

# NEW JUABEN SOUTH MUNICIPAL ASSEMBLY

All Correspondence should be addressed to:  
THE MUNICIPAL CHIEF EXECUTIVE  
TEL: (03420) 23014 / 22581  
AX : (03430) 22790

Our Ref: NJSMA-01/0167/18

Your Ref: \_\_\_\_\_



Office of the Municipal Administration  
Post Office Box KF 199  
Koforidua E/R  
Ghana

16-09 20 24

**RE: INTERNSHIP FOR BACHELOR OF BUSINESS ADMINISTRATION IN  
HUMAN RESOURCE MANAGEMENT STUDENTS FOR 2024/2025 ACADEMIC  
YEAR – JANUARY, 2025 TO APRIL, 2025.**

**MR. ABDUL-GANI ABDULAI (B403230019)**

We refer to your letter number **DMS/I.6/VOL.1.6** dated 29<sup>th</sup> July, 2024 on the above subject matter.

We are directed to inform you that **MR. Abdul-Gani Abdulai**, a level 300 Bachelor of Business Administration in Human Resource student is admitted to do his internship at the New Juaben South Municipal Assembly.

The student is currently attached to the **Human Resource Department** and will be expected to abide by the rules and regulations governing the Local Government Service and other departmental instructions.

We sincerely hope he will cooperate with us and make his stay a success.

Thank you.

for: **MUNICIPAL CHIEF EXECUTIVE  
(MARY YIRENKYIWA LABI)  
MUNICIPAL HEAD, HRD**

**Ag. HEAD OF DEPARTMENT  
DEPARTMENT OF MANAGEMENT SCIENCES  
UNIVERSITY OF EDUCATION  
WINNEBA.**