

# NEW JUABEN SOUTH MUNICIPAL ASSEMBLY

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

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



Our Ref: NJSMA/32/01/09

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

01-12-2025

**ATTACHMENT FOR BACHELOR OF HUMAN RESOURCE MANAGEMENT  
STUDENTS FOR 2024/2025 ACADEMIC YEAR – JANUARY 5<sup>TH</sup>, 2026 TO APRIL  
30<sup>TH</sup>, 2026**


We refer to your letter number DMS/1.5/Vol.3.167 on the above subject matter.

We are directed to inform you that **Mr. Emmanuel Dankwa**, a level 400 Bachelor of Human Resource Management, is admitted to do her internship at the New Juaben South Municipal Assembly.

The student will be 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, HR**

**HEAD OF DEPARTMENT  
UNIVERSITY OF EDUCATION  
SCHOOL OF BUSINESS  
DEPARTMENT OF MANAGEMENT SCIENCES  
P O BOX 25  
WINNEBA, C/R**