

Professor Sampson Oduro-Kwarteng

Email: sokwarteng@gmail.com

Department of Civil Engineering,

1st October 2023

Permanent Secretary
Ministry of Higher Education, Research,
Science, and Technology,
Banjul, The Gambia.

Dear Sir,

**RE: APPOINTMENT AS HEAD, DEPARTMENT OF CIVIL ENGINEERING FOR THE EMERGING
CENTRE OF EXCELLENCE IN SCIENCE, ENGINEERING AND TECHNOLOGY FOR
ENTREPRENEURSHIP**

With reference to your letter dated 24th July 2023 offering the position of Head of Department of Civil Engineering at USET, the Emerging Centre of Excellence in Science, Engineering and Technology for Entrepreneurship, I am pleased to accept the appointment as Head of Department of Civil Engineering, effective 1st October, 2023.

I appreciate the responsibility that goes with the position and will work hard to the best of my capabilities and knowledge to serve the University. I am grateful to University Management for the opportunity to serve and to contribute to the vision and strategic goals of the University.

Find enclosed, two signed copies of the contract for the appointment.

Yours faithfully,



Professor Sampson Oduro-Kwarteng,

Cc. Senior University Administrator, USET,
Project Manager, PIU STEE/USET
Project Manager, PCU
Centre Leader, STEE/USET
ACE Focal Point, MoHERST

Professor Sampson Oduro-Kwarteng

Email: sokwarteng@gmail.com

Department of Civil Engineering,

8th November 2023

Permanent Secretary
Ministry of Higher Education, Research,
Science, and Technology,
Banjul, The Gambia

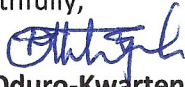
Dear Sir,

LETTER OF ASSUMPTION OF DUTY

I write with great pleasure to inform you that I have assumed duty as Head, Department of Civil Engineering on the 8th November 2023. I will endeavour to discharge my duties, management and administration functions of the position as required by the University.

Thank you for the offer of appointment.

Yours faithfully,



Prof. S. Oduro-Kwarteng,

Cc. Senior University Administrator, USET,
Project Manager, PIU STEE/USET
Project Manager, PCU
Centre Leader, STEE/USET
ACE Focal Point, MoHERST