

**Directors:** Dr. Ishmael Yanson (Chairman) | Selorm Adadevoh (CEO) | Felix Addo\* | Kofi Dadzie\* | Nana Ama Botchway\* | Rosie Ebe-Arthur\* | Ebenezer Twum Asante\* | Fatima Daniels\* | Sugentharen Perumal\* | Tsholofelo Molefe\*.

\*Independent Non-Executive Directors; \*Non-Executive Directors

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☞ **COS – Collaboration, Get It Done, Accountability and Complete Candor.**

These values and vital behaviors form an integral part of this contractual relationship and standards by which your conduct and performance will be measured.

#### **WHAT WE OFFER**

- As an intern, you will work on a variety of projects tailored to meet your interests and availability. Kindly respond indicating your career interests.
- You will be encouraged to attend company events that provide fantastic networking opportunities for your career development.
- Should your institution have an internship coordination program that ensures students receive credit for their work, kindly communicate this in advance.
- We can accommodate part-time and full-time availability; while the duration of internships can vary, most typically last at least 12 weeks.
- Currently all internships are unpaid.

#### **DETAILS OF THE OFFER ARE AS FOLLOWS: Duration of Attachment:**

Date: January to April, 2025

Division: Sales & Distribution

Title: Intern

**ELIGIBILITY** Internships are open to all individuals aged 16 or older

#### **INTERNSHIP CONDITIONS:**

- *The attachment is for a period of Twelve (12) weeks. Any changes to this initial agreement will be discussed and notified to you accordingly.*
- *This offer shall not attract any monthly allowance*

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- You will receive instructions pertaining to your work from the Head of MTN Sales and Distribution or his accredited representative
- Whilst on attachment, you are expected to perform satisfactorily and will be bound by the rules and regulations of Scancom PLC.
- You are expected to observe the strictest professional secrecy and shall not divulge to any party whomsoever, at any time, information concerning transactions of the company and its customers you come across in the course of your duties.

#### CONFIDENTIALITY

6.1 The Intern shall not disclose to third parties' confidential information (Confidential Information) obtained throughout the implementation of this learning period without the prior written consent of the Company.

6.2 Confidential Information means all information and data obtained in connection with this contract including all materials and documentation which are confidential or proprietary to the Company including without limitation information and data relating to the Company's operations, policies, procedures, techniques, accounts and personnel and all information and data which are confidential or proprietary to a third party and which are in the possession and control of the Company.

We look forward to welcoming you to MTN Ghana and we promise a great learning experience.

Please sign the attached and your intern details form and return them to HR, signifying your acceptance of this attachment offer

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Regina Arkalfe", written over a horizontal line.

**Regina Arkalfe**  
**Manager, HR Business Partner, South**  
cc: Personal File

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I, BASILE BERNARD of UEW declare that I have read and understood the terms and Conditions of the Twelve (12) weeks attachment offered me by Scancom PLC and hereby accept and agree that the Terms and Conditions stated therein shall govern by the Twelve (12) weeks attachment with the Company.

Dated at Winneba this 16TH Day of JANUARY 2025

Signed.....[Signature]

Witness: DONATUS AMISSIBA

Signature: [Signature]

Address: MIN - WINNEBA BRANCH

Occupation: AAS

Telephone: 0245082479

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