



THE METHODIST CHURCH GHANA
WESLEY COLLEGE OF EDUCATION

P. O. BOX 1927, KUMASI, ASHANTI
GHANA, WEST AFRICA

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PRINC. TEL/FAX: +233-322028541



Our Ref: *WC/ED/93*

Your Ref:

Date: 14th November, 2019

Dear Mr. Andrew Gyan,

LETTER OF APPOINTMENT AS A TUTOR

I write with much pleasure on behalf of the governing council of Wesley College of Education to offer you appointment as Tutor in the Department of Languages at Wesley College of Education in Kumasi, effective 1st September, 2019.

You will be on probation for two years which you may be confirmed subject to satisfactory work and conduct.

Your salary will be GH¢32,280.61 per annum on the Single Spine Salary Scale (20.1L)

Any salary increment in the scale will fall due in January of subsequent years starting January 2020.

Your responsibilities at Wesley College of Education shall include but not limited to the following:

- Classroom Teaching
- Assessment of trainees
- Supervision of trainees' project work
- Teaching practice supervision

as well as any other duty that will be assigned to you by the Principal through your Head of Department or any other person appointed to act on his/her behalf.

Your head of Department, subject to the approval of the Principal will determine your workload and will be responsible for evaluating your performance.

Your appointment will be governed by the terms and conditions spelt out in the harmonized conditions of service for Senior Staff A of Colleges of Education in Ghana and policies that are in operations at Wesley College of Education.

Please indicate whether you accept this offer of appointment on the above conditions.

Yours faithfully,

Charlotte Rockson (Mrs.)

PRINCIPAL

Cc: Vice Principal

Ag. College Secretary

Ag. Finance Officer

Ag. Internal Auditor

File

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