

UNIVERSITY OF CAPE COAST

DIRECTORATE OF HUMAN RESOURCE

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UNIVERSITY POST OFFICE
CAPE COAST, GHANA

In case of reply please quote:

Our Ref: DHR/53

26th August, 2021

Staff Concerned
UCC

MASS TRANSFER: PHASE I

We write to transfer the attached list of staff with effect from **Monday, 6th September, 2021.**

You are kindly requested to report to your respective Heads of Department for assignment of your official duties and by this the Heads of Department concerned are to take note and act accordingly.

Heads of Department whose staff are being transferred are kindly requested to transfer the personal files of the affected staff under the cover of confidentiality to the new Heads of Department. Heads of Department are requested to inform the Directorate of Human Resource on your assumption and also organize an in-house orientation for you.

The Director of Finance is by a copy of this letter kindly requested to take note of the transfers and act accordingly.

Thank You.

Isaac Baafi Sarbeng (Rev.)

Director

For: Registrar

cc: Registrar
Librarian
Provost, College of Distance Education
Provost, College of Humanities and Legal Studies
Provost, College of Agricultural and Natural Sciences
Director of Finance
Director of Internal Audit
Director of Academic Affairs
Director, Institute of Education
Director, Institute for Oil and Gas Studies

Director, Directorate of University Health Services
 Director, DAPQA
 Director, Centre for African and International Studies
 Director of ICT Services
 Dean, School for Development Studies
 Dean, School of Nursing & Midwifery
 Dean, Faculty of Law
 Dean, School of Economics
 Head, Institutional Advancement Office
 Headteacher, University Kindergarten
 Head, Dept. of Communication Studies
 Head, Dept. of Biochemistry
 Head, Senior Common Room
 Head, Dept. of Physician Assistant Studies
 Head, Dept. of Physiology, SMS
 Head, Dept. of Adult Health Nursing
 Head, Training and Development Section, DHR
 Head, Dept. of Laboratory Technology
 Head, Dept. of Computer Science and Information Technology
 Head, Dept. of Science Education
 Head, Institutional Affiliation Office
 Manager, Teaching and Research Farm
 Co-ordinator, LAFOC
 Head, Dept. of Pharmacognosy & Herbal Medicine
 Head, Dept. of Health Information Management
 Head, Dept. of Economics Studies
 Head, Dept. of Optometry
 Headteacher, University Basic School Annex
 Head, Dept. of French
 Head, Dept. of VOTEC
 Head, Dept. of Statistics
 Head, Dept. of Pharmacology & Toxicology
 Head, Dept. of Conservation Biology and Entomology
 Head, Dept. of Peace Studies, Sch. for Development Studies
 Head, Dept. of Business and Social Sciences Education
 Head, Dept. of Sociology and Anthropology
 Head, Dept. of Mathematics
 Head, Dept. of Medical Laboratory Science
 Head, Dept. of Psychological Medicine and Mental Health, SMS
 Head, Dept. of Accounting, School of Business
 Head, Dept. of Environmental Governance and Sustainable Dev't
 Head, Dept. of Molecular Biology and Biotechnology
 Head, Dept. of Population and Health
 Head, Dept. of English
 Hall Master, Casely Hayford Hall
 Hall Master, Valco Hall
 Hall Master, University Alumni Hall
 Hall Master, Kwame Nkrumah Hall
 Hall Warden, Adehye Hall
 Hall Master, PSI Hall
 DHR/53
 P/P/C/ files

UNIVERSITY OF CAPE COAST
SENIOR STAFF TRANSFER, 2021

No.	SN	NAME	JOB TITLE	CURRENT DEPARTMENT	NEW DEPARTMENT
1	12550	SIMON MENSAH	SENIOR ADMINISTRATIVE ASSISTANT	SENIOR COMMON ROOM	COLLEGE OF DISTANCE EDUCATION
2	13815	ALISON ESI MENSAH	ADMINISTRATIVE ASSISTANT	SCHOOL FOR DEVELOPMENT STUDIES - DEANS OFFICE	UNIVERSITY KINDERGARTEN
3	9818	ANGELINA ARABA AMOAH	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DEPARTMENT OF COMMUNICATION STUDIES
4	13488	BARBARA QUAINOO	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF BIOCHEMISTRY	SCHOOL OF NURSING & MIDWIFERY - DEAN'S OFFICE
5	13294	BENJAMIN ABNORY	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES	LASER AND FIBRE OPTICS CENTRE [LAFOC]
6	8477	BENJAMIN SAM EKOW	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF PHYSIOLOGY	COLLEGE OF DISTANCE EDUCATION
7	9731	CECILIA WINWAH	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF ADULT HEALTH NURSING	DEPARTMENT OF BIOCHEMISTRY
8	13196	DANIEL EKOW HAGAN	ADMINISTRATIVE ASSISTANT	DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES	SCHOOL FOR DEVELOPMENT STUDIES - DEANS OFFICE
9	14196	EMMANUEL ASILI ASAMOAH	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DIRECTORATE OF INTERNAL AUDIT <i>(TO RESUME ON 25TH NOV. 2021)</i>
10	11349	ERIC KWESI YANKSON	PRINCIPAL ADMINISTRATIVE ASSISTANT	FACULTY OF LAW	COLLEGE OF DISTANCE EDUCATION
11	13708	FAUSTINA QUAINOO	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF LABORATORY TECHNOLOGY	DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
12	8545	FRANCIS ANNOH	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION (BRONG AHAFO OFFICE)	INSTITUTE FOR OIL AND GAS STUDIES
13	13651	GLADYS AMA NYARKO	SENIOR ADMINISTRATIVE ASSISTANT	LASER AND FIBRE OPTICS CENTRE [LAFOC]	DIRECTORATE OF ICT SERVICES
14	14697	GIFTY MARFOA NYAMEKYE	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF SCIENCE EDUCATION	INSTITUTIONAL AFFILIATION OFFICE

UNIVERSITY OF CAPE COAST
SENIOR STAFF TRANSFER, 2021

No.	SN	NAME	JOB TITLE	CURRENT DEPARTMENT	NEW DEPARTMENT
15	14858	HASSANA AZEEZ	SENIOR ADMINISTRATIVE ASSISTANT	DIRECTORATE OF INTERNAL AUDIT	DEAN'S OFFICE, SCHOOL OF NURSING & MIDWIFERY
16	14897	ISAAC TETTEH	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DEPARTMENT OF AUDLT NURSING (SCHOOL OF NURSING & MIDWIFERY)
17	10823	IVY ROSE AKAKPO	CHIEF ADMINISTRATIVE ASSISTANT	DIRECTORATE OF HUMAN RESOURCE	COLLEGE OF DISTANCE EDUCATION
18	9354	JOANA FREMA MENSAH	CHIEF ADMINISTRATIVE ASSISTANT	TEACHING AND RESEARCH FARM	DEPARTMENT OF PHARMACOGNOSY & HERBAL MEDICINE
19	11974	JONAH DONKOR	SENIOR ADMINISTRATIVE ASSISTANT	COLLEGE OF HUMANITIES AND LEGAL STUDIES - PROVOSTS OFFICE	COLLEGE OF DISTANCE EDUCATION
20	11871	JOSEPH ANTWI	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF HEALTH INFORMATION MANAGEMENT	DEPARTMENT OF PHYSIOLOGY (SCHOOL OF MEDICAL SCIENCES)
21	12136	JOSEPH JUMBO LARTEY	ADMINISTRATIVE ASSISTANT	UNIVERSITY HEALTH SERVICE	DEPARTMENT OF ECONOMICS STUDIES (TO RESUME ON 15TH SEPT, 2021)
22	11236	JUDITH AGGREY-FYNN	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DEPARTMENT OF BIOCHEMISTRY
23	9122	KATE NAOMI MBIR	PRINCIPAL ADMINISTRATIVE ASSISTANT	SCHOOL OF NURSING & MIDWIFERY	COLLEGE OF DISTANCE EDUCATION
24	13949	LUCY OBENEWAA DARKOH	ADMINISTRATIVE ASSISTANT	DEPARTMENT OF OPTOMETRY	CASLEY HAYFORD HALL
25	15280	MARGARET FABEA BOAHENE	SENIOR ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION (GREATER ACCRA REGIONAL OFFICE)	UNIVERSITY BASIC SCHOOL - NORTH CAMPUS
26	15037	MARTIN OPARE ANAKWA	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DIRECTORATE OF HUMAN RESOURCE (TRAINING & DEVELOPMENT SECTION)
27	12172	MICHAEL DONKOR	SENIOR ADMINISTRATIVE ASSISTANT	DEPARTMENT OF FRENCH	DEPARTMENT OF VOCATIONAL & TECHNICAL EDUCATION (VOTEC)

**UNIVERSITY OF CAPE COAST
SENIOR STAFF TRANSFER, 2021**

No.	SN	NAME	JOB TITLE	CURRENT DEPARTMENT	NEW DEPARTMENT
28	13368	MILLCENT AMEWUGA TSEY	PRINCIPAL ADMINISTRATIVE ASSISTANT	INSTITUTE FOR OIL AND GAS STUDIES	DEPARTMENT OF LABORATORY TECHNOLOGY
29	14183	MUSA SEIBA	PRINCIPAL ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DEPARTMENT OF STATISTICS
30	11811	NAOMI DAVIS	PRINCIPAL ADMINISTRATIVE ASSISTANT	DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE	COLLEGE OF DISTANCE EDUCATION (TO RESUME ON 30TH SEPT, 2021)
31	9549	REBECCA MENSAH	SENIOR ADMINISTRATIVE ASSISTANT	SCHOOL OF NURSING & MIDWIFERY	COLLEGE OF DISTANCE EDUCATION
32	13844	REBECCA SAAH	ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION (GREATER ACCRA REGIONAL OFFICE)	SAM JONAH LIBRARY
33	14416	OLIVIA ABRAH	SENIOR ADMINSTRATIVE ASSISTANT	DEPARTMENT OF CONSERVATION BIO & ENTOMOLOGY	COLLEGE OF DISTANCE EDUCATION (TO RESUME ON 15TH SEPT, 2021)
34	13593	RICHARD GHALI APPIAH	ADMINISTRATIVE ASSISTANT	VALCO HALL	DEPARTMENT OF PEACE STUDIES, SCHOOL FOR DEVELOPMENT STUDIES
35	8640	RICHMOND JOHN JERRY KOUFIE	SENIOR ADMINISTRATIVE ASSISTANT	DEPARTMENT OF BUSINESS AND SOCIAL SCIENCES EDUCATION	DEPARTMENT OF PHARMACOLOGY & TOXICOLOGY
36	15537	ELSIE ATTAFUAH	SENIOR ADMINISTRATIVE ASSISTANT (GRAPHIC DESIGNER)	INSTITUTIONAL ADVANCEMENT OFFICE	COLLEGE OF DISTANCE EDUCATION
37	14343	SOLOMON DORKUTCHO ONYAME	SENIOR ADMINISTRATIVE ASSISTANT	DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY	COLLEGE OF DISTANCE EDUCATION
38	15333	STELLASTINA BINEY	SENIOR ADMINISTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	DEPARTMENT OF MATHEMATICS
39	11847	THERESA ESSEL	PRINCIPAL ADMINISTRATIVE ASSISTANT	CENTRE FOR AFRICAN AND INTERNATIONAL STUDIES	COLLEGE OF DISTANCE EDUCATION
40	15294	ISAAC GYAASE YEBOAH	PRINCIPAL ADMININSTRATIVE ASSISTANT	COLLEGE OF DISTANCE EDUCATION	SCHOOL OF ECONOMICS - DEAN'S OFFICE

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No.	SN	NAME	JOB TITLE	CURRENT DEPARTMENT	NEW DEPARTMENT
41	14268	NATHANIEL AMPAH	PRINCIPAL ADMINISTRATIVE ASSISTANT (GRAPHIC DESIGNER)	COLLEGE OF DISTANCE EDUCATION	INSTITUTIONAL ADVANCEMENT OFFICE
42	12357	STEPHEN AMPONG	ADMINISTRATIVE ASSISTANT	SAM JONAH LIBRARY	COLLEGE OF DISTANCE EDUCATION
43	11954	SITA AFUA AGYEIWAA MENSAH	ADMINISTRATIVE ASSISTANT	UNIVERSITY ALUMNI HALL	DEPT. OF MEDICAL LABORATORY SCIENCE <i>(TO RESUME ON 3RD NOV, 2021)</i>
44	14896	SARAH BOTCHWAY	ADMINISTRATIVE ASSISTANT	FACULTY OF LAW - DEAN'S	COLLEGE OF DISTANCE EDUCATION <i>(TO RESUME ON 7TH OCT, 2021)</i>
45	15495	JOSEPH KWAME EWUDAH	ADMINISTRATIVE ASSISTANT	DEPT. OF MEDICAL LABORATORY SCIENCE	UNIVERSITY ALUMNI HALL
46	14576	HENRIETTA AMA KONADU	HALL ASSISTANT	UNIVERSITY ALUMNI HALL	KWAME NKRUMAH HALL
47	12358	HENRY DIAFO	PRINCIPAL HALL ASSISTANT	ADEHYE HALL	PSI HALL
48	10943	EVANS MBROH	PRINCIPAL HALL ASSISTANT	COLLEGE OF AGRICULTURE AND NATURAL SCIENCES	ADEHYE HALL
49	11503	VICTORIA ARTHUR	DOMESTIC BURSAR	INSTITUTE OF EDUCATION CHALET AND RESTAURANT	DEPARTMENT OF VOCATIONAL & TECHNICAL EDUCATION (VOTEC)
50	15198	MICHAEL OWUSU	CHIEF ADMINISTRATIVE ASSISTANT	INSTITUTE OF EDUCATION CHALET AND RESTAURANT	DEPT. OF PSYCHOLOGICAL MEDICINE AND MENTAL HEALTH, SMS <i>(TO RESUME ON 6TH OCT, 2021)</i>
51	8465	SAMUEL INCOOM	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF STATISTICS	DEPARTMENT OF ACCOUNTING
52	13569	STELLA OFORI	ADMINISTRATIVE ASSISTANT	DEPARTMENT OF STATISTICS	DEPARTMENT OF ENVIRONMENTAL GOVERNANCE AND SUSTAINABLE DEVELOPMENT

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No.	SN	NAME	JOB TITLE	CURRENT DEPARTMENT	NEW DEPARTMENT
53	14389	PATRICIA ANANE POMAA	ADMINISTRATIVE ASSISTANT	DIRECTORATE OF ACADEMIC AFFAIRS (ADMISSION SECTION)	COLLEGE OF DISTANCE EDUCATION
54	13428	ELISHEBA ADWOWA KORANKYE	PRINCIPAL ADMINISTRATIVE ASSISTANT	DEPARTMENT OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY	DEPARTMENT OF ENGLISH
55	13405	SALOME EKU-ADJEI	SENIOR ADMINISTRATIVE ASSISTANT	DIRECTORATE OF FINANCE	COLLEGE OF DISTANCE EDUCATION
56	8613	KWAME FENYI- MENSAH	ADMINISTRATIVE ASSISTANT	DIRECTORATE OF HUMAN RESOURCE (JUNIOR/STAFF SECTION)	DEPARTMENT OF POPULATION AND HEALTH

