



# GHANA PORTS AND HARBOURS AUTHORITY

PORT OF TEMA

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OUR REF.: DP.TM/T.9/10/73/5951

JANUARY 17, 2025

THE AG.HEAD OF DEPARTMENT  
UNIVERSITY OF EDUCATION  
P.O.BOX 25  
WINNEBA, GHANA

Dear Sir,

**RE: INDUSTRIAL ATTACHMENT**

Your letter on behalf of your student; **ALBRIGHT OKPOTI** in respect of the above subject refers.

We wish to inform you that approval has been given for her to be attached to our **Materials Department from January 27, 2025 to February 21, 2025.**

The terms of her attachment training are spelt out below:

1. She must take an Industrial Insurance against Industrial injuries and submit a photocopy of the insurance policy alongside the other specified requirements to the Human Resource Department.
2. She must procure her own protective clothing.
3. She is hereby reminded that by virtue of his association with GPHA, she shall not disclose, publish, or use for any purpose the content of letters, reports, or any spatial features and operations of the port that come to his knowledge. Any breach of this confidentiality obligation may result in disciplinary actions.
4. She must abide by all regulations and rules governing the workmen of Ghana Ports and Harbours Authority.
5. She will not be paid any salary or allowance during the period of her training.
6. **(a) THERE WILL BE NO EXTENSION OF TRAINING PERIOD AND SHE IS EXPECTED TO COMPLY AND EXIT WITHIN THE STIPULATED PERIOD.**

**(b) ANY INTERN WHO ATTENDS GPHA'S MEDICAL FACILITY IS REQUIRED TO PAY FOR EVERY SERVICE.**

7. (a) She will be closely supervised.

(b) She must provide One (1) recent passport-sized photograph to enable us process her Harbour Pass.

**8. SHE MUST WEAR A BLUE/WHITE SHIRT WITH BLACK/ASH SKIRT (BELOW THE KNEE) AND BLACK/BROWN SHOE DURING THE PERIOD OF TRAINING.**

She must submit a report on the period of her attachment at least one (1) week before completion through her head of Department/Section as a pre-requisite for her Testimonial.

**Please note that testimonial will be issued to interns whose reports meet the set standard. Interns who do not collect their testimonials within Six (6) months of completion will not be considered.**

By copy of this letter, **Albright Okpoti** is requested to submit an acceptance letter if the terms spelt out above are acceptable to her. The acceptance letter must indicate the objectives for undertaking the attachment before the commencement of the programme.

The Materials Manager is hereby informed to give her the necessary assistance during the period of the attachment.

Yours faithfully,

**GHANA PORTS & HARBOURS AUTHORITY**



**ROSEMARY K. DANKWA**

DEPUTY PORT HUMAN RESOURCE MANAGER  
FOR: DIRECTOR OF PORT, TEMA

cc: *Materials Manager, Tema*  
*Port Security Manager, Tema*  
Albright Okpoti  
HRBP – Materials