

# GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)

MOTTO: EXCELLENCE IN LEADERSHIP, MANAGEMENT AND ADMINISTRATION

Our Ref:..... HRD/GRAD/2025/001

Your Ref:.....



P. O. BOX AH 50  
Achimota, Accra

August 14, 2025

Mr. Isaac Batsa  
Accra  
Email: [batsa2010isaac@gmail.com](mailto:batsa2010isaac@gmail.com)

Dear Mr. Batsa,

**Subject: Appointment as Graduate Assistant**

Following the meeting held on Tuesday, 4th August 2025, the Central Administration is pleased to offer you the position of **Graduate Assistant** at the School of Technology and Social Sciences (SoTSS) for one year, commencing **September 1, 2025**. This appointment aligns with the Institute's strategic focus on digitization.

You will be assigned to **Dr. Emmanuel Antwi-Boasiako** in the **Department of Computer Science and Information Systems**, with whom you are currently collaborating on the development of a Performance Management System for the Institute.

## Terms of Appointment

As part of this appointment, you will receive a **scholarship** to pursue a **Master's degree programme** at SoTSS. The scholarship includes:

- A full tuition waiver
- A monthly stipend of two thousand Ghana Cedis (GHC2,000)

In return, you are expected to fulfil the following obligations:

1. Maintain a satisfactory performance per the Graduate Students Handbook
2. Complete the development of the Performance Management System software
3. Provide support to the Systems Unit of the Information Management Service Directorate in developing software applications that enhance the Institute's operations, as assigned

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4. Execute a bond to serve the Institute for a period equivalent to the duration of the scholarship upon completion of your studies. In the event of default, you shall refund the full sponsorship amount with interest at the prevailing commercial rate
5. Submit an academic progress report and a self-assessment at the end of each semester to the Human Resource Management Directorate, through Dr. Emmanuel Antwi-Boasiako. Please note that continued sponsorship is contingent upon satisfactory performance as reflected in this report

Please be advised that consideration for full-time employment with the Institute upon completion of your programme will be based on your performance and successful completion of the degree.

A copy of this letter has been forwarded to the Acting Dean of SoTSS, and the Directors of Finance and Information Management Services for their information.

Kindly communicate your acceptance of this offer to the Human Resource Management Directorate within **one week** from the date of this letter.

Yours sincerely,



**DR. VICTORIA M. KUNBUOR**  
*Secretary of the Institute*

Cc: Rector  
Deputy Rector  
Secretary of the Institute  
Dean School of Technology and Social Sciences  
Director of Internal Audit  
Director of Finance  
Director Information Management Services  
Human Resource Management Directorate  
Dr. Emmanuel Antwi-Boasiako, Dept of Computer Science & Information Systems