



GHANA PORTS AND HARBOURS AUTHORITY

PORT OF TEMA

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Tema, Ghana

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Digital Address Code: GT-058-8209

OUR REF.: DP.TM/TGA/VA.89/168.

JANUARY 26, 2026

THE HEAD OF DEPARTMENT
DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT
UNIVERSITY OF EDUCATION
WINNEBA

Dear Madam,

RE: INDUSTRIAL ATTACHMENT

Your letter on behalf of your student; **JORDI SENYO AGBEMADU** in respect of the above subject refers.

We wish to inform you that approval has been given for him to be attached to our **Materials Department from February 2, 2026 to February 27, 2026.**

The terms of his attachment training are spelt out below:

1. (a) He is required to go through safety orientation before the start of the program.
(b) He 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. He must procure his own protective clothing.
3. He is hereby reminded that by virtue of his association with GPHA, he 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. He must abide by all regulations and rules governing the workmen of Ghana Ports and Harbours Authority.
5. He will not be paid any salary or allowance during the period of his training.
6. **(a) THERE WILL BE NO EXTENSION OF TRAINING PERIOD AND HE 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) He will be closely supervised.

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

8. **HE MUST WEAR A BLUE/WHITE SHIRT WITH BLACK/BLUE BLACK/ KHAKI TROUSER AND BLACK/BROWN SHOE DURING THE PERIOD OF TRAINING.**

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, **Jordi Senyo Agbemadu** is requested to submit an acceptance letter if the terms spelt out above are acceptable to him. 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 him the necessary assistance during the period of the attachment.

Yours faithfully,

GHANA PORTS & HARBOURS AUTHORITY


ROSEMARY K. DANKWA
DEPUTY HUMAN RESOURCE MANAGER
FOR: DIRECTOR OF PORT, TEMA

cc: Materials Manager, Tema
Port Security Manager, Tema
Jordi Senyo Agbemadu