



COCOA HEALTH AND EXTENSION DIVISION (COCOBOD)

P. O. Box 3197, Accra-Ghana Tel: 233 302 666946-9 Fax: 233 302 665893 / 668695

My Ref. No: CHED/PERS/IA/U-38/132

Date: 21 / 10 / 2025

Your Ref. No:

HEAD OF DEPARTMENT
SCHOOL OF BUSINESS
DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP
UNIVERSITY OF EDUCATION
WINNEBA, GHANA

Dear Sir/Madam

RE: REQUEST FOR INTERNSHIP PLACEMENT: MS. MARY OKAI

Your letter No. DME/1.3/Vol.1/09 dated 8th September, 2025 relating to the above-mentioned subject refers.

Management has granted approval for Ms. Mary Okai to undertake her Industrial Attachment at the Head Office, Accra.

Internship details:

- | | |
|-------------------|--|
| i) Position: | Intern |
| ii) Team: | Procurement |
| iii) Start date: | 20 th January, 2026 |
| iv) End date: | 24 th February, 2026 |
| v) Working hours: | 8:00 am to 5:00 pm (1 hour lunch break, 40 hours per week except holidays) |

She will not be entitled to any salary during the period of attachment and will not be covered by the Division's insurance scheme.

If these conditions are acceptable to her, she should report to the Senior Human Resource Manager, Head Office, for further directives.

By copy of this letter, the Deputy Procurement Manager, Head Office, is informed to notify us of the commencement of the training by the student.

You can count on our co-operation.

Yours faithfully,


NANA AKUA ACHIAA MANSAH
SENIOR HUMAN RESOURCE MANAGER
FOR: AG. EXECUTIVE DIRECTOR

cc: Ag. Executive Director
Senior Human Resource Manager
Deputy Procurement Manager
Ms. Mary Okai