



COCOA MARKETING COMPANY (GHANA) LIMITED

3RD FLOOR COCOA HOUSE
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Our Ref: CMC/GC/ADM/75/179

Date: 15-01-2025

GLORIA AYEKOR EDINAM NARH
UNIVERSITY OF EDUCATION
WINNEBA

OFFER OF INTERNSHIP

We are pleased to offer you a place for Internship at the **Procurement Department**, Cocoa Marketing Company (GH) Limited, Accra.

You are to report to the **Procurement Manager** on the day of assumption of duty for further instruction.

Your Internship is for a period of two (2) month and it takes effect from **20th January to 20th March, 2025.**

The working hours are:

Mondays to Fridays

Morning : 8:00am-12:30pm
Afternoon : 1:30pm-5:00pm

Your internship will be on the following terms and conditions:

- You will be provided a monthly transport allowance of Gh¢160.00
- For disciplinary control, you will be subject to rules and regulations of the Company and directives that may be issued from time to time.
- The offer may be terminated by either party on giving two (2) weeks' notice.
- The Company however reserves the right to cancel the offer on grounds of indiscipline, misconduct and such likes.

If you do accept the terms and conditions outlined above, please acknowledge receipt within two (2) weeks from the date of this letter, otherwise you should consider the offer cancelled.

You can count on our co-operation.

CHRISTIANA S. ENGMANN
DEPUTY HUMAN RESOURCE MANAGER

Pc: Deputy Director, Finance
Audit Manager
Ag. Head, Department of Procurement and Supply Chain Management