Ghana Education Service (GES)

SCHEME OF SERVICE

Ghana Education Service (GES)

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LIST OF ACRONYMS AND ABBREVIATIONS

ACRONYM AND ABBREVIATION	MEANING
ADR	Alternative Dispute Resolution
BECE	Basic Education Certificate Examination
CBA	Cost Benefit Analysis
CIPS	Chartered Institute of Procurement and Supply
CSSPS	Computerised School Selection and Placement System
EDTECH	Education Technology
ES	Education Service
ESP	Education Strategic Plan
GES	Ghana Education Service
GNAT	Ghana National Association of Teachers
HR	Human Resource
HRMD	Human Resource Management and Development
ICT	Information and Communication Technologies
IEP	Individual Education Plan
I.T	Information Technology
JHS	Junior High School
KG	Kindergarten
LMS	Learning Management System
MS	Management Services
PA	Parent Association
PPA	Public Procurement Authority

Q&A	Quality & Access
SEN	Special Education Needs
SEP	Special Education Programme
SHEP	School Health Education Programme
SHS	Senior High School
SOP	Standard Operating Procedures
SPED	Special Education
SRC	Students Representative Counsil
SSNIT	Social Security and National Insurance Trust
STEM	Science, Technology, Engineering, and Mathematics
TLRs	Teaching and Learning Resources
TVET	Technical and Vocational Education and Training
WAEC	West African Examination Council
WASSCE	West African Secondary School Certificate Examination

FOREWORD

In 2020, Parliament enacted the Pre-tertiary Education Act, 2020 (Act 1049) and the Education Bodies Regulatory Act, 2020 (Act 1023). These were to support the operationalisation of the Education Strategic Plan (ESP) 2018-2030. A key aspect of the ESP is the Ghana Education Service (GES) Institutional Reform. As part of the implementation of the Institutional Reform, the GES Council has approved the development of a Scheme of Service in line with the ESP goals, and the Pre-tertiary Education Act, 2020 (Act 1049) such as provisions for appointment of GES leadership and other staff.

The initiative to develop a Scheme of Service seeks to streamline and provide clarity on career progression for the staff the Service. The Scheme of Service would enable the GES to effectively manage attracting and deploying qualified staff to perform specified duties across the organisation. Further, the Scheme of Service would provide clarity on the required managerial, behavioural and technical skills as well as provides uniform standards and procedures for ensuring good quality service delivery across; spelling out Career (Progression) path; and outlining available training opportunities for GES staff.

A well-defined Scheme of Service is essential for motivating and retaining skilled personnel, ensuring fair and transparent promotion practices, and aligning individual career growth with GES's goals. This document is pivotal for building a committed and professional workforce that can support the execution of educational the agenda for the country. By providing clear pathways for career advancement, the GES can attract talented professionals dedicated to advancing the quality of education in Ghana, reduce turnover, and enhance job satisfaction.

As the GES strives to achieve its goals and objectives through different initiatives, I wish to state that a critical success factor in implementing this Scheme of Service is the involvement and acceptance of all stakeholders. In light of this, the Service has worked with various stakeholders in developing the Scheme of Service. These include the GES Council, Senior Management of GES, GES Workforce Initiative (GESWI) Technical Working Group, Unions and Staff. I also deeply appreciate the Mastercard Foundation for funding the development of the Scheme of Service as part of the Ghana Education Service Workforce Initiative (GESWI).

Director General
Ghana Education Service
(2025)

CHAPTER ONE: INTRODUCTION

BACKGROUND

The Scheme of Service for the Ghana Education Service (GES) has been developed to enhance the capacity of the Service to attract, develop and retain good calibre of talents. It is to facilitate and guide the recruitment, development, career progression and selection of personnel with the requisite skills and competencies to carry out the mandate of the Service. Specifically, the primary objectives of the Scheme of Service are to:

- serve as a valuable aid to recruitment
- provide a framework for career development
- define progression in the job
- facilitate effective succession planning
- provide a framework for effective human resource development of the Service.

ESTABLISHMENT AND OBJECT

The Ghana Education Service (GES) was established, as part of the Public Service of Ghana, in 1974 by NRCD 247 and was subsequently amended by NRCD 252, 357 and SMCD 63. Under the fourth Republican Constitution of Ghana, these earlier legislations have been amended by Acts of Parliament, including Act 506 (1994) and Act 778 (2008). The Education Act, 2008 (Act 778) was further repealed by the Pre-tertiary Education Act, 2020 (Act 1049).

Its mandate is the translation of approved national pre-tertiary educational policies into programmes for implementation to ensure that all Ghanaian children of school going age irrespective of tribe, gender, disability, religious and political affiliation are provided with inclusive and equitable quality formal education.

Object of the Service

The object of the Education Service (ES) is to provide coordination and harmonisation for the effective and efficient delivery of Basic and Senior High Education in the country.

VISION OF GES

Ghana Education Service seeks to create an enabling environment in all educational institutions and management positions that will facilitate effective teaching and learning and efficiency in the management for the attainment of the goals of the Service.

MISSION OF GES

To ensure that all Ghanaian children of school-going age are provided with inclusive and equitable quality formal education and training through effective and efficient management of resources to make education delivery relevant to the manpower needs of the nation.

CRITICAL BEHAVIOURS

1. Teamwork
2. Proactiveness
3. Leading by Example
4. Time Consciousness

5. Creativity and Innovation
6. Ownership and Accountability
7. Diligence/Hard work /Commitment.

FUNCTIONS OF THE EDUCATION SERVICE

The functions of the Service are as follows:

a) Be responsible for the coordination of standards and direction for the effective and efficient implementation of approved national policies and programmes relating to Basic and Senior High education delivery.
b) Be responsible for the Monitoring of all funds allocated for the delivery of effective and efficient Basic and Senior High education.
c) advise the Minister on financial, human resource, policy, infrastructure, logistics and other relevant matters relating to education.
d) Submit to the Minister recommendations for Basic and Senior High educational policies and programmes.
e) Be responsible for the Management of the human resource of Kindergarten, Primary, Junior High, and Senior High schools.
f) Coordinate District and Regional sports and cultural activities in schools in collaboration with the appropriate institutions and authorities.
g) Exercise jurisdiction in matters of discipline over personnel at the District and Regional Education Directorate.
h) Advise and collaborate with the ministry to implement National Education policies and Education strategies.
i) Be responsible for the Management Basic and Senior High Schools on behalf of the Ministry
j) Carry out any other function incidental to the attainment of the object of the Education Service.

STRUCTURE OF THE SERVICE

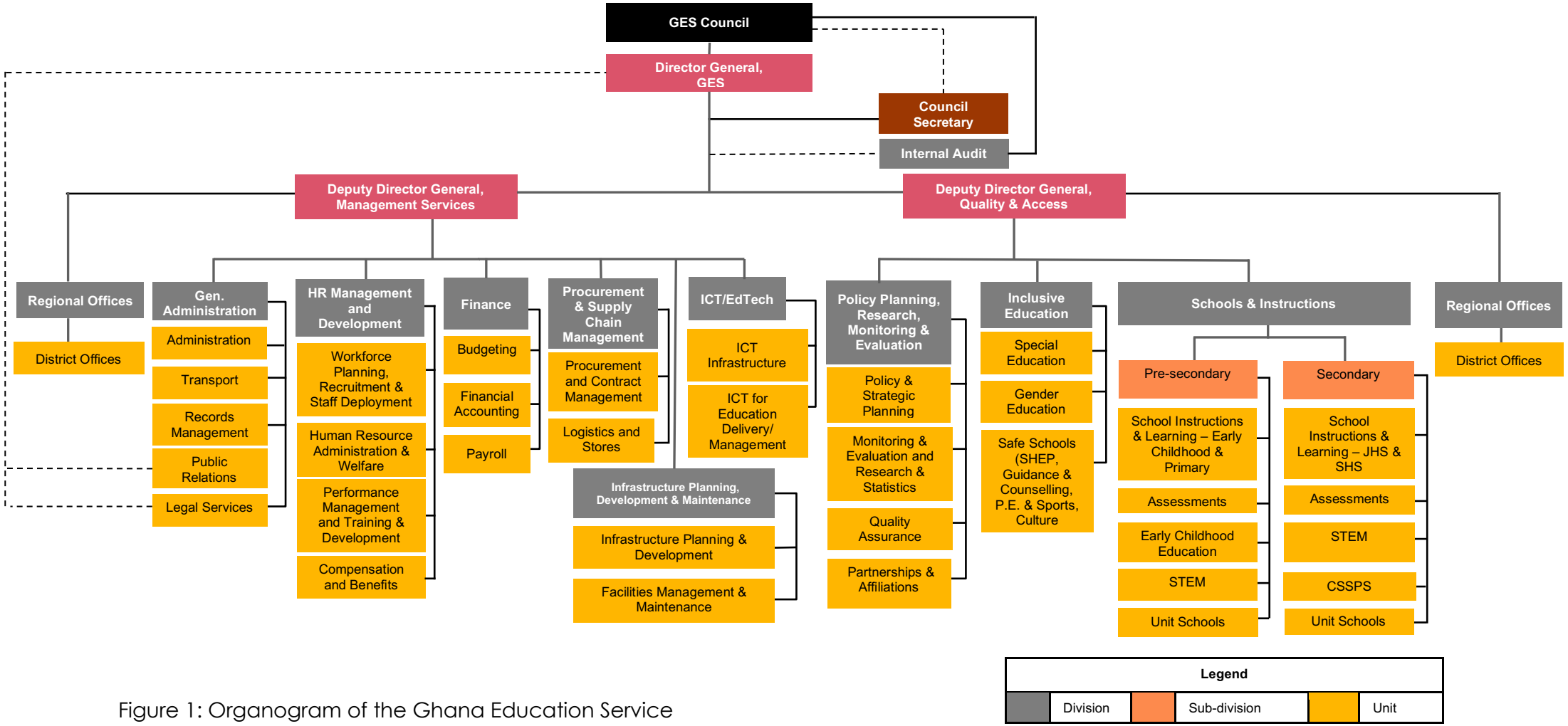

Figure 1: Organogram of the Ghana Education Service

EFFECTIVE DATE OF IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from ……..

GES COMPOSITION OF GRADES
The following are the grade compositions for the GES

OFFICE OF THE DIRECTOR-GENERAL AND DEPUTY DIRECTORS-GENERAL

Director General
Deputy Director General, Quality & Access
Deputy Director General, Management Services

INTERNAL AUDIT

Professionals:
Director, Internal Audit
Deputy Director, Internal Audit
Principal Internal Auditor
Senior Internal Auditor
Internal Auditor
Assistant Internal Auditor.

Subprofessionals:
Chief Internal Audit Assistant
Principal Internal Audit Assistant
Senior Internal Audit Assistant.

LEGAL SERVICES UNIT

Professionals:
Deputy Director, Legal
Principal Legal Officer
Senior Legal Officer
Legal Officer
Assistant Legal Officer.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD) DIVISION

Professionals:
Director, Human Resource Management and Development
Deputy Director, Workforce Planning, Recruitment & Staff Deployment
Deputy Director, Human Resource Administration & Welfare
Deputy Director, Performance Management and Training & Development
Deputy Director, Compensation and Benefits
Principal Human Resource Management and Development Officer
Senior Human Resource Management and Development Officer
Human Resource Management and Development Officer

Assistant Human Resource Management and Development Officer.

FINANCE DIVISION

Professionals:
Director, Finance
Deputy Director, Financial Accounting
Deputy Director, Budget
Deputy Director, Payroll
Principal Finance Officer
Senior Finance Officer
Finance Officer
Assistant Finance Officer

Subprofessionals:
Chief Finance Assistant
Principal Finance Assistant
Senior Finance Assistant

GENERAL ADMINISTRATION DIVISION
Director, General Administration

Administration Unit

Professionals:
Deputy Director, Administration
Principal Administrative Officer
Senior Administrative Officer
Administrative Officer
Assistant Administrative Officer

Sub-professionals:
Chief Administrative Assistant
Principal Administrative Assistant
Senior Administrative Assistant

Security

Professionals:
Senior Security Officer
Security Officer
Assistant Security Officer

Subprofessionals:
Chief Security Assistant
Principal Security Assistant

Senior Security Assistant
Chief Security Guard
Security Guard I

General Labourer/Cleaners

Subprofessionals:

Head Labourer/ Head Cleaner
Labourer I/ Cleaner I
Labourer II/ Cleaner II
Labourer III/ Cleaner III

Transport Management Unit

Professionals:

Deputy Director, Transport
Principal Transport Officer
Senior Transport Officer
Transport Officer
Assistant Transport Officer

Subprofessionals:

Chief Transport Assistant
Principal Transport Assistant
Senior Transport Assistant

Drivers

Subprofessionals:

Chief Driver
Senior Driver
Driver Grade I
Driver Grade II
Driver Grade III

Records Management Unit

Professionals:

Deputy Director, Records Management
Principal Records Management Officer
Senior Records Management Officer
Records Management Officer
Assistant Records Management Officer

Subprofessionals:

Chief Records Management Assistant
Principal Records Management Assistant
Senior Records Management Assistant

Public Relations Unit

Professionals:

Deputy Director, Public Relations
Principal Public Relations Officer
Senior Public Relations Officer
Public Relations Officer
Assistant Public Relations Officer

INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE DIVISION

Director, Infrastructure Planning, Development & Maintenance

Infrastructure Planning & Development Unit

Professionals:

Deputy Director, Infrastructure Planning & Development
Principal Infrastructure Planning & Development Officer
Senior Infrastructure Planning & Development Officer
Infrastructure Planning & Development Officer
Assistant Infrastructure Planning & Development Officer.

Facilities Management & Maintenance Unit

Professionals:

Deputy Director, Facilities Management & Maintenance
Principal Facilities Management & Maintenance Officer
Senior Facilities Management & Maintenance Officer
Facilities Management & Maintenance Officer
Assistant Facilities Management & Maintenance Officer

Subprofessionals:

Chief Facilities Management & Maintenance Assistant
Principal Facilities Management & Maintenance Assistant
Senior Facilities Management & Maintenance Assistant
Artisan.

PROCUREMENT & SUPPLY CHAIN MANAGEMENT

Professionals:

Director, Procurement & Supply Chain Management
Deputy Director, Procurement and Contract Management
Deputy Director, Logistics and Stores
Principal Procurement & Supply Chain Management Officer
Senior Procurement & Supply Chain Management Officer
Procurement & Supply Chain Management Officer
Assistant Procurement & Supply Chain Management Officer

Subprofessionals:
Chief Procurement & Supply Chain Management Assistant
Principal Procurement & Supply Chain Management Assistant
Senior Procurement & Supply Chain Management Assistant
Storekeeper I
Storekeeper II.

INFORMATION COMMUNICATION TECHNOLOGY/EDUCATION TECHNOLOGY (ICT/EDTECH) DIVISION

Professionals:
Director, ICT/EDTECH
Deputy Director, ICT Infrastructure
Deputy Director, ICT for Education Delivery Management
Principal ICT/EDTECH Officer
Senior ICT/EDTECH Officer
ICT/EDTECH Officer
Assistant ICT Officer

POLICY PLANNING, RESEARCH, MONITORING & EVALUATION DIVISION

Policy & Strategic Planning Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Monitoring & Evaluation, Research & Statistics Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Quality Assurance Unit
Professionals:
Director I

Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Partnerships and Affiliations Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

SCHOOLS AND INSTRUCTIONS DIVISION

School Instructions and Learning (Basic and SHS) Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Assessments Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Early Childhood Education Unit
Professionals:
Director I
Director II

Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Science, Technology, Engineering, and Mathematics (STEM) Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Computerised School Selection Placement System (CSSPS) Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

INCLUSIVE EDUCATION DIVISION

Gender Education Unit
Professionals:
Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

Special Education Unit
Professionals:
Director I
Director II
Deputy Director

Assistant Director I
Assistant Director II
Principal Superintendent.

Safe Schools (School Health Education Programme, Guidance & Counselling, Physical Education & Sports, Culture Education) Unit

Professionals:

Director I
Director II
Deputy Director
Assistant Director I
Assistant Director II
Principal Superintendent.

SENIOR HIGH SCHOOL

LIBRARY

Professionals:

Deputy Director, Library
Principal Library Officer
Senior Library Officer
Library Officer
Assistant Library Officer

Subprofessionals:

Chief Library Assistant
Principal Library Assistant
Senior Library Assistant

LABORATORY TECHNICIAN
Professionals:

Senior Laboratory Officer
Laboratory officer
Assistant Laboratory Officer

Subprofessionals:

Chief Laboratory Assistant
Principal Laboratory Assistant
Senior Laboratory Assistant

CATERING

Professionals:

Principal Catering Officer
Senior Catering Officer
Catering Officer
Assistant Catering Officer

Subprofessionals:

Chief Catering Assistant
Principal Catering Assistant
Senior Catering Assistant
Senior Matron
Matron
Chief Cook
Cook
Assistant Cook
Head Steward
Steward
Head Pantry Hand
Pantry Hand.

SUMMARY NOTES ON PROGRESSION REQUIREMENTS FOR THE RANKS: APTITUDE TEST AND SELECTION INTERVIEWS

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<tr><th rowspan="2">Grade</th><th colspan="2">In-service entry</th><th colspan="2">Career progression</th></tr>
<tr><th>Aptitude test</th><th>Selection interview</th><th>Aptitude test</th><th>Selection interview</th></tr>
<tr><td>Professional Class</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Director General</td><td rowspan="2">Not required</td><td rowspan="4">Required</td><td>Not applicable</td><td>Not applicable</td></tr>
<tr><td>Deputy Director General</td><td rowspan="3">Not required</td><td rowspan="5">Required</td></tr>
<tr><td>Director I analogous grade</td><td rowspan="6">Required</td></tr>
<tr><td>Director II analogous grade</td><td rowspan="6">Required</td></tr>
<tr><td>Deputy Director analogous grade</td></tr>
<tr><td>Assistant Director I analogous grade</td><td rowspan="7">Not required</td></tr>
<tr><td>Assistant Director II analogous grade</td><td rowspan="7">Not required</td></tr>
<tr><td>Principal Superintendent analogous grade</td><td rowspan="5">Not required</td></tr>
<tr><td>Subprofessional Class</td><td rowspan="4">Not required</td></tr>
<tr><td>Senior Superintendent I analogous grade</td></tr>
<tr><td>Senior Superintendent II analogous grade</td></tr>
<tr><td>Assistant Superintendent analogous grade</td><td>Not applicable</td><td>Not applicable</td></tr>
</table>

PART I: GRADE PROGRESSION

Note:
The following requirement is applicable for direct entry:

Vacancies within grades will be offered to qualified internal applicants first; where no suitable internal candidates are identified, the vacancies will be advertised externally based on the qualifications and experience required for the respective grade.

CHAPTER TWO: OFFICE OF THE DIRECTOR-GENERAL AND DEPUTY DIRECTORS-GENERAL

GRADE: DIRECTOR GENERAL
REPORTS TO: GES COUNCIL
SUPERVISES:

- **DEPUTY DIRECTOR GENERAL, QUALITY & ACCESS**
- **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
- **DIRECTOR, INTERNAL AUDIT**

JOB PURPOSE:
To provide strategic leadership, technical and administrative direction for the achievement of the mandate of the Service.

DUTIES AND RESPONSIBILITIES

1. Initiate action for the formulation of policies for the Service
2. Oversee the efficient and effective management of the financial, material, and human resources of the Service
3. Ensure the implementation, monitoring and evaluation of policies, programmes, and activities of the Service
4. Ensure the development and implementation of the strategic plan of the Service
5. Ensure the availability of appropriate internal structures, controls, management, and decision-making processes for the Service
6. Initiate action for the mobilization of funds from development partners and other stakeholders to support the activities of the Service
7. Serve as a member of the Governing Council and be answerable to it
8. Ensure that the Governing Council is well-resourced and supported to perform its functions efficiently and effectively
9. Implement the decisions of the Governing Council
10. Ensure the preparation and submission of the annual budget of the Service to the Council for approval
11. Ensure the preparation of the annual reports and other periodic reports for submission to the Council and other relevant authorities
12. Sign contractual agreements between individuals or groups of persons of the Service in accordance with prevailing policies and guidelines
13. Oversee the implementation of a robust performance management system within the Service
14. Collaborate and build relationships with government, public and private sector partners, and other stakeholders in carrying out the mandate of the Service
15. Represent the Service at local and international levels
16. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in relevant areas e.g. Education, Social Sciences, Business Administration or related discipline
- A minimum of fifteen (15) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- A minimum of four (4) years on the grade of Deputy Director General, Quality and Access/Management Services
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in relevant areas e.g. Education, Social Sciences, Business Administration or related discipline
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION

- Nil

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: DEPUTY DIRECTOR GENERAL, QUALITY & ACCESS (Q&A)
REPORTS TO: DIRECTOR GENERAL
SUPERVISES:

- **HEAD OF DIVISION, POLICY PLANNING, RESEARCH, MONITORING & EVALUATION**
- **HEAD OF DIVISION, INCLUSIVE EDUCATION**
- **HEAD OF DIVISION, SCHOOLS & INSTRUCTIONS**

JOB PURPOSE:
To provide strategic leadership, technical and administrative direction for the Quality & Access functions of the Service.

DUTIES AND RESPONSIBILITIES

1. Provide inputs for the formulation of policies
2. Provide technical and managerial leadership for the Q&A Divisions
3. Coordinate the collation of inputs from the Q&A Divisions for the preparation of the strategic plan of the Service
4. Oversee the implementation of the programmes and activities of the Q&A Divisions
5. Oversee the efficient and effective management of the human, material, and financial resources of the Q&A Divisions
6. Coordinate, monitor and evaluate programmes and projects of the Q&A Divisions
7. Coordinate the development of funding proposals for the Q&A Divisions
8. Liaise with key Government officials, public and private sector partners, and other stakeholders, in carrying out the functions of the Q&A Divisions.
9. Coordinate the development and review of appropriate internal structures and systems of the Q&A Divisions
10. Coordinate the preparation and submission of the annual budget and work plans of the Q&A Divisions
11. Ensure the preparation of annual reports and other periodic reports of the Q&A Divisions
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in Education and must be a licensed Educator
- A minimum of twelve (12) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- A minimum of four (4) years on the grade of Director I analogous grade

- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in Education and must be a licensed Educator
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION

By promotion to the grade of Director General, subject to the following:

- A minimum of four (4) years on the grade of Deputy Director General, Quality & Access
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in Education and must be a licensed Educator
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership

- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES (MS)
REPORTS TO: DIRECTOR GENERAL
SUPERVISES:

- **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
- **DIRECTOR, FINANCE**
- **DIRECTOR, GENERAL ADMINISTRATION**
- **DIRECTOR, INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
- **DIRECTOR, PROCUREMENT & SUPPLY CHAIN MANAGEMENT**
- **DIRECTOR, ICT/EDTECH**

JOB PURPOSE:
To provide strategic leadership, technical and administrative direction for the Management Services functions of the Service.

DUTIES AND RESPONSIBILITIES

1. Provide inputs for the formulation of policies
2. Provide technical and managerial leadership for the Management Services Divisions
3. Coordinate the collation of inputs from the Management Services Divisions for the preparation of the strategic plan of the Service
4. Oversee the implementation of the programmes and activities of the Management Services Divisions
5. Oversee the efficient and effective management of the human, material, and financial resources of the Management Services Divisions
6. Coordinate, monitor and evaluate programmes and projects of the Management Services Divisions
7. Coordinate effective and efficient mobilization of funds for the programmes and projects of the Service
8. Liaise with key Government, public and private sector partners, and other stakeholders, in carrying out the functions of the Management Services Divisions
9. Coordinate the development and review of appropriate internal structures and systems of the Management Services Divisions
10. Coordinate the preparation and submission of the annual budget and work plans of the Management Services Divisions
11. Ensure the preparation of annual reports and other periodic reports of the Management Services Divisions
12. Supervise and appraise the performance of the immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit or related discipline

- A minimum of twelve (12) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- A minimum of four (4) years on the grade of Director I analogous grade
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit or related discipline
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION

By promotion to the grade of Director General, subject to the following:

- A minimum of four (4) years on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution
- Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit or related discipline
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration and Public Policy Analysis.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.

- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

INTERNAL AUDIT

GRADE: **DIRECTOR, INTERNAL AUDIT**
DIVISION: **INTERNAL AUDIT**
REPORTS TO: **DIRECTOR GENERAL AND GES COUNCIL**
SUPERVISES: **DEPUTY DIRECTOR, INTERNAL AUDIT**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient management of the internal audit functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Oversee the implementation, monitoring and evaluation of policies, programmes, and activities of the internal audit functions of the Service
3. Exercise oversight responsibility for the efficient and effective management of the human, financial and material resources of the internal audit functions of the Service
4. Oversee the design and implementation of an effective internal audit system for the Service
5. Oversee the effectiveness of risk management controls and governance processes of the Service
6. Ensure the conduct of periodic, special, and annual audits of the Service
7. Ensure compliance with Internal Audit, financial administration regulations, procedure, and standards
8. Ensure the evaluation of the effectiveness of the internal control systems
9. Oversee the implementation of recommendations raised in internal and external audit reports
10. Oversee the preparation of periodic and annual audit plans
11. Review and submit internal audit reports for the consideration of Management and the Governing Council.
12. Liaise with other Divisions in the development of the Service's audit universe and risk register
13. Liaise with the Internal Audit Agency and other related bodies in the performance of audit functions
14. Oversee the preparation of the budget and work plan of the internal audit functions of the Service
15. Oversee the preparation of the annual and other periodic reports of the internal audit functions of the Service
16. Ensure the implementation of performance management policy in the internal audit functions of the Service
17. Oversee the implementation of performance management policy for the internal audit functions of the Service
18. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)

- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Director, Internal Audit
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Deputy Director, Internal Audit
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director General, Management Services, subject to the following:

- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Director, Internal Audit
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Information Technology (Expert level)
- Internal Audit Management (Expert level)
- Internal Audit Strategic Planning and Management (Expert level)
- Internal Control (Expert level)
- Report Writing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: DEPUTY DIRECTOR, INTERNAL AUDIT
DIVISION: INTERNAL AUDIT
REPORTS TO: DIRECTOR, INTERNAL AUDIT
SUPERVISES: PRINCIPAL INTERNAL AUDITOR

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient management of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate the implementation, monitoring and evaluation of policies, programmes, and activities of the internal audit functions of the Service
3. Supervise the efficient and effective management of the human, financial and material resources of the internal audit functions of the Service
4. Supervise the design and implementation of an effective internal audit system for the Service
5. Supervise the effectiveness of risk management controls and governance processes of the Service
6. Supervise the conduct of periodic, special, and annual audits of the Service
7. Supervise compliance with Internal Audit, financial administration regulations, procedure, and standards
8. Supervise the evaluation of the effectiveness of the internal control systems
9. Supervise the implementation of recommendations raised in internal and external audit reports
10. Supervise the preparation of periodic and annual audit plans
11. Review and submit internal audit reports for the consideration of Management and the Governing Council
12. Liaise with other Divisions in the development of the Service's audit universe and risk register
13. Liaise with the Internal Audit Agency and other related bodies in the performance of audit functions
14. Supervise the preparation of the annual budget for the internal audit functions of the Service
15. Supervise the preparation of the annual workplan for the internal audit functions of the Service
16. Supervise the preparation of the annual and other periodic reports of the internal audit functions of the Service
17. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution.
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Internal Audit
- A minimum of four (4) years on the grade of Principal Internal Auditor
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the Director, Internal Audit, subject to the following:

- Availability of vacancy on the grade of Director, Internal Audit
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Deputy Director, Internal Audit
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Information Technology (Expert level)
- Internal Audit Management (Expert level)
- Internal Audit Strategic Planning and Management (Expert level)
- Internal Control (Expert level)
- Report Writing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.

- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: PRINCIPAL INTERNAL AUDITOR
DIVISION: INTERNAL AUDIT
REPORTS TO: DEPUTY DIRECTOR, INTERNAL AUDIT
SUPERVISES: SENIOR INTERNAL AUDITOR

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement, monitor, and evaluate policies, programmes, and activities of the internal audit functions of the Service
3. Provide efficient and effective management of the human, financial and material resources of the internal audit functions of the Service
4. Design and implement an effective internal audit system for the Service
5. Execute risk management controls and governance processes of the Service
6. Conduct periodic, special, and annual audits of the Service
7. Evaluate the effectiveness of the internal control systems
8. Implement recommendations raised in internal and external audit reports
9. periodic and annual audit plans
10. Review and submit portions of internal audit reports as assigned, for the consideration of Management and the Governing Council
11. Prepare the annual budget of the internal audit functions of the Service
12. Prepare annual and other periodic financial reports of the internal audit functions of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution.
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of six (6) years post-bachelor's relevant work experience in Internal Audit and Forensics.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Internal Auditor
- A minimum of four (4) years on the grade of Senior Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Internal Audit, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Internal Audit
- A minimum of four (4) years on the grade of Principal Internal Auditor
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution.
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Information Technology (Expert level)
- Internal Audit Management (Expert level)
- Internal Audit Strategic Planning and Management (Expert level)
- Internal Control (Expert level)
- Report Writing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: SENIOR INTERNAL AUDITOR
DIVISION: INTERNAL AUDIT
REPORTS TO: PRINCIPAL INTERNAL AUDITOR
SUPERVISES: INTERNAL AUDITOR

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Implement, monitor and evaluate policies, programmes, and activities of the internal audit functions of the Service
3. Provide efficient and effective management of the human, financial and material resources of the internal Design and implement an effective internal audit system for the Service
4. Supervise the collation of data for the conduct of periodic, special, and annual audits of the Service
5. Supervise the collation of data for the evaluation of the effectiveness of the internal control systems
6. Implement recommendations raised in internal and external audit reports
7. Prepare portions of periodic and annual audit plans as assigned
8. Review and submit portions of internal audit reports as assigned, for the consideration of Management and the Governing Council
9. Supervise the collation of data for the preparation of the annual budget of the internal audit functions of the Service
10. Supervise the collation of data for preparation of the annual work plan of the internal audit functions of the Service
11. Supervise the collation of data for the preparation of the annual and other periodic reports of the internal audit functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution.
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Internal Auditor
- A minimum of four (4) years on the grade of Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Principal Internal Auditor, subject to the following:

- Availability of vacancy on the grade of Principal Internal Auditor
- A minimum of four (4) years on the grade of Senior Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Information Technology (Expert level)
- Internal Audit Management (Expert level)
- Internal Audit Strategic Planning and Management (Expert level)
- Internal Control (Expert level)
- Report Writing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: INTERNAL AUDITOR
DIVISION: INTERNAL AUDIT
REPORTS TO: SENIOR INTERNAL AUDITOR
SUPERVISES: ASSISTANT INTERNAL AUDITOR

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Supervise the implementation of the programmes and activities of the internal audit functions of the Service
3. Supervise the collation of data for the drafting of proposals to update internal audit procedures and guidelines for the Service
4. Collate data for the conduct of periodic, special, and annual audits of the Service
5. Implement, monitor and evaluate programmes and guidelines for the internal audit functions of the Service as assigned
6. Supervise the collation of data for evaluating the effectiveness of internal control systems
7. Collate data for the evaluation of the effectiveness of governance and risk management systems
8. Prepare portions of periodic and annual audit plans as assigned
9. Implement recommendations raised in internal and external audit reports as assigned
10. Collate data for the preparation of the annual budget of the internal audit functions of the Service
11. Collate data for the preparation of the annual work plan of the internal audit functions of the Service
12. Collate data for the preparation of the annual and other periodic reports of the internal audit functions of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Finance, Accounting or Auditing or any other related fields from an accredited tertiary institution.
- Must be a full member of a recognized and relevant professional body (e.g., Institute of Internal Auditors, Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, or Chartered Institute of Management Accountants)
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Internal Auditor
- A minimum of four (4) years on the grade of Assistant Internal Auditor

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Senior Internal Auditor, subject to the following:

- Availability of vacancy on the grade of Senior Internal Auditor
- A minimum of four (4) years on the grade of Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Information Technology (Expert level)
- Internal Audit Management (Expert level)
- Internal Audit Strategic Planning and Management (Expert level)
- Internal Control (Expert level)
- Report Writing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: ASSISTANT INTERNAL AUDITOR
DIVISION: INTERNAL AUDIT
REPORTS TO: INTERNAL AUDITOR
SUPERVISES: CHIEF INTERNAL AUDIT ASSISTANT

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collection of data for the formulation of policies
2. Implement programmes and activities of the internal audit functions of the Service as assigned
3. Supervise the collection of data for the drafting of proposals to update internal audit procedures and guidelines for the Service
4. Implement recommendations raised in internal and external audit reports as assigned
5. Supervise the collection of data for the preparation of annual audit plans
6. Supervise the collection of data for the evaluation of the effectiveness of governance and risk management systems
7. Supervise the collection of data for the periodic, annual, and special audits
8. Supervise the collection of data for the preparation of the annual budget of the internal audit functions of the Service
9. Supervise the collection of data for the preparation of the annual work plan of the internal audit functions of the Service
10. Supervise the collection of data for the preparation of the annual and other periodic reports of the internal audit functions of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Internal Audit Assistant upon the acquisition of a bachelor's degree in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Internal Auditor, subject to the following:

- Availability of vacancy on the grade of Internal Auditor
- A minimum of four (4) years on the grade of Assistant Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Information Technology (Advance level)
- Internal Audit Management (Advanced level)
- Internal Audit Strategic Planning and Management (Advanced level)
- Internal Control (Advanced level)
- Report Writing (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: CHIEF INTERNAL AUDIT ASSISTANT
DIVISION: INTERNAL AUDIT
REPORTS TO: ASSISTANT INTERNAL AUDITOR
SUPERVISES: PRINCIPAL INTERNAL AUDIT ASSISTANT

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement programmes and activities of the internal audit functions of the Service as assigned
3. Collect data for the drafting of proposals to update internal audit procedures and guidelines for the Service
4. Implement recommendations raised in internal and external audit reports as assigned
5. Collect data for the conduct of periodic, special, and annual audits of the Governing Council.
6. Participate in the review and execution of annual risk-based audit plan
7. Collect data for the preparation of work plan and budget of the internal audit functions of the Service
8. Collect data for the preparation of annual and other periodic reports of the internal audit functions of the Service
9. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Internal Audit Assistant
- A minimum of four (4) years on the grade of Principal Internal Audit Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Internal Auditor upon the acquisition of a bachelor's degree in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Internal Auditor
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Information Technology (Advanced level)
- Internal Audit Management (Advanced level)
- Internal Audit Strategic Planning and Management (Advanced level)
- Internal Control (Advanced level)
- Report Writing (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: PRINCIPAL INTERNAL AUDIT ASSISTANT
DIVISION: INTERNAL AUDIT
REPORTS TO: CHIEF INTERNAL AUDIT ASSISTANT
SUPERVISES: SENIOR INTERNAL AUDIT ASSISTANT

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement programmes and activities of the internal audit functions of the Service as assigned
2. Implement recommendations raised in internal and external audit reports as assigned
3. Execute portions of audits as assigned
4. Execute poritons of annual risk-based audit plan as assigned
5. Collect assigned data for the preparation of work plan and budget of the internal audit functions of the Service
6. Collect assigned data for the preparation of the annual reports and other periodic reports of the internal audit functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Internal Audit Assistant
- A minimum of four (4) years on the grade of Senior Internal Audit Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Internal Audit Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Internal Audit Assistant
- A minimum of four (4) years on the grade of Principal Internal Audit Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Information Technology (Advance level)
- Internal Audit Management (Advanced level)
- Internal Audit Strategic Planning and Management (Advanced level)
- Internal Control (Advanced level)
- Report Writing (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: SENIOR INTERNAL AUDIT ASSISTANT
DIVISION: INTERNAL AUDIT
REPORTS TO: PRINCIPAL INTERNAL AUDIT ASSISTANT
SUPERVISES: NIL

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the internal audit functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement programmes and activities of the internal audit functions of the Service as assigned
2. Collect assigned data for the drafting of proposals to update internal audit procedures and guidelines for the Service
3. Collect assigned data for the preparation of work plan and budget of the internal audit functions of the Service
4. Collect assigned data for the preparation of the annual reports and other periodic reports of the internal audit functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Principal Internal Audit Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Internal Audit Assistant
- A minimum of four (4) years on the grade of Senior Internal Audit Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Information Technology (Intermediate level)
- Internal Audit Management (Intermediate level)
- Internal Audit Strategic Planning and Management (Intermediate level)
- Internal Control (Intermediate level)
- Report Writing (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management

- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

CHAPTER THREE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD) DIVISION

GRADE: **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
SUPERVISES:

- **DEPUTY DIRECTOR, WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT**
- **DEPUTY DIRECTOR, HUMAN RESOURCE ADMINISTRATION & WELFARE**
- **DEPUTY DIRECTOR, PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT**
- **DEPUTY DIRECTOR, COMPENSATION AND BENEFITS**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the HRMD functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Coordinate all policy implementation and activities of the HRMD function at the National, Regional and District levels
3. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on HRMD activities of the Service
4. Oversee the communication of the HR strategy, policies, and procedures to staff to ensure consistency of approach across the Service
5. Oversee the Services' strategic workforce planning, sourcing and deployment based on GES present workforce situation and strategic/ sector priorities and national education agenda
6. Oversee HR transformation and change management processes within the Service
7. Liaise with leadership of unions (TEWU, GNAT etc.) to facilitate resolution of labour relations issues
8. Coordinate the preparation of the annual budget for the Division
9. Ensure the preparation of the annual work plan for the Division
10. Oversee the preparation of annual and other periodic reports of the Division
11. Ensure the implementation of performance management policy in the Division for the staff of the service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Director, Human Resource Management and Development
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of four (4) years on the grade of Deputy Director, Human Resource Management and Development
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director General, Management Services, subject to the following:

- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of four (4) years on the grade of Director, Human Resource Management and Development
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR, WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT**
REPORTS TO: **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
SUPERVISES: **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Workforce Planning, Recruitment & Staff Deployment functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the Workforce Planning, Recruitment & Staff Deployment functions of the Service
3. Ensure the effective and efficient management of the human, material, and financial resources of the Workforce Planning, Recruitment & Staff Deployment functions of the Service
4. Oversee the implementation of the programmes and activities of the Workforce Planning, Recruitment & Staff Deployment functions of the Service
5. Oversee the development of standard operating procedures and compliance issues of the Workforce Planning, Recruitment & Staff Deployment functions of the Service
6. Supervise the development, implementation, review, monitoring and evaluation of Workforce Plan of the Service
7. Oversee the comprehensive workforce analysis, considering current staff skills and the future skill requirements of the Service
8. Coordinate the development, implementation and review of recruitment and deployment strategy, policies, and guidelines in line with the Services Workforce Plan
9. Coordinate the development and maintenance of up-to-date job description, HR manuals and schemes of service
10. Coordinate the preparation of annual budget for the Workforce Planning, Recruitment & Staff Deployment functions of the Service
11. Ensure the preparation of annual work plan for the Workforce Planning, Recruitment & Staff Deployment functions of the Service
12. Oversee the preparation of annual and other periodic reports of the Workforce Planning, Recruitment & Staff Deployment functions of the Service
13. Ensure the implementation of performance management policy in the Workforce Planning, Recruitment & Staff Deployment functions of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR

Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Deputy Director, Workforce Planning, Recruitment & Staff Deployment
- A minimum of four (4) years on the grade of Principal Human Resource Management and Development Officer
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director, Human Resource Management and Development, subject to the following:
- Availability of vacancy on the grade of Director, Human Resource Management and Development
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of four (4) years on the grade of Deputy Director, Workforce Planning, Recruitment & Staff Deployment
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:
- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)

- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR, HUMAN RESOURCE ADMINISTRATION & WELFARE**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **HUMAN RESOURCE ADMINISTRATION & WELFARE**
REPORTS TO: **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
SUPERVISES: **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Human Resource Administration & Welfare functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the Human Resource Administration & Welfare functions of the Service
3. Ensure the effective and efficient management of the human, material, and financial resources of the Human Resource Administration & Welfare functions of the Service
4. Oversee the implementation of the programmes and activities of the Human Resource Administration & Welfare functions of the Service
5. Oversee the development of standard operating procedures and compliance issues for the Human Resource Administration & Welfare functions of the Service
6. Provide advice and assistance to Director, Human Resource Management and Development and staff on handling employee relations issues, complaints, and/or grievances and determine appropriate disciplinary actions
7. Ensure that employee wellness programmes and initiatives are developed and implemented
8. Coordinate the preparation of annual budget for the Human Resource Administration & Welfare functions of the Service
9. Ensure the preparation of annual work plan the Human Resource Administration & Welfare functions of the Service
10. Oversee the preparation of annual and other periodic reports of the Human Resource Administration & Welfare functions of the Service
11. Ensure the implementation of performance management policy in the Human Resource Administration & Welfare functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Human Resource Administration & Welfare
- A minimum of four (4) years on the grade of Principal Human Resource Management and Development Officer
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, Human Resource Management and Development, subject to the following:

- Availability of vacancy on the grade of Director, Human Resource Management and Development
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of four (4) years on the grade of Deputy Director, Human Resource Administration & Welfare
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.

- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR, PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT**
REPORTS TO: **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
SUPERVISES: **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Performance Management and Training & Development functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the Performance Management and Training & Development function of the Service
3. Ensure the effective and efficient management of the human, material, and financial resources of the Performance Management and Training & Development function of the Service
4. Oversee the implementation of the programmes and activities of the Performance Management and Training & Development function of the Service
5. Oversee the development of standard operating procedures and compliance issues in the Performance Management and Training & Development function of the Service
6. Oversee the development and implementation, monitoring and evaluation of Performance Management and Career Management policies and activities of the Service
7. Coordinate the efficient implementation of the Performance Management System of the Service
8. Coordinate the establishment and communication of performance targets, long-term and appropriate strategies to staff of the Service
9. Ensure compliance with annual target setting and performance appraisal cycle
10. Supervise the development and implementation of a system/database of all annual performance targets/goals, and staff performance assessment reports
11. Oversee the development, implementation, monitoring and evaluation of the Training and Development policies and activities of the Service
12. Coordinate the preparation of annual budget for the Performance Management and Training & Development function of the Service
13. Ensure the preparation of annual work plan for the Performance Management and Training & Development function of the Service
14. Oversee the preparation of annual and other periodic reports of the Performance Management and Training & Development function of the Service
15. Ensure the implementation of performance management policy in the Performance Management and Training & Development function of the Service
16. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Performance Management and Training & Development
- A minimum of four (4) years on the grade of Principal Human Resource Management and Development Officer
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director, Human Resource Management and Development, subject to the following:

- Availability of vacancy on the grade of Director, Human Resource Management and Development
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of four (4) years on the grade of Deputy Director, Performance Management and Training & Development
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR, COMPENSATION AND BENEFITS**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **COMPENSATION AND BENEFITS**
REPORTS TO: **DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**
SUPERVISES: **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Compensation and Benefits functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Oversee the development, implementation, monitoring and evaluation of Compensation and Benefits policies and activities
3. Ensure the effective and efficient management of the human, material, and financial resources of the Compensation and Benefits function of the Service
4. Oversee the implementation of the programmes and activities of the Compensation and Benefits function of the Service
5. Oversee the development of standard operating procedures and compliance issues in the Compensation and Benefits function of the Service
6. Oversee the management of compensation and benefits, including the processing of salary adjustments, upgrading and salary re-activation
7. Oversee periodic Compensation and Benefits surveys
8. Coordinate the preparation of annual budget for the Compensation and Benefits function of the Service
9. Ensure the preparation of annual work plan for the Compensation and Benefits function of the Service
10. Oversee the preparation of annual and other periodic reports of the Compensation and Benefits function of the Service
11. Ensure the implementation of performance management policy in the Compensation and Benefits function of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Compensation and Benefits
- A minimum of four (4) years on the grade of Principal Human Resource Management and Development Officer
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, Human Resource Management and Development, subject to the following:

- Availability of vacancy on the grade of Director, Human Resource Management and Development
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of four (4) years on the grade of Deputy Director, Compensation and Benefits
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance

- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT/ HUMAN RESOURCE ADMINISTRATION & WELFARE/ PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT/ COMPENSATION AND BENEFITS**
REPORTS TO: **DEPUTY DIRECTOR, WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT/ HUMAN RESOURCE ADMINISTRATION & WELFARE/ PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT/ COMPENSATION AND BENEFITS**
SUPERVISES: **SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the HRMD functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Supervise the development of standard operating procedures and compliance issues of the HRMD functions of the Service
3. Supervise the implementation of the programmes and activities of the HRMD function of the Service
4. Supervise the development, implementation, monitoring and evaluation of policies, programmes, plans and activities of the HRMD function of the Service
5. Supervise implementation of policies in respect of employment, personnel, wages, and salaries are translated into good management practices
6. Supervise human resource planning, facilitate recruitment of competent personnel and maintenance of good workplace interactions.
7. Supervise the regular updates of staff records
8. Ensure inter and intra departmental collaboration to facilitate staff performance and development
9. Ensure the general welfare of staff
10. Report on human resource related activities
11. Ensure the development of the capabilities, skills, and knowledge of staff
12. Supervise the preparation of annual budget for the HRMD function of the Service
13. Supervise the preparation of annual work plan for the HRMD function of the Service
14. Supervise the preparation of annual and other periodic reports of the HRMD function of the Service
15. Supervise and appraise the performance of immediate subordinate staff

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR

Certification Institute, The Chartered Institute of Personnel and Development).
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Human Resource Management and Development Officer
- A minimum of four (4) years on the grade of Human Resource Management and Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Workforce Planning, Recruitment & Staff Deployment/Human Resource Administration & Welfare/Performance Management and Training & Development/Compensation and Benefits, subject to the following:
- Availability of vacancy on the grade of Deputy Director, Workforce Planning, Recruitment & Staff Deployment/Human Resource Administration & Welfare/Performance Management and Training & Development/Compensation and Benefits
- A minimum of four (4) years on the grade of Principal Human Resource Management and Development Officer
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT
- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.

- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT/ HUMAN RESOURCE ADMINISTRATION & WELFARE/PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT/ COMPENSATION AND BENEFITS**
REPORTS TO: **PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
SUPERVISES: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the HRMD functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Provide the effective and efficient management of the human, material, and financial resources of the HRMD function of the Service
3. Implement the programmes and activities of the HRMD function of the Service
4. Develop standard operating procedures and compliance issues of the HRMD function of the Service
5. Lead the development, implementation, monitoring and evaluation of policies, programmes, plans and activities of the HRMD function of the Service
6. Perform comprehensive workforce analysis, considering current staff skills and the future skill requirements of the Service
7. Lead the creation and maintenance of up-to-date employee records
8. Implement the Performance Management System of the Service as assigned
9. Conduct periodic Compensation and Benefits surveys
10. Lead the development and maintenance of up-to-date job description manuals and schemes of service for Service
11. Lead the preparation of annual budget for the HRMD function of the Service
12. Lead the preparation of annual work plan for the HRMD function of the Service
13. Lead the preparation of annual and other periodic reports of the HRMD function of the Service
14. Supervise and appraise the performance of immediate subordinate staf.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development)
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Senior Human Resource Management and Development Officer
- A minimum of four (4) years on the grade of Human Resource Management and Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Principal Human Resource Management and Development Officer, subject to the following:

- Availability of vacancy on the grade of Principal Human Resource Management and Development Officer
- A minimum of four (4) years on the grade of Senior Human Resource Management and Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Effective HR Management
- Business Communication Skills
- Relevant IT applications
- Continuous Professional Development Programmes
- Organisational Development and Change Management
- Alternative Dispute Resolution (ADR)
- Public Sector Management
- Leadership and Corporate Governance.

GRADE: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT/ HUMAN RESOURCE ADMINISTRATION & WELFARE/ PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT/ COMPENSATION AND BENEFITS**
REPORTS TO: **SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
SUPERVISES: **ASSISTANT HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the HRMD functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Provide the effective and efficient management of the human, material, and financial resources of the HRMD function of the Service
3. Implementation the programmes and activities of the HRMD function of the Service as assigned
4. Develop portions of standard operating procedures and compliance issues of the HRMD function of the Service as assigned
5. Execute assigned activities for conducting comprehensive workforce analysis, considering current staff skills and the future skill requirements of the Service
6. Create and maintain assigned employee records
7. Implement the Performance Management System of the Service as assigned
8. Execute assigned activities for conducting periodic Compensation and Benefits surveys
9. Develop and update assigned job description manuals and schemes of service for Service
10. Collate data for the preparation of annual budget for the HRMD function of the Service
11. Collate data for the preparation of annual work plan for the HRMD function of the Service
12. Collate data for the preparation of annual and other periodic reports of the HRMD function of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Human Resource Management, Ghana, HR Certification Institute, The Chartered Institute of Personnel and Development).
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Human Resource Management and Development Officer
- A minimum of four (4) years on the grade of Assistant Human Resource Management and Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Senior Human Resource Management and Development Officer, subject to the following:

- Availability of vacancy on the grade of Senior Human Resource Management and Development Officer
- A minimum of four (4) years on the grade of Human Resource Management and Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- HR Strategy Development and Implementation (Expert level)
- Talent Acquisition and Onboarding (Expert level)
- HR Operations (Expert level)
- Performance Management Planning (Expert level)
- Compensation Design and Administration (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Effective HR Management
- Business Communication Skills
- Relevant IT applications
- Continuous Professional Development Programmes
- Organisational Development and Change Management
- Alternative Dispute Resolution (ADR)
- Public Sector Management
- Leadership and Corporate Governance.

GRADE: **ASSISTANT HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
DIVISION: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)**
UNIT: **WORKFORCE PLANNING, RECRUITMENT & STAFF DEPLOYMENT/ HUMAN RESOURCE ADMINISTRATION & WELFARE/ PERFORMANCE MANAGEMENT AND TRAINING & DEVELOPMENT/ COMPENSATION AND BENEFITS**
REPORTS TO: **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the HRMD functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Provide the effective and efficient management of the human, material, and financial resources of the HRMD function of the Service
3. Implementation the programmes and activities of the HRMD function of the Service as assigned
4. Develop portions of standard operating procedures and compliance issues of the HRMD function of the Service as assigned
5. Execute assigned activities for conducting comprehensive workforce analysis, considering current staff skills and the future skill requirements of the Service
6. Create and maintain assigned employee records
7. Implement the Performance Management System of the Service as assigned
8. Execute assigned activities for conducting periodic Compensation and Benefits surveys
9. Develop and update assigned job description manuals and schemes of service for Service
10. Collect data for the preparation of annual budget for the HRMD function of the Service
11. Collect data for the preparation of annual work plan for the HRMD function of the Service
12. Collect data for the preparation of annual and other periodic reports of the HRMD function of the Service.H15

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Human Resource Management, Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Human Resource Management and Development Officer, subject to the following:

- Availability of vacancy on the grade of Human Resource Management and Development Officer
- A minimum of four (4) years on the grade of Assistant Human Resource Management and Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- HR Strategy Development and Implementation Advanced level
- Talent Acquisition and Onboarding (Advanced level)
- HR Operations (Advanced level)
- Performance Management Planning (Advanced level)
- Compensation Design and Administration (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Effective HR Management
- Business Communication Skills
- Relevant IT applications
- Continuous Professional Development Programmes
- Organisational Development and Change Management
- Alternative Dispute Resolution (ADR)
- Public Sector Management
- Leadership and Corporate Governance.

CHAPTER FOUR: FINANCE DIVISION

GRADE: **DIRECTOR, FINANCE**
DIVISION: **FINANCE**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
SUPERVISES:

- **DEPUTY DIRECTOR, FINANCIAL ACCOUNTING**
- **DEPUTY DIRECTOR, BUDGETING**
- **DEPUTY DIRECTOR, PAYROLL**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Coordinate all finance policy implementation and activities at the National, Regional and District levels
3. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on finance activities of the Service
4. Ensure proper management of value books in the Service
5. Advise the spending officer on the judicious use of funds in accordance with relevant financial laws, regulations, and instructions
6. Identify sources of funding to improve the revenue base of the Service
7. Oversee the development and implementation of systems, processes, procedures, and guidelines for the management of financial resources of the Service
8. Ensure timely preparation of financial statement for audit and validation
9. Cooperate with auditors in carrying out all financial review exercises
10. Act on all financial review recommendations contained in audit reports
11. Oversee the implementation of internal controls to achieve compliance with relevant regulations and policies
12. Oversee the planning, preparation and implementation of the annual budgeting activities aligned to Ghana Education Service planned programmes and Sector strategic plan
13. Oversee payroll activities of the Service
14. Oversee the preparation of annual work plan for the finance function of the Service
15. Oversee the preparation of annual and other periodic reports for the finance function of the Service
16. Oversee the implementation of performance management policy for the finance function of the Service
17. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)

- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Director, Finance
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Deputy Director, Finance
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director General, Management Services, subject to the following:

- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Director, Finance
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Budget Development (Expert level)
- Budget Monitoring (Expert level)
- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)

- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)
- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR, FINANCIAL ACCOUNTING**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING**
REPORTS TO: **DIRECTOR, FINANCE**
SUPERVISES: **PRINCIPAL FINANCE OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient performance of the financial accounting function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies of the Service
2. Supervise the effective and efficient management of the human, material, and financial resources of the financial accounting function of the Service
3. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on financial accounting activities of the Service
4. Supervise the development and deployment of standardised finance reporting structures and systems to ensure accurate and consistent reporting
5. Collaborate with internal auditors to resolve audit observations and implement recommended action points in audit management letters
6. Coordinate the analysis and interpretation of financial reports
7. Ensure compliance with the provisions in the financial management laws and regulations and other fiscal policies
8. Provide financial advice for the development of proposals
9. Supervise the implementation of financial recommendations contained in audit reports
10. Develop mechanism for the judicious use of funds in accordance with relevant financial laws, regulations, and directives
11. Coordinate the implementation of financial control systems
12. Respond to audit observations on financial matters
13. Ensure the preparation of annual budget for the financial accounting function of the Service
14. Ensure the preparation of annual work plan for the financial accounting function of the Service
15. Oversee the preparation of annual and other periodic reports of the financial accounting function of the Service
16. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Financial accounting
- A minimum of four (4) years on the grade of Principal Finance Officer
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the Director, Finance, subject to the following:

- Availability of vacancy on the grade of Director, Finance
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Deputy Director, Financial accounting
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Budget Development (Expert level)
- Budget Monitoring (Expert level)

- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)
- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)
- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR, BUDGETING**
DIVISION: **FINANCE**
UNIT: **BUDGETING**
REPORTS TO: **DIRECTOR, FINANCE**
SUPERVISES: **PRINCIPAL FINANCE OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient performance of the budgeting function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies of the Service
2. Supervise the effective and efficient management of the human, material, and financial resources of the budgeting function of the Service
3. Supervise the implementation of the programmes and activities of the budgeting function of the Service
4. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes for the budgeting function of the Service
5. Provide financial advice on cost implications and financial decisions in the GES
6. Coordinate the Service's budget preparation
7. Participate in the preparation of the Service's Procurement Plan
8. Ensure the preparation of annual budget for the budgeting function of the Service
9. Ensure the preparation of annual work plan for the budgeting function of the Service
10. Oversee the preparation of annual and other periodic reports of the budgeting function of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Deputy Director, Budgeting
- A minimum of four (4) years on the grade of Principal Finance Officer
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the Director, Finance, subject to the following:

- Availability of vacancy on the grade of Director, Finance
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Deputy Director, Budgeting
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Budget Development (Expert level)
- Budget Monitoring (Expert level)
- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)
- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)
- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR, PAYROLL**
DIVISION: **FINANCE**
UNIT: **PAYROLL**
REPORTS TO: **DIRECTOR, FINANCE**
SUPERVISES: **PRINCIPAL FINANCE OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient performance of the payroll function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies of the Service
2. Supervise the effective and efficient management of the human, material, and financial resources of the payroll function of the Service
3. Supervise the implementation of the programmes and activities of the payroll function of the Service
4. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes for the payroll function of the Service
5. Oversee the accurate and timely processing of payroll for all employees in compliance with relevant laws and regulations
6. Coordinate the preparation and submission of payroll reports to regulatory authorities as required
7. Coordinate with HR and finance teams to ensure accurate and timely processing of benefit deductions and contributions
8. Supervise regular audits of payroll records to ensure accuracy and integrity of data
9. Supervise the monitoring of payroll expenses and provide insights on cost-saving opportunities and budget variances
10. Collaborate with the finance team to incorporate payroll costs into budget planning and forecasting
11. Ensure the preparation of annual budget for the payroll function of the Service
12. Ensure the preparation of annual work plan for the payroll function of the Service
13. Oversee the preparation of annual and other periodic reports of the roll function of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Payroll
- A minimum of four (4) years on the grade of Principal Finance Officer
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the Director, Finance, subject to the following:

- Availability of vacancy on the grade of Director, Finance
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of four (4) years on the grade of Deputy Director, Payroll
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Budget Development (Expert level)
- Budget Monitoring (Expert level)
- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)
- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)

- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **PRINCIPAL FINANCE OFFICER**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **DEPUTY DIRECTOR, FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
SUPERVISES: **SENIOR FINANCE OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Implement, monitor and evaluate programs and activities of the finance function of the Service
3. Implement office standard operating procedures for the finance function of the Service
4. Analyse and interpret financial reports
5. Provide advice on the compliance with the provisions in the financial management laws and regulations and other fiscal policies
6. Provide financial advice for the development of proposals
7. Implement financial recommendations contained in audit reports
8. Implement financial control systems as assigned
9. Execute activities for responding to audit observations on financial matters
10. Prepare annual budget for the finance function of the Service
11. Prepare annual work plan for the finance function of the Service
12. Prepare annual and other periodic reports of the finance function of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Finance Officer
- A minimum of four (4) years on the grade of Senior Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Financial Accounting/ Budgeting/ Payroll, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Financial Accounting/ Budgeting/ Payroll
- A minimum of four (4) years on the grade of Principal Finance Officer
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Budget Development (Expert level)
- Budget Monitoring (Expert level)
- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)
- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)
- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership.

GRADE: **SENIOR FINANCE OFFICER**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **PRINCIPAL FINANCE OFFICER**
SUPERVISES: **FINANCE OFFICER**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Supervise the implementation of projects, programmes, and activities of the finance function of the Service
3. Execute activites for the preparation of annual financial report of the Service
4. Analyse and interpret financial reports
5. Implementation financial control systems as assigned
6. Implement financial recommendations contained in audit reports as assigned
7. Supervise the collation of data for the preparation of annual budget for the finance function of the Service
8. Supervise the collation of data for the preparation of annual work plan for the finance function of the Service
9. Supervise the collation of data for the preparation of annual and other periodic reports of the finance function of the Service
10. Supervise and appraise the performance of immediate subordinate staff in the finance function of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Finance Officer
- A minimum of four (4) years on the grade of Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Finance Officer, subject to the following:

- A minimum of four (4) years on the grade of Principal Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Budget Development (Expert level)
- Budget Monitoring (Expert level)
- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)
- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)
- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership.

GRADE: **FINANCE OFFICER**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **SENIOR FINANCE OFFICER**
SUPERVISES: **ASSISTANT FINANCE OFFICER**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement assigned programmes and activities of the finance function for the Service
3. Perform assigned activities for implementation of office standard operating procedures in the finance function of the Service
4. Comply with the provisions of the financial management laws, regulations, and other fiscal policies
5. Vet assigned financial vouchers and relevant documents before payments are affected
6. Collate and maintain appropriate ledgers
7. Collate data for financial recommendations contained in audit reports
8. Provide inputs for the preparation of the annual and other periodic financial reports of the finance function of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Accounting, Finance, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Institute of Chartered Accountants, Ghana, Association of Chartered Certified Accountants, Chartered Financial Analyst Institute, or Chartered Institute of Management Accountants)
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Finance Officer
- A minimum of four (4) years on the grade of Assistant Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Finance Officer, subject to the following:
- Availability of vacancy on the grade of Senior Finance Officer

- A minimum of four (4) years on the grade of Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Budget Development (Expert level)
- Budget Monitoring (Expert level)
- Cost Control (Expert level)
- Cost Estimation (Expert level)
- Variance Analysis (Expert level)
- Cost and Variance Trends (Expert level)
- Forecasting & Projections (Expert level)
- Finance Operations (Expert level)
- Financial Modelling and Analysis (Expert level)
- Financial Planning (Expert level)
- GES Financial Management and Reporting (Expert level)
- Government of Ghana Tax Policies and Legislations (Expert level)
- International Public Sector Accounting Standards (IPSAS) (Expert level)
- Forecasting & Projections (Expert level)
- Financial Modelling (Expert level)
- Financial Risk Management and Control (Expert level)
- Scenario Planning (Expert level)
- Auditing and Reconciliation (Expert level)
- Benefits Administration (Expert level)
- Data Accuracy (Expert level)
- Payroll Accounting and Reporting (Expert level)
- Payroll Processing (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Asset Management Skills
- Stakeholder Management Skills
- Attention to Detail
- ICT and digital literacy.

GRADE: **ASSISTANT FINANCE OFFICER**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **FINANCE OFFICER**
SUPERVISES: **CHIEF FINANCE ASSISTANT**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Manage daily activities for Accounting, e.g., Accounts Receivables and Payables
2. Manage the preparation and distribution of internal financial statements and reports, maintaining the highest quality, reliability, and accuracy.
3. Manage monthly closing balances, including reconciliations and analysis of related accounts
4. Participate in the annual audit with the auditors
5. Keep value books under safe and key
6. Make inputs in the preparation of annual financial statements
7. Comply with the provisions of the financial management laws, regulations, and other fiscal policies
8. Vet assigned financial vouchers and relevant documents before payments are effected
9. Maintain appropriate ledgers
10. Collate data for the preparation of the annual and other periodic reports of the finance function of the Service
11. Collect data for the preparation of annual budget for the finance function of the Service
12. Collect data for the preparation of annual work plan for the finance function of the Service
13. Collect data for the preparation of annual and other periodic reports of the finance function of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Accounting, Finance, or other related field from an accredited tertiary institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Finance Assistant upon the acquisition of a bachelor's degree in Accounting, Finance, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Finance Officer, subject to the following:

- Availability of vacancy on the grade of Finance Officer
- A minimum of four (4) years on the grade of Assistant Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Budget Development (Advanced level)
- Budget Monitoring (Advanced level)
- Cost Control (Advanced level)
- Cost Estimation (Advanced level)
- Variance Analysis (Advanced level)
- Cost and Variance Trends (Advanced level)
- Forecasting & Projections (Advanced level)
- Finance Operations (Advanced level)
- Financial Modelling and Analysis (Advanced level)
- Financial Planning (Advanced level)
- GES Financial Management and Reporting (Advanced level)
- Government of Ghana Tax Policies and Legislations (Advanced level)
- International Public Sector Accounting Standards (IPSAS) (Advanced level)
- Forecasting & Projections (Advanced level)
- Financial Modelling (Advanced level)
- Financial Risk Management and Control (Advanced level)
- Scenario Planning (Advanced level)
- Auditing and Reconciliation (Advanced level)
- Benefits Administration (Advanced level)
- Data Accuracy (Advanced level)
- Payroll Accounting and Reporting (Advanced level)
- Payroll Processing (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Asset Management Skills
- Stakeholder Management Skills
- Attention to Detail
- ICT and digital literacy.

GRADE: **CHIEF FINANCE ASSISTANT**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **ASSISTANT FINANCE OFFICER**
SUPERVISES: **PRINCIPAL FINANCE ASSISTANT**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Perform assigned daily activities for Accounting, Accounts Receivables and Payables
3. Prepare and distribute assigned internal financial statements and reports, maintaining the highest quality, reliability, and accuracy
4. Prepare assigned monthly closing balances including reconciliations and analysis of related accounts
5. Keep value books under safe and key
6. Make inputs in the preparation of annual financial statements
7. Comply with the provisions of the financial management laws, regulations, and other fiscal policies
8. Facilitate the maintenance of appropriate ledgers
9. Collect data for the preparation of the annual and other periodic reports of the finance function of the Service
10. Collect data for the preparation of annual budget for the finance function of the Service
11. Collect data for the preparation of annual work plan for the finance function of the Service
12. Collect data for the preparation of annual and other periodic reports of the finance function of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Accounting, Finance, or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Finance Officer
- A minimum of four (4) years on the grade of Principal Finance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Finance Officer upon the acquisition of a bachelor's degree in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Finance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Budget Development (Intermediate level)
- Budget Monitoring (Intermediate level)
- Cost Control (Intermediate level)
- Cost Estimation (Intermediate level)
- Variance Analysis (Intermediate level)
- Cost and Variance Trends (Intermediate level)
- Forecasting & Projections (Intermediate level)
- Finance Operations (Intermediate level)
- Financial Modelling and Analysis (Intermediate level)
- Financial Planning (Intermediate level)
- GES Financial Management and Reporting (Intermediate level)
- Government of Ghana Tax Policies and Legislations (Intermediate level)
- International Public Sector Accounting Standards (IPSAS) (Intermediate level)
- Forecasting & Projections (Intermediate level)
- Financial Modelling (Intermediate level)
- Financial Risk Management and Control (Intermediate level)
- Scenario Planning (Intermediate level)
- Auditing and Reconciliation (Intermediate level)
- Benefits Administration (Intermediate level)
- Data Accuracy (Intermediate level)
- Payroll Accounting and Reporting (Intermediate level)
- Payroll Processing (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Asset Management Skills
- Stakeholder Management Skills
- Attention to Detail
- ICT and digital literacy.

GRADE: **PRINCIPAL FINANCE ASSISTANT**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **CHIEF FINANCE ASSISTANT**
SUPERVISES: **SENIOR FINANCE ASSISTANT**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Comply with the provisions of the financial management laws, regulations, and other fiscal policies
3. Performa assigned activities for maintenance of ledgers and extraction of trial balance
4. Collect data for the preparation of financial statements
5. Perform assigned activities for preparation of bank reconciliation statements
6. Collect data for the preparation of tax returns, SSNIT and other superannuation schedules
7. Collect data the preparation of payrolls and other schedules for allowances
8. Collect data for the preparation of annual budget for the finance function of the Service
9. Collect data for the preparation of annual work plan for the finance function of the Service
10. Collect data for the preparation of annual and other periodic reports of the finance function of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Accounting, Finance, or other related field from an accredited institution.
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Finance Assistant
- A minimum of four (4) years on the grade of Senior Finance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Finance Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Finance Assistant
- A minimum of four (4) years on the grade of Principal Finance Asistant

- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Budget Development (Intermediate level)
- Budget Monitoring (Intermediate level)
- Cost Control (Intermediate level)
- Cost Estimation (Intermediate level)
- Variance Analysis (Intermediate level)
- Cost and Variance Trends (Intermediate level)
- Forecasting & Projections (Intermediate level)
- Finance Operations (Intermediate level)
- Financial Modelling and Analysis (Intermediate level)
- Financial Planning (Intermediate level)
- GES Financial Management and Reporting (Intermediate level)
- Government of Ghana Tax Policies and Legislations (Intermediate level)
- International Public Sector Accounting Standards (IPSAS) (Intermediate level)
- Forecasting & Projections (Intermediate level)
- Financial Modelling (Intermediate level)
- Financial Risk Management and Control (Intermediate level)
- Scenario Planning (Intermediate level)
- Auditing and Reconciliation (Intermediate level)
- Benefits Administration (Intermediate level)
- Data Accuracy (Intermediate level)
- Payroll Accounting and Reporting (Intermediate level)
- Payroll Processing (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Asset Management Skills
- Stakeholder Management Skills
- Attention to Detail
- ICT and digital literacy.

GRADE: **SENIOR FINANCE ASSISTANT**
DIVISION: **FINANCE**
UNIT: **FINANCIAL ACCOUNTING/ BUDGETING/ PAYROLL**
REPORTS TO: **PRINCIPAL FINANCE ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the finance function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Comply with the provisions of the financial management laws, regulations, and other fiscal policies
2. Collect assigned data for the preparation of annual and other periodic reports of the finance function of the Service
3. Collect assigned data for the preparation of financial statements
4. Prepare bank reconciliation statements
5. Prepare tax returns, SSNIT and other superannuation schedules
6. Handle the receipt of revenues.
7. Perform assigned activities for preparing payroll and other schedule of allowances
8. Perform assigned activities preparing payment vouchers
9. Collect assigned data for the preparation of cash and bank accounts
10. Collect assigned data for the maintenance of the Imprest System.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Accounting, Finance, or other related field from an accredited institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Principal Finance Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Finance Assistant
- A minimum of four (4) years on the grade of Senior Finance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Budget Development (Intermediate level)
- Budget Monitoring (Intermediate level)
- Cost Control (Intermediate level)
- Cost Estimation (Intermediate level)
- Variance Analysis (Intermediate level)

- Cost and Variance Trends (Intermediate level)
- Forecasting & Projections (Intermediate level)
- Finance Operations (Intermediate level)
- Financial Modelling and Analysis (Intermediate level)
- Financial Planning (Intermediate level)
- GES Financial Management and Reporting (Intermediate level)
- Government of Ghana Tax Policies and Legislations (Intermediate level)
- International Public Sector Accounting Standards (IPSAS) (Intermediate level)
- Forecasting & Projections (Intermediate level)
- Financial Modelling (Intermediate level)
- Financial Risk Management and Control (Intermediate level)
- Scenario Planning (Intermediate level)
- Auditing and Reconciliation (Intermediate level)
- Benefits Administration (Intermediate level)
- Data Accuracy (Intermediate level)
- Payroll Accounting and Reporting (Intermediate level)
- Payroll Processing (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Financial Management
- Asset Management Skills
- Stakeholder Management Skills
- Attention to Detail
- ICT and digital literacy.

CHAPTER FIVE: GENERAL ADMINISTRATION DIVISION

GRADE: **DIRECTOR, GENERAL ADMINISTRATION**
DIVISION: **GENERAL ADMINISTRATION**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
SUPERVISES:

- **DEPUTY DIRECTOR, ADMINISTRATION**
- **DEPUTY DIRECTOR, TRANSPORT**
- **DEPUTY DIRECTOR, RECORDS MANAGEMENT**
- **DEPUTY DIRECTOR, PUBLIC RELATIONS**
- **DEPUTY DIRECTOR, LEGAL**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the general administration functions of the Service.

DUTIES AND RESPONSIBILITIES:

1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the general administration function of the Service at the National, Regional and District levels
3. Oversee the development and implementation of the programmes and activities of the general administration function of the Service
4. Ensure the effective and efficient management of the human, material, and financial resources of the general administration function of the Service
5. Oversee the development of standard operating procedures and compliance issues in the general administration function of the Service
6. Oversee the planning and execution of meetings, conferences, workshops, and seminars for the Service
7. Oversee development of health, safety, and safeguarding procedures for the general administration function of the Service
8. Oversee the management of all operational systems, e.g., filing, disaster recovery, and telephone system amongst others for the Service
9. Oversee an updated records management system for the Service
10. Coordinate the preparation of annual budget for the general administration function of the Service
11. Ensure the preparation of annual work plan for the general administration function of the Service
12. Oversee the preparation of annual and other periodic reports of the general administration function of the Service
13. Ensure the implementation of performance management policy in the general administration function of the Service
14. Supervise and appraise the performance of immediate subordinate staff in the Division.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body

- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Director, General Administration
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, Administration/ Transport/ Records Management/ Public Relations/ Legal
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director General, Management Services, subject to the following:

- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Director, General Administration
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes

- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capabilit

ADMINISTRATION UNIT

GRADE: **DEPUTY DIRECTOR, ADMINISTRATION**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **ADMINISTRATION**
REPORTS TO: **DIRECTOR, GENERAL ADMINISTRATION**
SUPERVISES: **PRINCIPAL ADMINISTRATIVE OFFICER/HEAD LABOURER/HEAD CLEANER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Oversee the effective and efficient management of the human, material, and financial resources of administration functions of the Service
3. Oversee the development and implementation of the programmes and activities of administration functions of the Service
4. Oversee the development of standard operating procedures and compliance issues of administration functions of the Service
5. Supervise the development of health, safety, and safeguarding procedures for administration functions of the Service
6. Manage all operational systems e.g., filing, disaster recovery, and telephone system amongst others for the Service
7. Coordinate the planning and execution of meetings, conferences, workshops, and seminars for the Service
8. Coordinate plans to ensure the availability of resources to support the activities of the Service
9. Coordinate the development, management, and maintenance of an Asset Register for the Service
10. Coordinate the occupational health, safety, and security responsibilities of the Service
11. Oversee the preparation of annual budget for administration functions of the Service
12. Oversee the preparation of annual work plan for administration functions of the Service
13. Oversee the preparation of annual and other periodic reports for administration functions of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, General Administration
- A minimum of four (4) years on the grade of Principal Administrative Officer
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, General Administration, subject to the following:

- Availability of vacancy on the grade of Director General, Administration
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, General Administration
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **PRINCIPAL ADMINISTRATIVE OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **ADMINISTRATION**
REPORTS TO: **DEPUTY DIRECTOR, ADMINISTRATION**
SUPERVISES:

- **SENIOR ADMINISTRATIVE OFFICER**
- **SENIOR SECURITY OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise collation of data for the formulation of policies
2. Develop and implement assigned programmes and activities of administration functions of the Service
3. Develop and implement assigned standard operating procedures and compliance issues of administration functions of the Service
4. Develop and implement assigned health, safety, and safeguarding procedures for administration functions of the Service
5. Maintain updated records management system for the Service
6. Plan and execute assigned meetings, conferences, workshops, and seminars for the Service
7. Implement assigned plans to ensure the availability of resources to support the activities of the Service
8. Implement the occupational health, safety, and security responsibilities of the Service as assigned
9. Supervise collation of data for the preparation of annual budget for administration functions of the Service
10. Supervise collation of data for the preparation of annual work plan for administration functions of the Service
11. Supervise collation of data for the preparation of annual and other periodic reports for administration functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Principal Administrative Officer
- A minimum of four (4) years on the grade of Senior Administrative Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director, Administration, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Administration
- A minimum of four (4) years on the grade of Principal Administrative Officer
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **SENIOR ADMINISTRATIVE OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **ADMINISTRATION**
REPORTS TO: **PRINCIPAL ADMINISTRATIVE OFFICER**
SUPERVISES: **ADMINISTRATIVE OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Develop and implement assigned programmes and activities of administration functions of the Service
3. Develop and implement assigned standard operating procedures and compliance issues of administration functions of the Service
4. Develop and implement health, safety, and safeguarding procedures for administration functions of the Service as assigned
5. Collate data for the preparation of annual budget for administration functions of the Service
6. Collate data for the preparation of annual work plan for administration functions of the Service
7. Collate data for the preparation of annual and other periodic reports for administration functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Administrative Officer
- A minimum of four (4) years on the grade of Administrative Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Administrative Officer, subject to the following:
- Availability of vacancy on the grade of Principal Administrative Officer
- A minimum of four (4) years on the grade of Senior Administrative Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: ADMINISTRATIVE OFFICER
DIVISION: GENERAL ADMINISTRATION
UNIT: ADMINISTRATION
REPORTS TO: SENIOR ADMINISTRATIVE OFFICER
SUPERVISES: ASSISTANT ADMINISTRATIVE OFFICER

JOB PURPOSE:
To provide operational support for the efficient and effective performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise collection of data for the formulation of policie
2. Implement assigned the programmes and activities of administration functions of the Service
3. Implement assigned standard operating procedures and compliance issues of administration functions of the Service
4. Implement assigned health, safety, and safeguarding procedures for administration functions of the Service
5. Supervise collection of data for the preparation of annual budget for administration functions of the Service
6. Supervise collection of data for the preparation of annual work plan for administration functions of the Service
7. Supervise collection of data for the preparation of annual and other periodic reports for administration functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Administrative Officer
- A minimum of four (4) years on the grade of Assistant Administrative Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Administrative Officer, subject to the following:
- Availability of vacancy on the grade of Senior Administrative Officer
- A minimum of four (4) years on the grade of Administrative Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: ASSISTANT ADMINISTRATIVE OFFICER
DIVISION: GENERAL ADMINISTRATION
UNIT: ADMINISTRATION
REPORTS TO: ADMINISTRATIVE OFFICER
SUPERVISES: CHIEF ADMINISTRATIVE ASSISTANT

JOB PURPOSE:
To provide operational support for the efficient and effective performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned the programmes and activities of administration functions of the Service
2. Implement assigned standard operating procedures and compliance issues of administration functions of the Service
3. Implement assigned health, safety, and safeguarding procedures for administration functions of the Service
4. Supervise collection of data for the preparation of annual budget for administration functions of the Service
5. Supervise collection of data for the preparation of annual work plan for administration functions of the Service
6. Supervise collection of data for the preparation of annual and other periodic reports for administration functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Administrative Assistant upon the acquisition of a bachelor's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Administrative Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Administrative Officer, subject to the following:
- Availability of vacancy on the grade of Administrative Officer
- A minimum of four (4) years on the grade of Assistant Administrative Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Advanced level)
- Mail and Correspondence Handling (Advanced level)
- Office Software Proficiency (Advanced level)
- Logistics Coordination (Advanced level)
- Access Control (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: CHIEF ADMINISTRATIVE ASSISTANT
DIVISION: GENERAL ADMINISTRATION
UNIT: ADMINISTRATION
REPORTS TO: ASSISTANT ADMINISTRATIVE OFFICER
SUPERVISES: PRINCIPAL ADMINISTRATIVE ASSISTANT

JOB PURPOSE:
To provide operational support for the efficient and effective performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned programmes and activities of administration functions of the Service
3. Implement assigned standard operating procedures and compliance issues of administration functions of the Service
4. Implement assigned health, safety, and safeguarding procedures for administration functions of the Service
5. Collect data for the preparation of annual budget for administration functions of the Service
6. Collect data for the preparation of annual work plan for administration functions of the Service
7. Collect data for the preparation of annual and other periodic reports for administration functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Administrative Assistant
- A minimum of four (4) years on the grade of Principal Administrative Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Administrative Officer upon the acquisition of a bachelor's degree in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution subject to
- Availability of vacancy on the grade of Assistant Administrative Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Advanced level)
- Mail and Correspondence Handling (Advanced level)
- Office Software Proficiency (Advanced level)
- Logistics Coordination (Advanced level)
- Access Control (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: PRINCIPAL ADMINISTRATIVE ASSISTANT
DIVISION: GENERAL ADMINISTRATION
UNIT: ADMINISTRATION
REPORTS TO: CHIEF ADMINISTRATIVE ASSISTANT
SUPERVISES: SENIOR ADMINISTRATIVE ASSISTANT

JOB PURPOSE:
To provide operational support for the efficient and effective performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of administration functions of the Service
2. Implement assigned standard operating procedures and compliance issues of administration functions of the Service
3. Implement assigned health, safety, and safeguarding procedures for administration functions of the Service
4. Collect assigned data for the preparation of annual budget for administration functions of the Service
5. Collect assigned data for the preparation of annual work plan for administration functions of the Service
6. Collect assigned data for the preparation of annual and other periodic reports for administration functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Administrative Assistant
- A minimum of four (4) years on the grade of Senior Administrative Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Administrative Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Administrative Assistant
- A minimum of four (4) years on the grade of Principal Administrative Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Advanced level)
- Mail and Correspondence Handling (Advanced level)
- Office Software Proficiency (Advanced level)
- Logistics Coordination (Advanced level)
- Access Control (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **SENIOR ADMINISTRATIVE ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **ADMINISTRATION**
REPORTS TO: **PRINCIPAL ADMINISTRATIVE ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of administration functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of administration functions of the Service
2. Implement assigned standard operating procedures and compliance issues of administration functions of the Service
3. Implement assigned health, safety, and safeguarding procedures for administration functions of the Service
4. Collect assigned data for the preparation of annual and other periodic reports for administration functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Business/Public Administration, Management, Social Sciences, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Principal Administrative Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Administrative Assistant
- A minimum of four (4) years on the grade of Senior Administrative Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Database Management (Intermediate level)
- Mail and Correspondence Handling (Intermediate level)
- Office Software Proficiency (Intermediate level)
- Logistics Coordination (Intermediate level)
- Access Control (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management

- Relevant IT applications
- Continuous professional development programmes
- Public Administration

SECURITY

GRADE: **SENIOR SECURITY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **PRINCIPAL ADMINISTRATIVE OFFICER**
SUPERVISES: **SECURITY OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient management of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Oversee the implementation, monitoring and evaluation of the programmes and activities of the security functions of the Service
3. Ensure the efficient and effective management of the human, material, and financial resources of the security functions of the Service
4. Oversee the efficient and effective execution of security management systems and solutions of the Service
5. Ensure the maintenance of records on security incidents
6. Ensure the protection and safety of employees, clients, visitors, and properties of the Service
7. Oversee the development, management, and operation of a system for security surveillance, inspection, and threat assessment
8. Oversee the development and implementation of Standard Operating Procedures (SOPs) for the security functions of the Service
9. Oversee the completion of reports of occurrences and surveillance activities
10. Undertake investigations and submit reports on security breaches
11. Collaborate with appropriate security agencies for effective security management
12. Supervise the preparation of annual work plans and budgets of the security functions of the Service
13. Supervise the preparation of annual work plan for the security functions of the Service
14. Supervise the preparation of annual and other periodic reports on the security functions of the Service
15. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree from an accredited tertiary institution in Security Management, or any other related discipline or its equivalent professional qualification from an accredited institution.
- Must be a retired Security Officer of the rank of Warrant Officer (W.O) or its equivalent in other state Security Services.
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Security Officer

- A minimum of four (4) years on the grade of Security Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

- Nil

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **SECURITY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **SENIOR SECURITY OFFICER**
SUPERVISES: **ASSISTANT SECURITY OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Supervise the implementation, monitoring and evaluation of the programmes and activities of the security functions of the Service
3. Supervise the efficient and effective management of the human, material, and financial resources of the security functions of the Service
4. Supervise the efficient and effective execution of security management systems and solutions of the Service
5. Supervise the maintenance of records on security incidents
6. Supervise the protection and safety of employees, clients, visitors, and Supervise of the Service
7. Oversee the development, management, and operation of a system for security surveillance, inspection, and threat assessment
8. Supervise the development and implementation of Standard Operating Procedures (SOPs) for the security functions of the Service
9. Supervise the completion of reports of occurrences and surveillance activities
10. Conduct investigations and prepare reports on security breaches as assigned
11. Prepare the annual budget for the security functions of the Service
12. Prepare annual work plans and budgets of the security functions of the Service
13. Prepare annual and other periodic reports on the security functions of the Service
14. Supervise and appraise the performance of immediate subordinate

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree from an accredited tertiary institution in Security Management, or any other related discipline or its equivalent professional qualification from an accredited institution.
- Must be a retired Security Officer of the rank of Warrant Officer (W.O) or its equivalent in other state Security Services.
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Security Officer
- A minimum of four (4) years on the grade of Assistant Security Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Senior Security Officer, subject to the following:

- Availability of vacancy on the grade of Senior Security Officer
- A minimum of four (4) years on the grade of Security Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Database Management (Expert level)
- Mail and Correspondence Handling (Expert level)
- Office Software Proficiency (Expert level)
- Logistics Coordination (Expert level)
- Access Control. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous Professional Development programmes
- Occupational Health and Safety.

GRADE: **ASSISTANT SECURITY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **SECURITY OFFICER**
SUPERVISES: **CHIEF SECURITY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement, monitor, and evaluate the programmes and activities of the security functions of the Service
2. Provide the efficient and effective management of the human, material, and financial resources of the security functions of the Service
3. Provide the efficient and effective execution of security management systems and solutions of the Service
4. Coordinate the protection of life and property within the premises of the Service
5. Ensure the identification and prevention of unauthorised persons, vehicles etc. from entering the premises of the Service
6. Coordinate the provision of guidance and direction to visitors and clients
7. Implement emergency plans and procedure on security matters
8. Ensure that relevant electrical appliances are switched off and doors secured after close of work
9. Maintain records on security incidents
10. Develop, manage, and operate a system for security surveillance, inspection, and threat assessment
11. Develop and implement Standard Operating Procedures (SOPs) for the security functions of the Service
12. Prepare reports of occurrences and surveillance activities
13. Conduct investigations and prepare reports on security breaches as assigned
14. Supervise the collation of data for the preparation of the annual budget for the security functions of the Service
15. Supervise the collation of data for the preparation of annual work plans and budgets of the security functions of the Service
16. Supervise the collation of data for the preparation of annual and other periodic reports on the security functions of the Service
17. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree from an accredited tertiary institution in Security Management, or any other related discipline or its equivalent professional qualification from an accredited institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Security Assistant upon the acquisition of a bachelor's degree in Security Management, or other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Security Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Security Officer, subject to the following:

- Availability of vacancy on the grade of Security Officer
- A minimum of four (4) years on the grade of Assistant Security Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Advanced level)
- Mail and Correspondence Handling (Advanced level)
- Office Software Proficiency (Advanced level)
- Logistics Coordination (Advanced level)
- Access Control (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **CHIEF SECURITY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **ASSISTANT SECURITY OFFICER**
SUPERVISES: **PRINCIPAL SECURITY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Coordinate the protection of life and property on the premises as assigned
2. Monitor entry points to prevent unauthorized access
3. Implement assigned emergency procedures and security measures
4. Conduct routine patrols and inspections to ensure a safe environment
5. Compile incident and daily activity reports to assist in security management. Ensure compliance with security protocols among staff and visitors
6. Operate and maintain security equipment and systems as directed
7. Provide assistance and security information to visitors and staff
8. Respond to security alerts and situations as per established protocols
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Security Management, or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Security Assistant
- A minimum of four (4) years on the grade of Principal Security Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Security Officer upon the acquisition of a bachelor's degree in Security Management, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Security Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Database Management (Advanced level)

- Mail and Correspondence Handling (Advanced level)
- Office Software Proficiency (Advanced level)
- Logistics Coordination (Advanced level)
- Access Control (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **PRINCIPAL SECURITY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **CHIEF SECURITY ASSISTANT**
SUPERVISES: **SENIOR SECURITY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Coordinate the protection of life and property on the premises as assigned
2. Monitor assigned entry points to prevent unauthorized access
3. Implement assigned emergency procedures and security measures
4. Conduct assigned routine patrols and inspections to ensure a safe environment
5. Compile assigned incident and daily activity reports to assist in security management
6. Ensure compliance with assigned security protocols among staff and visitors
7. Operate and maintain assigned security equipment and systems as directed
8. Provide information to visitors and staff
9. Respond to security alerts and situations as per established protocols
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Security Management, or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Security Assistant
- A minimum of four (4) years on the grade of Senior Security Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Security Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Security Assistant
- A minimum of four (4) years on the grade of Principal Security Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Advanced level)
- Mail and Correspondence Handling (Advanced level)
- Office Software Proficiency (Advanced level)
- Logistics Coordination (Advanced level)
- Access Control (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes

GRADE: **SENIOR SECURITY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **PRINCIPAL SECURITY ASSISTANT**
SUPERVISES: **CHIEF SECURITY GUARD**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Monitor assigned entry points to prevent unauthorized access.
2. Implement assigned emergency procedures and security measures.
3. Conduct assigned routine patrols and inspections to ensure a safe environment
4. Compile assigned incident and daily activity reports to assist in security management
5. Ensure compliance with assigned security protocols among staff and visitors
6. Operat and maintain assigned security equipment and systems as directed
7. Provide information to visitors and staff
8. Respond to security alerts and situations as per established protocols
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Security Management, or other related field from an accredited institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Security Guard upon the acquisition of a Higher National Diploma/University Diploma in Security Management, or other related field from an accredited institution, subject to the following:
- Availability of vacancy on the grade of Senior Security Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By Promotion to the grade of Principal Security Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Security Assistant
- A minimum of four (4) years on the grade of Senior Security Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Database Management (Intermediate level)
- Mail and Correspondence Handling (Intermediate level)
- Office Software Proficiency (Intermediate level)
- Logistics Coordination (Intermediate level)
- Access Control (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **CHIEF SECURITY GUARD**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **SENIOR SECURITY ASSISTANT**
SUPERVISES: **SECURITY GUARD I**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Monitor assigned entry points to prevent unauthorized access.
2. Implement assigned emergency procedures and security measures.
3. Conduct assigned routine patrols and inspections to ensure a safe environment
4. Ensure compliance with assigned security protocols among staff and visitors
5. Operate and maintain security equipment and systems as directed
6. Provide information to visitors and staff
7. Respond to security alerts and situations as per established protocols.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Security Guard
- A minimum of four (4) years on the grade of Security Guard I
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Senior Security Assistant upon the acquisition of a Higher National Diploma/University Diploma in Security Management, or other related field from an accredited institution, subject to the following:
- Availability of vacancy on the grade of Senior Security Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Database Management (Intermediate level)
- Mail and Correspondence Handling (Intermediate level)

- Office Software Proficiency (Intermediate level)
- Logistics Coordination (Intermediate level)
- Access Control (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **SECURITY GUARD I**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **SECURITY**
REPORTS TO: **CHIEF SECURITY GUARD**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the security functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Monitor assigned entry points to prevent unauthorized access.
2. Implement assigned emergency procedures and security measures.
3. Conduct assigned routine patrols and inspections to ensure a safe environment
4. Ensure compliance with assigned security protocols among staff and visitors
5. Operate and maintain security equipment and systems as directed
6. Provide information to visitors and staff
7. Respond to security alerts and situations as per established protocols.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Chief Security Guard, subject to the following:
- Availability of vacancy on the grade of Chief Security Guard
- A minimum of four (4) years on the grade of Security Guard I
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Database Management (Intermediate level)
- Mail and Correspondence Handling (Intermediate level)
- Office Software Proficiency (Intermediate level)
- Logistics Coordination (Intermediate level)
- Access Control (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

LABOURERS/CLEANERS

GRADE: **HEAD LABOURER/ HEAD CLEANER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABOURERS/CLEANERS**
REPORTS TO: **DEPUTY DIRECTOR, ADMINISTRATION**
SUPERVISES: **LABOURER I/ CLEANER I**

JOB PURPOSE:
To provide operational leadership for effective and efficient performance of the labourer/cleaning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies on labourer/cleaning functions of the Service
2. Provide input for the development of strategies, standards, guidelines, procedures, and processes on labourer/cleaning functions of the Service
3. Supervise the implementation of strategies, standards, guidelines, procedures, and processes on labourer/cleaning functions of the Service
4. Supervise loading and offloading of goods/materials
5. Supervise the performance of menial/manual duties
6. Ensure environmental cleanliness
7. Supervise the performance of horticultural duties
8. Supervise cleaning at the office premises, kitchenette, and official residences
9. Collaborate with the security team to keep the office premise secured
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution.
- Must be physically fit
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Head Labourer/Head Cleaner
- A minimum of four (4) years on the grade of Labourer I/ Cleaner I
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
- Nil

SKILLS AND COMPETENCIES:
- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene

- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Security Education
- Attitudinal Change.

GRADE: **LABOURER I/ CLEANER I**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABOURERS/CLEANERS**
REPORTS TO: **HEAD LABOURER/ HEAD CLEANER**
SUPERVISES: **LABOURER II/ CLEANER II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the labourer/cleaning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement strategies, standards, guidelines, procedures, and processes on labourer/cleaning functions of the Service
2. Load and offload goods/materials
3. Performance of menial/manual duties
4. Keep the office environment clean
5. Perform horticultural duties
6. Clean offices premises, kitchenette, and official residences
7. Collaborate with the security team to keep the office premise secured
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- Must be physically fit
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Labourer I/Cleaner I
- A minimum of four (4) years on the grade of Labourer II/ Cleaner II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Head Labourer/ Head Cleaner, subject to the following:
- Availability of vacancy on the grade of Head Labourer/Head Cleaner
- A minimum of four (4) years on the grade of Labourer I/ Cleaner I
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Good communication skills

- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Security Education
- Attitudinal Change.

GRADE: **LABOURER II/ CLEANER II**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABOURERS/CLEANERS**
REPORTS TO: **LABOURER I/ CLEANER I**
SUPERVISES: **LABOURER III/ CLEANER III**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the labourer/cleaning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement strategies, standards, guidelines, procedures, and processes on labourer/cleaning functions of the Service as assigned
2. Load and offload goods/materials
3. Perform menial/manual duties
4. Keep the office environment clean
5. Perform horticultural duties
6. Clean offices premises, kitchenette, and official residences
7. Collaborate with the security team to keep the office premise secured

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- Must be physically fit
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Labourer II/Cleaner II
- A minimum of four (4) years on the grade of Labourer III/ Cleaner III
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Labourer I/ Cleaner I, subject to the following:
- Availability of vacancy on the grade of Labourer I/Cleaner I
- A minimum of four (4) years on the grade of Labourer II/ Cleaner II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards

- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Security Education
- Attitudinal Change.

GRADE: **LABOURER III/ CLEANER III**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABOURERS/CLEANERS**
REPORTS TO: **LABOURER II/ CLEANER II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the labourer/cleaning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement strategies, standards, guidelines, procedures, and processes on labourer/cleaning functions of the Service as assigned
2. Load and offload goods/materials
3. Perform menial/manual duties
4. Keep the office environment clean
5. Perform horticultural duties
6. Clean offices premises, kitchenette, and official residences
7. Collaborate with the security team to keep the office premise secured

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- Must be physically fit
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Labourer II/ Cleaner II, subject to the following:

- Availability of vacancy on the grade of Labourer II/Cleaner II
- A minimum of four (4) years on the grade of Labourer III/ Cleaner III
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT
- Continuous professional development programme

- Security Education
- Attitudinal Change.

TRANSPORT MANAGEMENT UNIT

GRADE: **DEPUTY DIRECTOR, TRANSPORT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **DIRECTOR, GENERAL ADMINSTRATION**
SUPERVISES: **PRINCIPAL TRANSPORT OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for the effective and efficient performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Ensure the effective and efficient management of the human, material, and financial resources of the transport management functions of the Service
3. Oversee the implementation of the programmes and activities of the transport management functions of the Service
4. Oversee the development of standard operating procedures and compliance issues in the transport management functions of the Service
5. Oversee the development and implementation of guidelines, procedures, and safety standards on transport management
6. Provide advice and guidelines on the acquisition, distribution, maintenance, utilisation, and disposal of fleet of the Service
7. Oversee the development and management of Transport Management Information Systems
8. Oversee the management of incidents involving official vehicles of the Service.
9. Oversee the preparation of annual budget for the transport management functions of the Service
10. Ensure the preparation of annual work plan for the transport management functions of the Service
11. Oversee the preparation of annual and other periodic reports of the transport management functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Deputy Director, Transport
- A minimum of four (4) years on the grade of Principal Transport Officer
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, General Adminstration, subject to the following:

- Availability of vacancy on the grade of Director, General Adminstration
- A minimum of four (4) years on the grade of Deputy Director, Transport
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Driver Training and Supervision (Expert level)
- Fleet Management (Expert level)
- Logistics Coordination (Expert level)
- Route Planning (Expert level)
- Transportation Safety (Expert level)
- Vehicle Maintenance and Repairs (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **PRINCIPAL TRANSPORT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **DEPUTY DIRECTOR, TRANSPORT**
SUPERVISES: **SENIOR TRANSPORT OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the transport management functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement the programmes and activities of the transport management functions of the Service
3. Develop standard operating procedures and compliance issues in the transport management functions of the Service
4. Manage Transport Management Information Systems
5. Manage assigned incidents involving official vehicles of the Service
6. Prepare of annual budget for the transport management functions of the Service
7. Prepare annual work plan for the transport management functions of the Service
8. Prepare annual and other periodic reports of the transport management functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Transport Officer
- A minimum of four (4) years on the grade of Senior Transport Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Transport, subject to the following:
- Availability of vacancy on the grade of Deputy Director, Transport
- A minimum of four (4) years on the grade of Principal Transport Officer
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Expert level)
- Fleet Management (Expert level)
- Logistics Coordination (Expert level)
- Route Planning (Expert level)
- Transportation Safety (Expert level)
- Vehicle Maintenance and Repairs (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **SENIOR TRANSPORT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **PRINCIPAL TRANSPORT OFFICER**
SUPERVISES: **TRANSPORT OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Implement assigned programmes and activities of the transport management functions of the Service
3. Implement assigned standard operating procedures and compliance issues in the transport management functions of the Service
4. Execute assigned activities for managing Transport Management Information Systems
5. Manage assigned incidents involving official vehicles of the Service
6. Supervise the collation of data for preparation of annual budget for the transport management functions of the Service
7. Supervise the collation of data for preparation of annual work plan for the transport management functions of the Service
8. Supervise the collation of data for preparation of annual and other periodic reports of the transport management functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Transport Officer
- A minimum of four (4) years on the grade of Transport Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Transport Officer, subject to the following:
- Availability of vacancy on the grade of Principal Transport Officer
- A minimum of four (4) years on the grade of Senior Transport Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Expert level)
- Fleet Management (Expert level)
- Logistics Coordination (Expert level)
- Route Planning (Expert level)
- Transportation Safety (Expert level)
- Vehicle Maintenance and Repairs (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **TRANSPORT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **SENIOR TRANSPORT OFFICER**
SUPERVISES: **ASSISTANT TRANSPORT OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement programmes and activities of the transport management functions of the Service
3. Implement standard operating procedures and compliance issues in the transport management functions of the Service
4. Implement Transport Management Information Systems
5. Collate data for preparation of annual budget for the transport management functions of the Service
6. Collate data for preparation of annual work plan for the transport management functions of the Service
7. Collate data for preparation of annual and other periodic reports of the transport management functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Transport Officer
- A minimum of four (4) years on the grade of Assistant Transport Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Transport Officer, subject to the following:
- Availability of vacancy on the grade of Senior Transport Officer
- A minimum of four (4) years on the grade of Transport Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Expert level)
- Fleet Management (Expert level)
- Logistics Coordination (Expert level)
- Route Planning (Expert level)
- Transportation Safety (Expert level)
- Vehicle Maintenance and Repairs (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **ASSISTANT TRANSPORT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **TRANSPORT OFFICER**
SUPERVISES: **CHIEF TRANSPORT ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement programmes and activities of the transport management functions of the Service
2. Implement standard operating procedures and compliance issues in the transport management functions of the Service
3. Implement Transport Management Information Systems
4. Collate data for preparation of annual work plan for the transport management functions of the Service
5. Collate data for preparation of annual and other periodic reports of the transport management functions of the Service
6. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Transport Assistant upon the acquisition of a bachelor's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Transport Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Transport Officer, subject to the following:
- Availability of vacancy on the grade of Transport Officer
- A minimum of four (4) years on the grade of Assistant Transport Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Advanced level)
- Fleet Management (Advanced level)
- Logistics Coordination (Advanced level)
- Route Planning (Advanced level)
- Transportation Safety (Advanced level)
- Vehicle Maintenance and Repairs (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **CHIEF TRANSPORT ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **ASSISTANT TRANSPORT OFFICER**
SUPERVISES:

- **PRINCIPAL TRANSPORT ASSISTANT**
- **CHIEF DRIVER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collection of data for the formulation of policies
2. Implement programmes and activities of the transport management functions of the Service
3. Implement standard operating procedures and compliance issues in the transport management functions of the Service
4. Implement Transport Management Information Systems
5. Supervise the collection of data for preparation of annual work plan for the transport management functions of the Service
6. Supervise the collection of data for preparation of annual and other periodic reports of the transport management functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a Higher National Diploma/University Diploma in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Chief Transport Assistant
- A minimum of four (4) years on the grade of Principal Transport Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Transport Officer upon the acquisition of a bachelor's degree in Transport & Logistics, Automotive Engineering, or other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Transport Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Advanced level)
- Fleet Management (Advanced level)
- Logistics Coordination (Advanced level)
- Route Planning (Advanced level)
- Transportation Safety (Advanced level)
- Vehicle Maintenance and Repairs (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **PRINCIPAL TRANSPORT ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **CHIEF TRANSPORT ASSISTANT**
SUPERVISES: **SENIOR TRANSPORT ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned programmes and activities of the transport management functions of the Service
3. Implement assigned standard operating procedures and compliance issues in the transport management functions of the Service
4. Execute assigned activities for managing Transport Management Information Systems
5. Manage assigned incidents involving official vehicles of the Service
6. Collect data for preparation of annual work plan for the transport management functions of the Service
7. Collect data for preparation of annual and other periodic reports of the transport management functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Transport Assistant
- A minimum of four (4) years on the grade of Senior Transport Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Transport Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Transport Assistant
- A minimum of four (4) years on the grade of Principal Transport Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Advanced level)
- Fleet Management (Advanced level)
- Logistics Coordination (Advanced level)
- Route Planning (Advanced level)
- Transportation Safety (Advanced level)
- Vehicle Maintenance and Repairs (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **SENIOR TRANSPORT ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **PRINCIPAL TRANSPORT ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the transport management functions of the Service
2. Implement assigned standard operating procedures and compliance issues in the transport management functions of the Service
3. Execute assigned activities to manage Transport Management Information Systems
4. Manage assigned incidents involving official vehicles of the Service
5. Collect assigned data for preparation of annual work plan for the transport management functions of the Service
6. Collect assigned data for preparation of annual and other periodic reports of the transport management functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Driver upon the acquisition of a Higher National Diploma/University Diploma in Transport & Logistics, Automotive Engineering, or other related field from an accredited institution, subject to the following:
- Availability of vacancy on the grade of Senior Transport Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Transport Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Transport Assistant
- A minimum of four (4) years on the grade of Senior Transport Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Driver Training and Supervision (Intermediate level)
- Fleet Management (Intermediate level)
- Logistics Coordination (Intermediate level)
- Route Planning (Intermediate level)
- Transportation Safety (Intermediate level)
- Vehicle Maintenance and Repairs (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **CHIEF DRIVER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **CHIEF TRANSPORT ASSISTANT**
SUPERVISES: **SENIOR DRIVER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide effective and efficient management of the human, material, and financial resources of the transport management functions of the Service
2. Implement assigned programmes and activities of the transport management functions of the Service
3. Implement assigned office standard operating procedures in the transport management functions of the Service
4. Convey assigned officials, goods, and equipment to and from designated destinations.
5. Ensure availability of logbooks in all official vehicles
6. Maintain updated records management system for the Unit
7. Collect assigned data to inform the management of incidents involving official vehicles of the Service
8. Ensure the recording of relevant information in vehicle logbooks
9. Ensure the maintenance of pre and post Trip Assessment Records
10. Facilitate the investigation of incidents involving official vehicles
11. Supervise the periodic examination of vehicles and submits reports
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of WASSCE qualification
- A professional level qualification or industry skill-based certification in auto-mechanics will be an added advantage
- A valid driver's license
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Driver
- A minimum of four (4) years on the grade of Senior Driver
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Senior Transport Assistant upon the acquisition of a Higher National Diploma/University Diploma in Transport &

Logistics, Automotive Engineering, or other related field from an accredited institution, subject to the following:

- Availability of vacancy on the grade of Senior Transport Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **SENIOR DRIVER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **CHIEF DRIVER**
SUPERVISES: **DRIVER GRADE I**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the transport management functions of the Service
2. Implement assigned office standard operating procedures in the transport management functions of the Service
3. Convey assigned officials, goods, and equipment to and from designated destinations
4. Log in trips and other relevant information in vehicle logbooks
5. Ensure the maintenance of pre and post Trip Assessment Records
6. Conduct investigation of assigned incidents involving official vehicles
7. Examine vehicles and submit periodic reports
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of WASSCE qualification
- A professional level qualification or industry skill-based certification in auto-mechanics will be an added advantage
- A valid driver's license
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Driver
- A minimum of four (4) years on the grade of Driver Grade I
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Driver, subject to the following:
- Availability of vacancy on the grade of Chief Driver
- A minimum of four (4) years on the grade of Senior Driver
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **DRIVER GRADE I**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **SENIOR DRIVER**
SUPERVISES: **DRIVER GRADE II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the transport management functions of the Service
2. Implement assigned standard operating procedures in the transport management functions of the Service
3. Convey assigned officials, goods, and equipment to and from designated destinations
4. Log in trips and other relevant information in vehicle logbooks
5. Ensure the maintenance of pre and post Trip Assessment Records
6. Perform assigned activities for conducting investigation of incidents involving official vehicles
7. Examine vehicles and submit periodic reports
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of WASSCE qualification
- A professional level qualification or industry skill-based certification in auto-mechanics will be an added advantage
- A valid driver's license
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Driver Grade I
- A minimum of four (4) years on the grade of Driver Grade II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Driver, subject to the following:
- Availability of vacancy on the grade of Senior Driver
- A minimum of four (4) years on the grade of Driver Grade I
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **DRIVER GRADE II**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **DRIVER GRADE I**
SUPERVISES: **DRIVER GRADE III**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the transport management functions of the Service
2. Implement assigned office standard operating procedures in the transport management functions of the Service
3. Convey assigned officials, goods, and equipment to and from designated destinations
4. Undertake daily routine checks on vehicles
5. Log in trips and other relevant information in logbooks on official vehicles
6. Prepare assigned pre and post Trip Assessment Reports
7. Execute assigned activities for investigation of incidents involving official vehicles
8. Examine assigned vehicles and submit periodic reports
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of WASSCE qualification
- A professional level qualification or industry skill-based certification in auto-mechanics will be an added advantage
- A valid driver's license
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Driver Grade II
- A minimum of four (4) years on the grade of Driver Grade III
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Driver Grade I, subject to the following:
- Availability of vacancy on the grade of Driver Grade I
- A minimum of four (4) years on the grade of Driver Grade II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **DRIVER GRADE III**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **TRANSPORT MANAGEMENT**
REPORTS TO: **DRIVER GRADE II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the transport management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the transport management functions of the Service
2. Implement assigned office standard operating procedures in the transport management functions of the Service
3. Convey assigned officials, goods, and equipment to and from designated destinations
4. Undertake daily routine checks on vehicles
5. Log in trips and other relevant information in logbooks on official vehicles
6. Prepare assigned pre and post Trip Assessment Reports
7. Examine assigned vehicles and submit periodic reports
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of WASSCE qualification
- A professional level qualification or industry skill-based certification in auto-mechanics will be an added advantage
- A valid driver's license
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Driver Grade II, subject to the following:
- Availability of vacancy on the grade of Driver Grade II
- A minimum of four (4) years on the grade of Driver Grade III
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Good knowledge in personal hygiene
- Good manners and comportment.

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

RECORDS MANAGEMENT UNIT

GRADE: **DEPUTY DIRECTOR, RECORDS MANAGEMENT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **DIRECTOR, GENERAL ADMINSTRATION**
SUPERVISES: **PRINCIPAL RECORDS MANAGEMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the records management functions of the Service at the National, Regional and District levels
3. Ensure the effective and efficient management of the human, material, and financial resources of the records management functions of the Service
4. Oversee the implementation of the programmes and activities of the records management functions of the Service
5. Ensure the development and implementation of records management plans, policies, programmes, and activities of the Service
6. Ensure the development and implementation of a Records Management System for storage and retrieval, disposal, or transfer of all forms of records in accordance with the requisite guidelines
7. Ensure regular audits of the records of the Service
8. Coordinate the preparation of annual budget for the records management functions of the Service
9. Ensure the preparation of annual work plan for the records management functions of the Service
10. Oversee the preparation of annual and other periodic report of the records management functions of the Service
11. Ensure the implementation of performance management policy in the records management functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Deputy Director, Records Management

- A minimum of four (4) years on the grade of Principal Records Management Officer
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director, General Adminstration, subject to the following:

- Availability of vacancy on the grade of Director, General Adminstration
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, Records Management
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Access Control (Expert level)
- Archiving (Expert level)
- Classification and Indexing (Expert level)
- Document Imaging (Expert level)
- Electronic Document Management System (EDEMS) (Expert level)
- Records Inventory (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: PRINCIPAL RECORDS MANAGEMENT OFFICER
DIVISION: GENERAL ADMINISTRATION
UNIT: RECORDS MANAGEMENT
REPORTS TO: DEPUTY DIRECTOR, RECORDS MANAGEMENT
SUPERVISES: SENIOR RECORDS MANAGEMENT OFFICER

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Provide the effective and efficient management of the human, material, and financial resources of the records management functions of the Service
3. Implement the programmes and activities of the records management functions of the Service
4. Develop and implement records management plans, policies, programmes, and activities of the Service
5. Implement the Records Management System for storage and retrieval, disposal, or transfer of all forms of records in accordance with the requisite guidelines
6. Prepare the annual budget for the records management functions of the Service
7. Prepare annual work plan for the records management functions of the Service
8. Prepare the annual and other periodic report of the records management functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Records Management Officer
- A minimum of four (4) years on the grade of Senior Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Records Management, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Records Management
- A minimum of four (4) years on the grade of Principal Records Management Officer
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Access Control (Expert level)
- Archiving (Expert level)
- Classification and Indexing (Expert level)
- Document Imaging (Expert level)
- Electronic Document Management System (EDEMS) (Expert level)
- Records Inventory (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **SENIOR RECORDS MANAGEMENT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **PRINCIPAL RECORDS MANAGEMENT OFFICER**
SUPERVISES: **RECORDS MANAGEMENT OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement assigned programmes and activities of the records management functions of the Service
3. Implement assigned records management plans, policies, programmes, and activities of the Service
4. Execute assigned activities for implementing Records Management System to store and retrieve, dispose, or transfer all forms of records in accordance with the requisite guidelines
5. Collate data for the preparation of the annual budget for the records management functions of the Service
6. Collate data for the preparation of the annual work plan for the records management functions of the Service
7. Collate data for the preparation of the annual and other periodic report of the records management functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Records Management Officer
- A minimum of four (4) years on the grade of Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Records Management Officer, subject to the following:

- Availability of vacancy on the grade of Principal Records Management Officer
- A minimum of four (4) years on the grade of Senior Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Access Control (Expert level)
- Archiving (Expert level)
- Classification and Indexing (Expert level)
- Document Imaging (Expert level)
- Electronic Document Management System (EDEMS) (Expert level)
- Records Inventory (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **RECORDS MANAGEMENT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **SENIOR RECORDS MANAGEMENT OFFICER**
SUPERVISES: **ASSISTANT RECORDS MANAGEMENT OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collection of data for the formulation of policies
2. Implement assigned programmes and activities of the records management functions of the Service
3. Execute assigned activities for implementing Records Management System to store and retrieve, dispose, or transfer all forms of records in accordance with the requisite guidelines
4. Supervise the collection of data for the preparation of the annual budget for the records management functions of the Service
5. Supervise the collection of data for the preparation of the annual work plan for the records management functions of the Service
6. Supervise the collection of data for the preparation of the annual and other periodic report of the records management functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Records Management Officer
- A minimum of four (4) years on the grade of Assistant Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Records Management Officer, subject to the following:
- Availability of vacancy on the grade of Senior Records Management Officer
- A minimum of four (4) years on the grade of Records Management Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Access Control (Expert level)
- Archiving (Expert level)
- Classification and Indexing (Expert level)
- Document Imaging (Expert level)
- Electronic Document Management System (EDEMS) (Expert level)
- Records Inventory (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **ASSISTANT RECORDS MANAGEMENT OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **RECORDS MANAGEMENT OFFICER**
SUPERVISES: **CHIEF RECORDS MANAGEMENT ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the records management functions of the Service
2. Execute assigned activities for implementing Records Management System to store and retrieve, dispose, or transfer all forms of records in accordance with the requisite guidelines
3. Supervise the collection of data for the preparation of the annual work plan for the records management functions of the Service
4. Supervise the collection of data for the preparation of the annual and other periodic report of the records management functions of the Service
5. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited tertiary institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Records Management Assistant upon the acquisition of a bachelor's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Records Management Officer, subject to the following:
- Availability of vacancy on the grade of Records Management Officer
- A minimum of four (4) years on the grade of Assistant Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Access Control (Advanced level)
- Archiving (Advanced level)
- Classification and Indexing (Advanced level)
- Document Imaging (Advanced level)
- Electronic Document Management System (EDEMS) (Advanced level)
- Records Inventory (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **CHIEF RECORDS MANAGEMENT ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **ASSISTANT RECORDS MANAGEMENT OFFICER**
SUPERVISES: **PRINCIPAL RECORDS MANAGEMENT ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned programmes and activities of the records management functions of the Service
3. Execute assigned activities for implementing Records Management System to store and retrieve, dispose, or transfer all forms of records in accordance with the requisite guidelines
4. Collect data for the preparation of the annual budget for the records management functions of the Service
5. Collect data for the preparation of the annual work plan for the records management functions of the Service
6. Collect data for the preparation of the annual and other periodic report of the records management functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Records Management Assistant
- A minimum of four (4) years on the grade of Principal Records Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Records Management Officer upon the acquisition of a bachelor's degree in Records Management, Information Studies, Archival Studies, or other related field from an accredited tertiary institution subject t

- Availability of vacancy on the grade of Assistant Records Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Access Control (Advanced level)
- Archiving (Advanced level)
- Classification and Indexing (Advanced level)
- Document Imaging (Advanced level)
- Electronic Document Management System (EDEMS) (Advanced level)
- Records Inventory (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **PRINCIPAL RECORDS MANAGEMENT ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **CHIEF RECORDS MANAGEMENT ASSISTANT**
SUPERVISES: **SENIOR RECORDS MANAGEMENT ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect assigned data for the formulation of policies
2. Implement assigned programmes and activities of the records management functions of the Service
3. Execute assigned activities for implementing Records Management System to store and retrieve, dispose, or transfer all forms of records in accordance with the requisite guidelines
4. Collect assigned data for the preparation of the annual budget for the records management functions of the Service
5. Collect assigned data for the preparation of the annual work plan for the records management functions of the Service
6. Collect assigned data for the preparation of the annual and other periodic report of the records management functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution.
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Records Management Assistant
- A minimum of four (4) years on the grade of Senior Records Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Records Management Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Records Management Assistant

- A minimum of four (4) years on the grade of Principal Records Management Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Access Control (Advanced level)
- Archiving (Advanced level)
- Classification and Indexing (Advanced level)
- Document Imaging (Advanced level)
- Electronic Document Management System (EDEMS) (Advanced level)
- Records Inventory (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **SENIOR RECORDS MANAGEMENT ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **RECORDS MANAGEMENT**
REPORTS TO: **PRINCIPAL RECORDS MANAGEMENT ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the records management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the records management functions of the Service
2. Execute assigned activities for implementing Records Management System to store and retrieve, dispose, or transfer all forms of records in accordance with the requisite guidelines
3. Collect assigned data for the preparation of the annual budget for the records management functions of the Service
4. Collect assigned data for the preparation of the annual work plan for the records management functions of the Service
5. Collect assigned data for the preparation of the annual and other periodic report of the records management functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Records Management, Information Studies, Archival Studies, or other related field from an accredited institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Principal Records Management Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Records Management Assistant
- A minimum of four (4) years on the grade of Senior Records Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Access Control (Intermediate level)
- Archiving (Intermediate level)
- Classification and Indexing (Intermediate level)

- Document Imaging (Intermediate level)
- Electronic Document Management System (EDEMS) (Intermediate level)
- Records Inventory (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

PUBLIC RELATIONS UNIT

GRADE: **DEPUTY DIRECTOR, PUBLIC RELATIONS**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **PUBLIC RELATIONS**
REPORTS TO: **DIRECTOR, GENERAL ADMINSTRATION**
SUPERVISES: **PRINCIPAL PUBLIC RELATIONS OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the public relations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the public relations functions of the Service at National, Regional and District levels.
3. Ensure the effective and efficient management of the human, material, and financial resources of the public relations functions of the Service
4. Ensure the development and implementation of Standard Operating Procedures (SOPs) for the public relations functions of the Service
5. Ensure the issuance of press releases on the Service's activities, nurture relations with the media and organises media briefings
6. Review and recommend appropriate action on media coverage of the Service's mandate and activities
7. Ensure the production and distribution of promotional materials for the Service
8. Coordinate the preparation of annual budget for the public relations functions of the Service
9. Ensure the preparation of annual work plan for the public relations functions of the Service
10. Oversee the preparation of annual and other periodic report of the public relations functions of the Service
11. Ensure the implementation of performance management policy for the public relations functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Deputy Director, Public Relations
- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution

- A minimum of four (4) years on the grade of Principal Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director, General Adminstration, subject to the following:

- Availability of vacancy on the grade of Director, General Adminstration
- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, Public Relations
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Content Creation (Expert level)
- Creative Writing (Expert level)
- Verbal Communication (Expert level)
- Digital Literacy (Expert level)
- Media Relations (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **PRINCIPAL PUBLIC RELATIONS OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **PUBLIC RELATIONS**
REPORTS TO: **DEPUTY DIRECTOR, PUBLIC RELATIONS**
SUPERVISES: **SENIOR PUBLIC RELATIONS OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the public relations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Provide the effective and efficient management of the human, material, and financial resources of the public relations functions of the Service
3. Implement Standard Operating Procedures (SOPs) for the public relations functions of the Service
4. Recommend appropriate action on media coverage of the Service's mandate and activities
5. Produce and distribute promotional materials for the Service
6. Prepare annual budget for the public relations functions of the Service
7. Prepare annual work plan for the public relations functions of the Service
8. Prepare annual and other periodic report of the public relations functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Public Relations Officer
- A minimum of four (4) years on the grade of Senior Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Public Relations, subject to the following:
- Availability of vacancy on the grade of Deputy Director, Public Relations
- A minimum of four (4) years on the grade of Principal Public Relations Officer

- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Content Creation (Expert level)
- Creative Writing (Expert level)
- Verbal Communication (Expert level)
- Digital Literacy (Expert level)
- Media Relations (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **SENIOR PUBLIC RELATIONS OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **PUBLIC RELATIONS**
REPORTS TO: **PRINCIPAL PUBLIC RELATIONS OFFICER**
SUPERVISES: **PUBLIC RELATIONS OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the public relations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement Standard Operating Procedures (SOPs) for the public relations functions of the Service
3. Produce and distribute promotional materials for the Service
4. Collate data for the preparation of annual budget for the public relations functions of the Service
5. Collate data for the preparation of annual work plan for the public relations functions of the Service
6. Collate data for the preparation of annual and other periodic report of the public relations functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Public Relations Officer
- A minimum of four (4) years on the grade of Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Public Relations Officer, subject to the following:
- Availability of vacancy on the grade of Principal Public Relations Officer
- A minimum of four (4) years on the grade of Senior Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Content Creation (Expert level)
- Creative Writing (Expert level)
- Verbal Communication (Expert level)
- Digital Literacy (Expert level)
- Media Relations (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration

GRADE: **PUBLIC RELATIONS OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **PUBLIC RELATIONS**
REPORTS TO: **SENIOR PUBLIC RELATIONS OFFICER**
SUPERVISES: **ASSISTANT PUBLIC RELATIONS OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the public relations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned public relations strategies to promote the Service in a positive light
3. Implement Standard Operating Procedures (SOPs) for the public relations functions of the Service
4. Collect data for the preparation of annual budget for the public relations functions of the Service
5. Collect data for the preparation of annual work plan for the public relations functions of the Service
6. Collect data for the preparation of annual and other periodic report of the public relations functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Public Relations, Communication Studies, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Public Relations Officer
- A minimum of four (4) years on the grade of Assistant Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Public Relations Officer, subject to the following:
- Availability of vacancy on the grade of Senior Public Relations Officer
- A minimum of four (4) years on the grade of Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Content Creation (Expert level)
- Creative Writing (Expert level)
- Verbal Communication (Expert level)
- Digital Literacy (Expert level)
- Media Relations (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

GRADE: **ASSISTANT PUBLIC RELATIONS OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **PUBLIC RELATIONS**
REPORTS TO: **PUBLIC RELATIONS OFFICER**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the public relations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned public relations strategies to promote the Service in a positive light
2. Implement Standard Operating Procedures (SOPs) for the public relations functions of the Service
3. Collect data for the preparation of annual work plan for the public relations functions of the Service
4. Collect data for the preparation of annual and other periodic report of the public relations functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Public Relations, Communication Studies, or other related field from an accredited tertiary institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Public Relations Officer, subject to the following:
- Availability of vacancy on the grade of Public Relations Officer
- A minimum of four (4) years on the grade of Assistant Public Relations Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Content Creation (Advanced level)
- Creative Writing (Advanced level)
- Verbal Communication (Advanced level)
- Digital Literacy (Advanced level)
- Media Relations (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management

- Relevant IT applications
- Continuous professional development programmes
- Public Administration.

LEGAL SERVICES UNIT

GRADE: **DEPUTY DIRECTOR, LEGAL**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LEGAL SERVICES**
REPORTS TO: **DIRECTOR, GENERAL ADMINISTRATION**
SUPERVISES: **PRINCIPAL LEGAL OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient management of the legal functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies for the legal functions of the Service
2. Ensure the implementation, monitoring and evaluation of programmes and activities of the legal functions of the Service
3. Coordinate all policy implementation and activities of the legal functions of the Service at the National, Regional and District levels
4. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes of the legal functions of the Service
5. Oversee the effective and efficient management of human, material, and financial resources of the legal functions of the Service
6. Oversee the preparation and submission of briefs for the consideration of Ghana Education Service Council to aid in decision making
7. Ensure that there are efficient systems in place relating to compliance of high impact policies such as anti-bribery and corruption, financial transaction compliance etc.
8. Ensure the monitoring of changes in relevant legislation and the regulatory environment, and advice management on current legislation, regulatory issues, or legal risks that might impact Ghana Education Service's activities
9. Provide legal advice to the Service
10. Represent the Service in legal matters in court
11. Lead in the provision of legal advocacy on behalf of the Service
12. Collaborate with other Divisions of the Service to ensure compliance with laws, rules, regulations, and procedures
13. Liaise with the Attorney General's Department and other stakeholders on the preparation and review of legal documents and processes
14. Ensure the preparation of annual budget for the legal functions of the Service
15. Ensure the preparation of annual work plan for the legal functions of the Service
16. Oversee the preparation of annual and other periodic reports of the legal functions of the Service
17. Ensure the implementation of performance management policy for the legal functions of the Service
18. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in Law/Social Sciences/Public Administration/Business Administration or other related field from an accredited institution

- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Legal
- A minimum of four (4) years on the grade of Principal Legal Officer
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in Law/Social Sciences/Public Administration/Business Administration or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, General Adminstration, subject to the following:

- Availability of vacancy on the grade of Director, General Adminstration
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in Law/Social Sciences/Public Administration/Business Administration or other related field from an accredited institution
- A minimum of four (4) years on the grade of Deputy Director, Legal
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Coordinating External Legal Advisors (Expert level)
- Drafting, Conveyance, Pleading and Advocacy (Expert level)
- Governance (Expert level)
- Knowledge of all Ghanaian Public and Labour Laws (Expert level)
- Legal Advisory (Expert level)
- Litigation management (Expert level)
- Research and Analysis (Expert level)
- Investigation and Critical Evaluation (Expert level)
- Data Gathering, Analysis and Strategic Reporting (Expert level)
- Organisational Skills (Expert level)
- Time Management (Expert level)

- Consensus and Coalition Building (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **PRINCIPAL LEGAL OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LEGAL SERVICES**
REPORTS TO: **DEPUTY DIRECTOR, LEGAL**
SUPERVISES: **SENIOR LEGAL OFFICER**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the legal functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement, monitor, and evaluate programmes and activities of the legal functions of the Service
3. Develop and implement strategies, standards, guidelines, procedures, and processes of the legal functions of the Service
4. Prepare and submit briefs for the consideration of Ghana Education Service Council to aid in decision making
5. Develop efficient systems relating to compliance of high impact policies such as anti-bribery and corruption, financial transaction compliance etc.
6. Monitor changes in relevant legislation and the regulatory environment, and advice management on current legislation, regulatory issues, or legal risks that might impact Ghana Education Service's activities
7. Provide legal advice to the Service on assigned cases
8. Represent the Service in legal matters in court
9. Provide legal advocacy on behalf of the Service on assigned cases
10. Execute assigned activites for collaborting with other Divisions of the Service to ensure compliance with laws, rules, regulations, and procedures
11. Liaise with the Attorney General's Department and other stakeholders on the preparation and review of assigned legal documents and processes
12. Prepare the annual budget for the legal functions of the Service
13. Prepare annual work plan for the legal functions of the Service
14. Prepare annual and other periodic reports of the legal functions of the Service
15. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in Law/Social Sciences/Public Administration/Business Administration or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Legal Officer
- A minimum of four (4) years on the grade of Senior Legal Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director, Legal, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Legal
- A minimum of four (4) years on the grade of Principal Legal Officer
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in Law/Social Sciences/Public Administration/Business Administration or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Coordinating External Legal Advisors (Expert level)
- Drafting, Conveyance, Pleading and Advocacy (Expert level)
- Governance (Expert level)
- Knowledge of all Ghanaian Public and Labour Laws (Expert level)
- Legal Advisory (Expert level)
- Litigation management (Expert level)
- Research and Analysis (Expert level)
- Investigation and Critical Evaluation (Expert level)
- Data Gathering, Analysis and Strategic Reporting (Expert level)
- Organisational Skills (Expert level)
- Time Management (Expert level)
- Consensus and Coalition Building (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills. Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: SENIOR LEGAL OFFICER
DIVISION: GENERAL ADMINISTRATION
UNIT: LEGAL SERVICES
REPORTS TO: PRINCIPAL LEGAL OFFICER
SUPERVISES: LEGAL OFFICER

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the legal functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement, monitor, and evaluate programmes and activities of the legal functions of the Service
3. Develop efficient systems relating to compliance of assigned high impact policies such as anti-bribery and corruption, financial transaction compliance etc.
4. Monitor changes in relevant legislation and the regulatory environment, and advice management on current legislation, regulatory issues, or legal risks that might impact Ghana Education Service's activities
5. Execute assigned activities for implementing prosecution, litigation, and Alternative Dispute Resolution (ADR) strategies
6. Draft legal documents as assigned
7. Draft assigned briefs on the interpretation of laws, rules, and regulations
8. Supervise the preparation of motions, affidavits, and other court processes
9. Supervise the conduct of research and analysis of legal matters
10. Coordinate the provision of dispute resolution services
11. Collate data for the preparation of the annual budget for the legal functions of the Service
12. Collate data for the preparation of the annual work plan for the legal functions of the Service
13. Collate data for the preparation of annual and other periodic reports of the legal functions of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in in Law/Social Sciences/Public Administration/ Business Administration, or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Legal Officer
- A minimum of four (4) years on the grade of Legal officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Principal Legal Officer, subject to the following:

- Availability of vacancy on the grade of Principal Legal Officer
- A minimum of four (4) years on the grade of Senior Legal Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Coordinating External Legal Advisors (Expert level)
- Drafting, Conveyance, Pleading and Advocacy (Expert level)
- Governance (Expert level)
- Knowledge of all Ghanaian Public and Labour Laws (Expert level)
- Legal Advisory (Expert level)
- Litigation management (Expert level)
- Research and Analysis (Expert level)
- Investigation and Critical Evaluation (Expert level)
- Data Gathering, Analysis and Strategic Reporting (Expert level)
- Organisational Skills (Expert level)
- Time Management (Expert level)
- Consensus and Coalition Building (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: LEGAL OFFICER
DIVISION: GENERAL ADMINISTRATION
UNIT: LEGAL SERVICES
REPORTS TO: SENIOR LEGAL OFFICER
SUPERVISES: ASSISTANT LEGAL OFFICER

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the legal functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Monitor changes in relevant legislation and the regulatory environment, and advice management on current legislation, regulatory issues, or legal risks that might impact Ghana Education Service's activities
3. Execute assigned activites for implementation of prosecution, litigation, and Alternative Dispute Resolution (ADR) strategies
4. Draft assigned legal documents
5. Draft assigned briefs on the interpretation of laws, rules, and regulations
6. Conduct research and analysis of legal matters
7. Provide dispute resolution services
8. Collect data for the preparation of the annual budget for the legal functions of the Service
9. Collect data for the preparation of the annual work plan for the legal functions of the Service
10. Collect data for the preparation of annual and other periodic reports of the legal functions of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Must have been called to the Ghana Bar Association
- A minimum of a master's degree in in Law/Social Sciences/Public Administration/ Business Administration, or other related field from an accredited institution
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Legal Officer
- A minimum of four (4) years on the grade of Assistant Legal Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Legal Officer, subject to the following:

- Availability of vacancy on the grade of Senior Legal Officer
- A minimum of four (4) years on the grade of Legal Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Coordinating External Legal Advisors (Expert level)
- Drafting, Conveyance, Pleading and Advocacy (Expert level)
- Governance (Expert level)
- Knowledge of all Ghanaian Public and Labour Laws (Expert level)
- Legal Advisory (Expert level)
- Litigation management (Expert level)
- Research and Analysis (Expert level)
- Investigation and Critical Evaluation (Expert level)
- Data Gathering, Analysis and Strategic Reporting (Expert level)
- Organisational Skills (Expert level)
- Time Management (Expert level)
- Consensus and Coalition Building (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: **ASSISTANT LEGAL OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LEGAL SERVICES**
REPORTS TO: **LEGAL OFFICER**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the legal functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Execute assigned activites for implementation of prosecution, litigation, and Alternative Dispute Resolution (ADR) strategies
2. Draft assigned legal documents
3. Draft assigned briefs on the interpretation of laws, rules, and regulations
4. Conduct research and analysis of legal matters
5. Provide dispute resolution services
6. Collect data for the preparation of the annual work plan for the legal functions of the Service
7. Collect data for the preparation of annual and other periodic reports of the legal functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Must have been called to the Ghana Bar Association
- A minimum of a bachelor's degree in Law/Social Sciences/Public Administration/ Business Administration, or other related field from an accredited institution
- Must have completed Pupillage.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Legal Officer, subject to the following:
- Availability of vacancy on the grade of Legal Officer
- A minimum of four (4) years on the grade of Assistant Legal Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Coordinating External Legal Advisors (Advanced level)
- Drafting, Conveyance, Pleading and Advocacy (Advanced level)
- Governance (Advanced level)
- Knowledge of all Ghanaian Public and Labour Laws (Advanced level)
- Legal Advisory (Advanced level)

- Litigation management (Advanced level)
- Research and Analysis (Advanced level)
- Investigation and Critical Evaluation (Advanced level)
- Data Gathering, Analysis and Strategic Reporting (Advanced level)
- Organisational Skills (Advanced level)
- Time Management (Advanced level)
- Consensus and Coalition Building (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

CHAPTER SIX: INFRASTRUCTURE PLANNING, DEVELOPMENT AND MAINTENANCE DIVISION

GRADE: **DIRECTOR, INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
SUPERVISES:

- **DEPUTY DIRECTOR, INFRASTRUCTURE PLANNING & DEVELOPMENT**
- **DEPUTY DIRECTOR, FACILITIES MANAGEMENT & MAINTENANCE**

JOB PURPOSE:
To provide technical, operational, and administrative leadership in the management of the Infrastructure Planning, Development & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:

1. Provide inputs for the formulation policies
2. Coordinate all policy implementation and activities of the Infrastructure Planning, Development & Maintenance functions of the Service at the National, Regional and District levels
3. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on Infrastructure Planning, Development and Maintenance activities of the Service
4. Provide input to the development of a National Infrastructure Sector Strategy and Plan, which integrates Pre-tertiary (basic and secondary) education.
5. Oversee the formulation of a framework to guide future Pre-tertiary (basic and secondary) education infrastructure (planning, development, and maintenance)
6. Advise management on infrastructure development
7. Oversee the development and management of budgets for the maintenance and repair of existing facilities, as well as capital projects
8. Oversee the planning, designing, and construction of new infrastructure projects and renovations/refurbishments, within budget and schedule
9. Coordinate the preparation of annual budget for the Infrastructure Planning, Development & Maintenance functions of the Service
10. Ensure the preparation of annual work plan for the Infrastructure Planning, Development & Maintenance functions of the Service
11. Oversee the preparation of annual and other periodic reports of the Infrastructure Planning, Development & Maintenance functions of the Service
12. Ensure the implementation of performance management policy for the Infrastructure Planning, Development & Maintenance functions of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of

Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Director, Infrastructure Planning, Development & Maintenance
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of four (4) years on the grade of Deputy Director, Infrastructure Planning & Development/Facilities Management & Maintenance
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Management Services, subject to the following:
- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of four (4) years on the grade of Director, Infrastructure Planning & Development/Facilities Management & Maintenance
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:
- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)

- Performance Management (Expert level)
- Infrastructure Design and Implementation (Expert level)
- Quality Management (Expert level)
- Community Engagement (Expert level)
- Cost Benefit Analysis (CBA) (Expert level)
- Procurement and Contract Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability
- Knowledge in building regulations

INFRASTRUCTURE PLANNING & DEVELOPMENT UNIT

GRADE: **DEPUTY DIRECTOR, INFRASTRUCTURE PLANNING & DEVELOPMENT**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **INFRASTRUCTURE PLANNING & DEVELOPMENT**
REPORTS TO: **DIRECTOR, INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
SUPERVISES: **PRINCIPAL INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Infrastructure Planning & Development functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee the effective and efficient management of the human, material, and financial resources of the Infrastructure Planning & Development functions of the Service
3. Oversee the implementation of the programmes and activities of the Infrastructure Planning & Development functions of the Service
4. Oversee the development and implementation of strategies, standards, guidelines, procedures and processes for the programmes and activities of the Infrastructure Planning & Development functions of the Service
5. Provide input for the development of a National Infrastructure Sector Strategy and Plan, which integrates all modes of education
6. Provide input for the the formulation of a framework to guide future education infrastructure investment by defining a functional hierarchy and standards of provision and identify immediate priority investment in national education infrastructure, including an investment proposal suitable for immediate development partner financing.
7. Provide input for the evaluation of existing policies and regulations and propose a financing structure to improve cost recovery and identify other viable sources of financing to ensure sustainable and secure financing for education infrastructure assets.
8. Oversee the planning, design, and construction of new infrastructure projects ensuring they are completed within budget and schedule
9. Ensure the preparation of annual budget for the Infrastructure Planning & Development functions of the Service
10. Ensure the preparation of annual work plan for the Infrastructure Planning & Development functions of the Service
11. Oversee the preparation of annual and other periodic reports of the Infrastructure Planning & Development functions of the Service
12. Ensure the implementation of performance management policy for the Infrastructure Planning & Development functions of the Service
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Infrastructure Planning and Development
- A minimum of four (4) years on the grade of Principal Infrastructure Planning & Development Officer
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the Director, Infrastructure Planning, Development & Maintenance, subject to the following:

- Availability of vacancy on the grade of Director, Infrastructure Planning, Development & Maintenance
- A minimum of four (4) years on the grade of Deputy Director, Infrastructure Planning & Development
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Infrastructure Design and Implementation (Expert level)
- Quality Management (Expert level)
- Community Engagement (Expert level)
- Cost Benefit Analysis (CBA) (Expert level)
- Procurement and Contract Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability
- Knowledge in building regulations

GRADE: **PRINCIPAL INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **INFRASTRUCTURE PLANNING & DEVELOPMENT**
REPORTS TO: **DEPUTY DIRECTOR, INFRASTRUCTURE PLANNING & DEVELOPMENT**
SUPERVISES: **SENIOR INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Infrastructure Planning & Development functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the Infrastructure Planning & Development functions of the Service
3. Implement assigned office standard operating procedures for the Infrastructure Planning & Development functions of the Service
4. Supervise the collation of data for the development and implementation of strategies, standards, guidelines, procedures and processes for the programmes and activities of the Infrastructure Planning & Development functions of the Service
5. Provide input for the development of a National Infrastructure Sector Strategy and Plan, which integrates all modes of education
6. Provide input for the the formulation of a framework to guide future education infrastructure investment by defining a functional hierarchy and standards of provision and identify immediate priority investment in national education infrastructure, including an investment proposal suitable for immediate development partner financing.
7. Provide input for the evaluation of existing policies and regulations and propose a financing structure to improve cost recovery and identify other viable sources of financing to ensure sustainable and secure financing for education infrastructure assets.
8. Lead the planning, design, and construction of new infrastructure projects ensuring they are completed within budget and schedule
9. Prepare annual budget for the Infrastructure Planning & Development functions of the Service
10. Prepare annual work plan for the Infrastructure Planning & Development functions of the Service
11. Prepare annual and other periodic reports of the v
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)

- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Principal Infrastructure Planning and Development Officer
- A minimum of four (4) years on the grade of Senior Infrastructure Planning & Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director, Infrastructure Planning & Development, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Infrastructure Planning & Development
- A minimum of four (4) years on the grade of Principal Infrastructure Planning & Development Officer
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Infrastructure Design and Implementation (Expert level)
- Quality Management (Expert level)
- Community Engagement (Expert level)
- Cost Benefit Analysis (CBA) (Expert level)
- Procurement and Contract Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.

- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **SENIOR INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **INFRASTRUCTURE PLANNING & DEVELOPMENT**
REPORTS TO: **PRINCIPAL INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
SUPERVISES: **INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Infrastructure Planning and Development functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise collation of data for the formulation of policies
2. Implement programmes and activities of the Infrastructure Planning and Development functions of the Service
3. Implement assigned office standard operating procedures for the Infrastructure Planning and Development functions of the Service
4. Collate data for the development and implementation of strategies, standards, guidelines, procedures and processes for the programmes and activities of the Infrastructure Planning and Development functions of the Service
5. Provide input for the development of a National Infrastructure Sector Strategy and Plan, which integrates all modes of education
6. Provide input for the the formulation of a framework to guide future education infrastructure investment by defining a functional hierarchy and standards of provision and identify immediate priority investment in national education infrastructure, including an investment proposal suitable for immediate development partner financing.
7. Provide input for the evaluation of existing policies and regulations and propose a financing structure to improve cost recovery and identify other viable sources of financing to ensure sustainable and secure financing for education infrastructure assets.
8. Execute assigned activities for planning, design, and construction of new infrastructure projects ensuring they are completed within budget and schedule
9. Supervise the collation of data for the preparation of annual budget for the Infrastructure Planning and Development functions of the Service
10. Supervise the collation of data for the preparation of annual work plan for the Infrastructure Planning and Development functions of the Service
11. Supervise the collation of data for the preparation of annual and other periodic reports of the Infrastructure Planning and Development functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of

Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Infrastructure Planning and Development Officer
- A minimum of four (4) years on the grade of Infrastructure Planning & Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Infrastructure Planning & Development Officer, subject to the following:
- Availability of vacancy on the grade of Principal Infrastructure Planning & Development Officer
- A minimum of four (4) years on the grade of Senior Infrastructure Planning & Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Infrastructure Design and Implementation (Expert level)
- Quality Management (Expert level)
- Community Engagement (Expert level)
- Cost Benefit Analysis (CBA) (Expert level)
- Procurement and Contract Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic Planning Skills.
- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **INFRASTRUCTURE PLANNING & DEVELOPMENT**
REPORTS TO: **SENIOR INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
SUPERVISES: **ASSISTANT INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Infrastructure Planning and Development functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement assigned programmes and activities of the Infrastructure Planning and Development functions of the Service
3. Implemetn assigned office standard operating procedures for the Infrastructure Planning and Development functions of the Service
4. Collate data for the development and implementation of strategies, standards, guidelines, procedures and processes for the programmes and activities of the Infrastructure Planning and Development functions of the Service
5. Collate data for the preparation of annual budget for the Infrastructure Planning and Development functions of the Service
6. Collate data for the preparation of annual work plan for the Infrastructure Planning and Development functions of the Service
7. Collate data for the preparation of annual and other periodic reports of the Infrastructure Planning and Development functions of the Service.
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Infrastructure Planning and Development Officer
- A minimum of four (4) years on the grade of Assistant Infrastructure Planning & Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Infrastructure Planning & Development Officer, subject to the following:

- Availability of vacancy on the grade of Senior Infrastructure Planning & Development Officer
- A minimum of four (4) years on the grade of Infrastructure Planning & Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Infrastructure Design and Implementation (Expert level)
- Quality Management (Expert level)
- Community Engagement (Expert level)
- Cost Benefit Analysis (CBA) (Expert level)
- Procurement and Contract Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- Peple Management capability.

GRADE: **ASSISTANT INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **INFRASTRUCTURE PLANNING & DEVELOPMENT**
REPORTS TO: **INFRASTRUCTURE PLANNING & DEVELOPMENT OFFICER**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Infrastructure Planning and Development functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the Infrastructure Planning and Development functions of the Service
2. Implemetn assigned office standard operating procedures for the Infrastructure Planning and Development functions of the Service
3. Collate data for the development and implementation of strategies, standards, guidelines, procedures and processes for the programmes and activities of the Infrastructure Planning and Development functions of the Service
4. Collate data for the preparation of annual work plan for the Infrastructure Planning and Development functions of the Service
5. Collate data for the preparation of annual and other periodic reports of the Infrastructure Planning and Development functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Infrastructure Planning & Development Officer, subject to the following:
- Availability of vacancy on the grade of Infrastructure Planning & Development Officer
- A minimum of four (4) years on the grade of Assistant Infrastructure Planning & Development Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Infrastructure Design and Implementation (Advanced level)
- Quality Management (Advanced level)
- Community Engagement (Advanced level)
- Cost Benefit Analysis (CBA) (Advanced level)
- Procurement and Contract Management (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.
- Professional Practice and Management in infrastructure planning and development

FACILITIES MANAGEMENT & MAINTENANCE UNIT

GRADE: **DEPUTY DIRECTOR, FACILITIES MANAGEMENT & MAINTENANCE**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **DIRECTOR, INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
SUPERVISES: **PRINCIPAL FACILITIES MANAGEMENT & MAINTENANCE OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee the effective and efficient management of the human, material, and financial resources of the Facilities Management & Maintenance functions of the Service
3. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on Facilities Management & Maintenance activities of the Service
4. Ensure that all equipment and systems in the Service's facilities are functioning properly, including, plumbing, electrical, security, and fire safety systems
5. Ensure that the physical space within the Service's facilities is used effectively and efficiently
6. Ensure that the Service's facilities comply with all relevant health and safety regulations
7. Oversee the management of budget for Service's facilities' operations and maintenance
8. Ensure the preparation of annual budget for the Facilities Management & Maintenance functions of the Service
9. Ensure the preparation of annual work plan for the Facilities Management & Maintenance functions of the Service
10. Oversee the preparation of annual and other periodic reports of the Facilities Management & Maintenance functions of the Service
11. Ensure the implementation of performance management policy for the Facilities Management & Maintenance functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)

- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Facilities Management & Maintenance
- A minimum of four (4) years on the grade of Principal Facilities Management & Maintenance Officer
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the Director, Infrastructure Planning, Development and Maintenance, subject to the following:

- Availability of vacancy on the grade of Director, Infrastructure Planning, Development and Maintenance
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of four (4) years on the grade of Deputy Director, Facilities Management & Maintenance
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Asset Management (Expert level)
- Business Support Services (Expert level)
- Facilities Management Planning (Expert level)
- Health & Safety Standards (Expert level)
- Procurement and Contract Management (Expert level)

- Property Management (Expert level)
- Regulatory Compliance (Expert level)
- Sustainability (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **DEPUTY DIRECTOR, FACILITIES MANAGEMENT & MAINTENANCE**
SUPERVISES: **SENIOR FACILITIES MANAGEMENT & MAINTENANCE OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned strategies, standards, guidelines, procedures, and processes on Facilities Management & Maintenance activities of the Service.
3. Perform activities to ensure that all equipment and systems in the Service's facilities are functioning properly, including, plumbing, electrical, security, and fire safety systems
4. Perform activities to ensure that the physical space within the Service's facilities is used effectively and efficiently
5. Perform activities to ensure that the Service's facilities comply with all relevant health and safety regulations
6. Manage budget for Service's facilities' operations and maintenance
7. Prepare annual budget for the Facilities Management & Maintenance functions of the Service
8. Prepare annual work plan for the Facilities Management & Maintenance functions of the Service
9. Prepare annual and other periodic reports of the Facilities Management & Maintenance functions of the Service
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Facilities Management & Maintenance Officer
- A minimum of four (4) years on the grade of Senior Facilities Management & Maintenance Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director, Facilities Management & Maintenance, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Facilities Management & Maintenance
- A minimum of four (4) years on the grade of Principal Facilities Management & Maintenance Officer
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Expert level)
- Business Support Services (Expert level)
- Facilities Management Planning (Expert level)
- Health & Safety Standards (Expert level)
- Procurement and Contract Management (Expert level)
- Property Management (Expert level)
- Regulatory Compliance (Expert level)
- Sustainability (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **SENIOR FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **PRINCIPAL FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
SUPERVISES: **FACILITIES MANAGEMENT & MAINTENANCE OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise collation of data for the formulation of policies
2. Implement assigned strategies, standards, guidelines, procedures, and processes on Facilities Management & Maintenance activities of the Service
3. Execute assigned activities to ensure that all equipment and systems in the Service's facilities are functioning properly, including, plumbing, electrical, security, and fire safety systems
4. Execute assigned activities to ensure that the physical space within the Service's facilities is used effectively and efficiently
5. Execute assigned activities to ensure that the Service's facilities comply with all relevant health and safety regulations
6. Supervise the collation of data for managing budget for Service's facilities' operations and maintenance
7. Supervise the collation of data for the preparation of annual budget for the Facilities Management & Maintenance functions of the Service
8. Supervise the collation of data for the preparation of annual work plan for the Facilities Management & Maintenance functions of the Service
9. Supervise the collation of data for the preparation of annual and other periodic reports of the Facilities Management & Maintenance functions of the Service
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Facilities Management & Maintenance Officer

- A minimum of four (4) years on the grade of Facilities Management & Maintenance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Facilities Management & Maintenance Officer, subject to the following:

- Availability of vacancy on the grade of Principal Facilities Management & Maintenance Officer
- A minimum of four (4) years on the grade of Senior Facilities Management & Maintenance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Expert level)
- Business Support Services (Expert level)
- Facilities Management Planning (Expert level)
- Health & Safety Standards (Expert level)
- Procurement and Contract Management (Expert level)
- Property Management (Expert level)
- Regulatory Compliance (Expert level)
- Sustainability (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic Planning Skills.
- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **SENIOR FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
SUPERVISES: **ASSISTANT FACILITIES MANAGEMENT & MAINTENANCE OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement assigned strategies, standards, guidelines, procedures, and processes on Facilities Management & Maintenance activities of the Service.
3. Execute assigned activities to ensure that all equipment and systems in the Service's facilities are functioning properly, including, plumbing, electrical, security, and fire safety systems
4. Execute assigned activities to ensure that the physical space within the Service's facilities is used effectively and efficiently
5. Execute assigned activities to ensure that the Service's facilities comply with all relevant health and safety regulations
6. Collate data for managing budget for Service's facilities' operations and maintenance
7. Collate data for the preparation of annual budget for the Facilities Management & Maintenance functions of the Service
8. Collate data for the preparation of annual work plan for the Facilities Management & Maintenance functions of the Service
9. Collate data for the preparation of annual and other periodic reports of the Facilities Management & Maintenance functions of the Service
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in, Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body association (e.g., Ghana Institution of Engineering, Ghana Institute of Architects, Ghana Institute of Planners, Institution of Engineering and Technology, etc.)
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Facilities Management & Maintenance Officer
- A minimum of four (4) years on the grade of Assistant Facilities Management & Maintenance Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Senior Facilities Management & Maintenance Officer, subject to the following:

- Availability of vacancy on the grade of Senior Facilities Management & Maintenance Officer
- A minimum of four (4) years on the grade of Facilities Management & Maintenance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Expert level)
- Business Support Services (Expert level)
- Facilities Management Planning (Expert level)
- Health & Safety Standards (Expert level)
- Procurement and Contract Management (Expert level)
- Property Management (Expert level)
- Regulatory Compliance (Expert level)
- Sustainability (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
SUPERVISES: **CHIEF FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned strategies, standards, guidelines, procedures, and processes on Facilities Management & Maintenance activities of the Service.
3. Execute assigned activities to ensure that all equipment and systems in the Service's facilities are functioning properly, including, plumbing, electrical, security, and fire safety systems
4. Execute assigned activities to ensure that the physical space within the Service's facilities is used effectively and efficiently
5. Execute assigned activities to ensure that the Service's facilities comply with all relevant health and safety regulations
6. Collate data for managing budget for Service's facilities' operations and maintenance
7. Collate data for the preparation of annual work plan for the Facilities Management & Maintenance functions of the Service
8. Collate data for the preparation of annual and other periodic reports of the Facilities Management & Maintenance functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in, Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Facilities Management & Maintenance Assistant upon the acquisition of a bachelor's degree in in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Facilities Management & Maintenance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Facilities Management & Maintenance Officer, subject to the following:

- Availability of vacancy on the grade of Facilities Management & Maintenance Officer
- A minimum of four (4) years on the grade of Assistant Facilities Management & Maintenance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Advanced level)
- Business Support Services (Advanced level)
- Facilities Management Planning (Advanced level)
- Health & Safety Standards (Advanced level)
- Procurement and Contract Management (Advanced level)
- Property Management (Advanced level)
- Regulatory Compliance (Advanced level)
- Sustainability (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.
- Report writing skills

GRADE: **CHIEF FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **ASSISTANT FACILITIES MANAGEMENT & MAINTENANCE OFFICER**
SUPERVISES: **PRINCIPAL FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Oversee regular inspections of equipment, machinery, and facilities to identify any maintenance needs
2. Oversee the performance of routine maintenance tasks, such as cleaning, lubricating, and adjusting equipment
3. Oversee repair or replacement of faulty parts and components of tools and equipment to ensure proper functionality
4. Oversee the maintenance of schedules and procedures to prevent breakdowns and minimize downtime
5. Ensure accurate records of maintenance activities, including repairs, replacements, and inspections are kept
6. Oversee the collection of data for preparation of annual budget for the workshop
7. Oversee the collection of data for preparation of annual work plan for the workshop
8. Oversee the collection of data for preparation of annual and other periodic reports of the workshop
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Facilities Management & Maintenance Assistant
- A minimum of four (4) years on the grade of Principal Chief Facilities Management & Maintenance Assistant Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Facilities Management & Maintenance Assistant upon the acquisition of a bachelor's degree in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or ot

- Availability of vacancy on the grade of Assistant Facilities Management & Maintenance Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Advanced level)
- Business Support Services (Advanced level)
- Facilities Management Planning (Advanced level)
- Health & Safety Standards (Advanced level)
- Procurement and Contract Management (Advanced level)
- Property Management (Advanced level)
- Regulatory Compliance (Advanced level)
- Sustainability (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Maintenance Education
- Attitudinal Change

GRADE: **PRINCIPAL FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **CHIEF FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**
SUPERVISES: **SENIOR FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise regular inspections of equipment, machinery, and facilities to identify any maintenance needs
2. Supervise the performance of routine maintenance tasks, such as cleaning, lubricating, and adjusting equipment
3. Supervise repair or replacement of faulty parts and components of tools and equipment to ensure proper functionality
4. Supervise the maintenance of schedules and procedures to prevent breakdowns and minimize downtime
5. Supervise accurate records maintenance activities, including repairs, replacements, and inspections
6. Supervise the collection of data for preparation of annual budget for the workshop
7. Supervise the collection of data for preparation of annual work plan for the workshop
8. Supervise the collection of data for preparation of annual and other periodic reports of the workshop
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Facilities Management & Maintenance Assistant
- A minimum of four (4) years on the grade of Senior Chief Facilities Management & Maintenance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Facilities Management & Maintenance Assistant, subject to the following:

- Availability of vacancy on the grade of Chief Facilities Management & Maintenance Assistant
- A minimum of four (4) years on the grade of Principal Facilities Management & Maintenance Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Advanced level)
- Business Support Services (Advanced level)
- Facilities Management Planning (Advanced level)
- Health & Safety Standards (Advanced level)
- Procurement and Contract Management (Advanced level)
- Property Management (Advanced level)
- Regulatory Compliance (Advanced level)
- Sustainability (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Maintenance Education
- Attitudinal Change

GRADE: **SENIOR FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **PRINCIPAL FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**
SUPERVISES: **ARTISAN**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise regular inspections of equipment, machinery, and facilities to identify any maintenance needs
2. Supervise the performance of routine maintenance tasks, such as cleaning, lubricating, and adjusting equipment
3. Supervise repair or replacement of faulty parts and components of tools and equipment to ensure proper functionality
4. Supervise the maintenance of schedules and procedures to prevent breakdowns and minimize downtime
5. Supervise accurate records maintenance activities, including repairs, replacements, and inspections
6. Supervise the collection of data for preparation of annual budget for the workshop
7. Supervise the collection of data for preparation of annual work plan for the workshop
8. Supervise the collection of data for preparation of annual and other periodic reports of the workshop
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Artisan upon the acquisition of a Higher National Diploma/University Diploma in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Senior Facilities Management & Maintenance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Facilities Management & Maintenance Assistant, subject to the following:

- Availability of vacancy on the grade of Principal Facilities Management & Maintenance Assistant
- A minimum of four (4) years on the grade of Senior Facilities Management & Maintenance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Asset Management (Intermediate level)
- Business Support Services (Intermediate level)
- Facilities Management Planning (Intermediate level)
- Health & Safety Standards (Intermediate level)
- Procurement and Contract Management (Intermediate level)
- Property Management (Intermediate level)
- Regulatory Compliance (Intermediate level)
- Sustainability (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Maintenance Education
- Attitudinal Change

GRADE: **ARTISAN**
DIVISION: **INFRASTRUCTURE PLANNING, DEVELOPMENT & MAINTENANCE**
UNIT: **FACILITIES MANAGEMENT & MAINTENANCE**
REPORTS TO: **SENIOR FACILITIES MANAGEMENT & MAINTENANCE ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Facilities Management & Maintenance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Conduct regular inspections of equipment, machinery, and facilities to identify any maintenance needs
2. Perform routine maintenance tasks, such as cleaning, lubricating, and adjusting equipment
3. Repair or replace faulty parts and components of tools and equipment to ensure proper functionality
4. Follow maintenance schedules and procedures to prevent breakdowns and minimize downtime
5. Keep accurate records of maintenance activities, including repairs, replacements, and inspections
6. Collaborate with other maintenance personnel to coordinate tasks and ensure efficient operations
7. Collect data for preparation of annual budget for the workshop
8. Collect data for preparation of annual work plan for the workshop
9. Collect data for preparation of annual and other periodic reports of the workshop.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE/TVET or equivalent qualification from an accredited institution.
- Must be physically fit
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By conversion/upgrading to the grade of Senior Facilities Management & Maintenance Assistant upon the acquisition of a Higher National Diploma/University Diploma in Architecture, Urban and Regional Development/Development Planning, Civil Engineering, Building Technology, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Senior Facilities Management & Maintenance Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Adaptability (Resilience / Dedication)
- Agility (Flexibility)
- Attention to Details (Thoroughness)
- Collaboration (Teamwork)
- Creativity (Innovation / Resourcefulness)
- Interpersonal Relations (Social Interactions)
- Ownership (Accountability)
- Professionalism
- Quality Driven

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programme
- Maintenance Education
- Attitudinal Change

CHAPTER SEVEN: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT DIVISION

GRADE: **DIRECTOR, PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
SUPERVISES:

- **DEPUTY DIRECTOR, PROCUREMENT AND CONTRACT MANAGEMENT**
- **DEPUTY DIRECTOR, LOGISTICS AND STORES**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient performance of the procurement and supply chain management function of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Coordinate all policy implementation and activities of the procurement and supply chain management function of the Service at the National, Regional, and District levels
3. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on procurement and supply chain management activities of the Service
4. Ensure the effective and efficient management of the human, material, and financial resources of the procurement and supply chain management function of the Service
5. Oversee the implementation, monitoring, and evaluation of the programs and activities of the procurement and supply chain management function of the Service
6. Oversee the development and maintenance of cross-sectoral relationships with key government entities and other relevant stakeholders to foster an enabling environment for the procurement and supply chain management function of the Service
7. Ensure that Procurement and Supply Chain Management training and program activities are high quality and effective to meet the needs and demands of the Service
8. Oversee the implementation of Total Acquisition Strategy consistent with all legislative, financial, and procurement guidelines
9. Ensure the submission of annual and other periodic reports on the procurement functions to the Public Procurement Authority (PPA) through the Director General
10. Ensure the preparation of annual budget for the procurement and supply chain management function of the Service
11. Oversee the preparation of annual work plan for the procurement and supply chain management function of the Service
12. Oversee the preparation of annual and other periodic reports for the procurement and supply chain management function of the Service
13. Oversee the implementation of performance management policy for the procurement and supply chain management function of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Director, Procurement and Supply Chain Management
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of four (4) years on the grade of Deputy Director, Procurement and Contract Management/Logisitcs and Stores
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Management Services, subject to the following:

- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of four (4) years on the grade of Director, Procurement and Supply Chain Management
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Price /Cost Analysis (Expert level)
- Procurement Coordination, Administration and Management (Expert level)
- Supply Chain Management (Expert level)
- Contract Management (Expert level)
- Inventory Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR, PROCUREMENT AND CONTRACT MANAGEMENT**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT**
REPORTS TO: **DIRECTOR, PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
SUPERVISES: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership support for effective and efficient performance of the procurement and contract management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on procurement and contract management activities of the Service
3. Supervise the effective and efficient management of the human, material, and financial resources of the procurement and contract management functions of the Service
4. Supervise the implementation, monitoring, and evaluation of the programs and activities of the procurement and contract management functions of the Service
5. Supervise the development and maintenance of cross-sectoral relationships with key government entities and other relevant stakeholders to foster an enabling environment for the Procurement Division
6. Supervise the implementation of Total Acquisition Strategy consistent with all legislative, financial, and procurement guidelines
7. Lead negotiations with suppliers and vendors, draft and manage contracts to mitigate risks and ensure compliance with legal and regulatory requirements.
8. Ensure procurement activities adhere to the Service's policies, ethical standards, and regulatory frameworks, while managing risks associated with procurement and contracts.
9. Supervise the submission of annual and other periodic reports on the procurement functions to the Public Procurement Authority (PPA) through the Director General
10. Supervise the preparation of annual procurement and contract management plan
11. Supervise the preparation of annual budget for the procurement and contract management functions of the Service
12. Supervise the preparation of annual work plan for the procurement and contract management functions of the Service
13. Supervise the preparation of annual and other periodic reports of the Division
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution

- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Procurement and Contract Management
- A minimum of four (4) years on the grade of Principal Procurement and Supply Chain Management Officer
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the Director, Procurement and Supply Chain Management, subject to the following:

- Availability of vacancy on the grade of Director, Procurement and Supply Management
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of four (4) years on the grade of Deputy Director, Procurement and Contract Management
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Price /Cost Analysis (Expert level)
- Procurement Coordination, Administration and Management (Expert level)
- Supply Chain Management (Expert level)

- Contract Management (Expert level)
- Inventory Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR, LOGISTICS AND STORES**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **LOGISTICS AND STORES**
REPORTS TO: **DIRECTOR, PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
SUPERVISES: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership support for effective and efficient performance of the logisticts and stores functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on logistics and stores activities of the Service
3. Supervise the effective and efficient management of the human, material, and financial resources of the logistics and storest functions of the Service
4. Supervise the implementation, monitoring, and evaluation of the programs and activities of the logistics and stores functions of the Service
5. Oversee the planning, coordination, and execution of inbound and outbound logistics to ensure efficient movement and delivery of goods
6. Oversee storage facilities and inventory levels to optimize stock availability and prevent stockouts or overstock situations
7. Oversee transportation activities to ensure timely and cost-effective distribution.
8. Supervise the preparation of annual plan for logistics and stores functions of the service
9. Supervise the preparation of annual budget for the logistics and stores functions of the Service
10. Supervise the preparation of annual work plan for the logistics and stores functions functions of the Service
11. Supervise the preparation of annual and other periodic reports of the Division
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, Logistics and Stores
- A minimum of four (4) years on the grade of Principal Procurement and Supply Chain Management Officer
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the Director, Procurement and Supply Chain Management, subject to the following:

- Availability of vacancy on the grade of Director, Procurement and Supply Management
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of four (4) years on the grade of Deputy Director, Logistics and Stores
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Price /Cost Analysis (Expert level)
- Procurement Coordination, Administration and Management (Expert level)
- Supply Chain Management (Expert level)
- Contract Management (Expert level)
- Inventory Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications

- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **DEPUTY DIRECTOR, PROCUREMENT AND CONTRACT MANAGEMENT/LOGISTICS AND STORES**
SUPERVISES: **SENIOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient performance of the procurement and supply chain management functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Develop and implement strategies, standards, guidelines, procedures, and processes on procurement and supply chain management functions of the Service
3. Provide effective and efficient management of the human, material, and financial resources of the Division
4. Lead the implementation, monitoring, and evaluation of the programs and activities of the Division
5. Lead the development and maintenance of cross-sectoral relationships with key government entities and other relevant stakeholders to foster an enabling environment for the Procurement Division
6. Implement Total Acquisition Strategy consistent with all legislative, financial, and procurement guidelines
7. Prepare annual procurement and supply chain management plan
8. Lead logistics and stores management
9. Prepare annual budget for the procurement and supply chain management function of the Service
10. Prepare annual work plan for the procurement and supply chain management function of the Service
11. Prepare annual and other periodic reports of the procurement and supply chain management function of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of Six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Principal Procurement and Supply Chain Management Officer
- A minimum of four (4) years on the grade of Senior Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director, Procurement and Supply Chain Management, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Procurement and Supply Chain Management
- A minimum of four (4) years on the grade of Principal Procurement and Supply Chain Management Officer
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Expert level)
- Procurement Coordination, Administration and Management (Expert level)
- Supply Chain Management (Expert level)
- Contract Management (Expert level)
- Inventory Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system

- People Management capability.

GRADE: **SENIOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**
SUPERVISES: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for effective and efficient procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Implement assigned strategies, standards, guidelines, procedures, and processes on procurement and supply chain management functions of the Service
3. Provide support for the effective and efficient management of the human, material, and financial resources of the Division
4. Execute assigned activities for the implementation, monitoring, and evaluation of the programs and activities of the Division
5. Execute assigned activities for the development and maintenance of cross-sectoral relationships with key government entities and other relevant stakeholders to foster an enabling environment for the Procurement Division
6. Execute assigned activities for the Implementation of Total Acquisition Strategy consistent with all legislative, financial, and procurement guidelines
7. Supervise the collation of data for the preparation of the annual procurement and supply chain management plan
8. Supervise the collation of data for the preparation of annual budget for the procurement and supply chain management function of the Service
9. Supervise the collation of data for the preparation of annual work plan for the procurement and supply chain management function of the Service
10. Supervise the collation of data for the preparation of annual and other periodic reports of the procurement and supply chain management function of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Senior Procurement and Supply Chain Management Officer
- A minimum of four (4) years on the grade of Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Principal Procurement and Supply Chain Management Officer, subject to the following:

- Availability of vacancy on the grade of Principal Procurement and Supply Chain Management Officer
- A minimum of four (4) years on the grade of Senior Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Expert level)
- Procurement Coordination, Administration and Management (Expert level)
- Supply Chain Management (Expert level)
- Contract Management (Expert level)
- Inventory Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying.

GRADE: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **SENIOR PROCUREMENT AND CHAIN MANAGEMENT OFFICER**
SUPERVISES: **ASSISTANT PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement assigned programmes and activities of the procurement and supply chain management function of the Service
3. Maintain relationship with suppliers and technical partners to ensure prompt and efficient services delivery in the Procurement Division
4. Execute assigned activities for the coordination of timely delivery of procured goods and liaise with the logistics officer to follow up on the distribution and storage of procured commodities
5. Supervise the arrangement and organisation of tender evaluation meetings with nominated panel members
6. Ensure that goods, works, and Services procured meet required specifications
7. Ensure the development, maintenance, and update of database on suppliers
8. Supervise stores management in accordance with laid down procedures and regulations
9. Collate data for the preparation of annual budget for the procurement and supply chain management function of the Service
10. Collate data for the preparation of annual work plan for the procurement and supply chain management function of the Service
11. Collate data for the preparation of annual and other periodic reports of the procurement and supply chain management function of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body (e.g., Chartered Institute of Procurement and Supply (CIPS) or any recognised professional procurement body)
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Procurement and Chain Management Officer
- A minimum of four (4) years on the grade of Assistant Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Senior Procurement and Supply Chain Management Officer, subject to the following:

- Availability of vacancy on the grade of Senior Procurement and Supply Chain Management Officer
- A minimum of four (4) years on the grade of Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Expert level)
- Procurement Coordination, Administration and Management (Expert level)
- Supply Chain Management (Expert level)
- Contract Management (Expert level)
- Inventory Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying.

GRADE: **ASSISTANT PROCUREMENT AND CHAIN MANAGEMENT OFFICER**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **PROCUREMENT AND CHAIN MANAGEMENT OFFICER**
SUPERVISES: **CHIEF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collection of data for the formulation of policies
2. Implement assigned programmes and activities of the procurement and supply chain management function of the Service
3. Execute assigned activities for the coordination of timely delivery of procured goods and liaise with the logistics officer to follow up on the distribution and storage of procured commodities
4. Execute assigned activities for the arrangement and organisation of tender evaluation meetings with nominated panel members
5. Handle stores management in accordance with laid down procedures and regulations
6. Supervise the collection of data for the preparation of annual budget for the procurement and supply chain management function of the Service
7. Supervise the collection of data for the preparation of annual work plan for the procurement and supply chain management function of the Service
8. Supervise the collection of data for the preparation of annual and other periodic reports of the procurement and supply chain management function of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Procurement and Supply Chain Management Assistant upon the acquisition of a bachelor's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Procurement and Supply Chain Management Officer, subject to the following:

- Availability of vacancy on the grade of Procurement and Supply Chain Management Officer
- A minimum of four (4) years on the grade of Assistant Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Advanced level)
- Procurement Coordination, Administration and Management (Advanced level)
- Supply Chain Management (Advanced level)
- Contract Management (Advanced level)
- Inventory Management (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying

GRADE: **CHIEF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **ASSISTANT PROCUREMENT AND SUPPLY CHAIN MANAGEMENT OFFICER**
SUPERVISES: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned programmes and activities of the procurement and supply chain management function of the Service
3. Execute assigned activities for the coordination of timely delivery of procured goods and liaise with the logistics officer to follow up on the distribution and storage of procured commodities
4. Execute assigned activities for the arrangement and organisation of tender evaluation meetings with nominated panel members
5. Execute assigned activities for stores management in accordance with laid down procedures and regulations
6. Collect data for the preparation of annual budget for the procurement and supply chain management function of the Service
7. Collect data for the preparation of annual work plan for the procurement and supply chain management function of the Service
8. Collect data for the preparation of annual and other periodic reports of the procurement and supply chain management function of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Procurement and Supply Chain Management Assistant
- A minimum of four (4) years on the grade of Principal Procurement and Supply Chain Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Procurement and Supply Chain Management Officer upon the acquisition of a bachelor's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Procurement and Supply Chain Management Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Advanced level)
- Procurement Coordination, Administration and Management (Advanced level)
- Supply Chain Management (Advanced level)
- Contract Management (Advanced level)
- Inventory Management (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT

- Relevant IT applications
- Continuous professional development programmes
- Team Building
- Leadership
- Financial Management
- Communication and Public Relations.

GRADE: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **CHIEF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
SUPERVISES:

- **SENIOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**
- **STOREKEEPER I**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect assigned data for the formulation of policies
2. Implement assigned programmes and activities of the procurement and supply chain management function of the Service
3. Execute assigned activities for the coordination of timely delivery of procured goods and liaise with the logistics officer to follow up on the distribution and storage of procured commodities
4. Execute assigned activities for the arrangement and organisation of tender evaluation meetings with nominated panel members
5. Execute assigned activities for the collection of data for the preparation of annual budget for the procurement and supply chain management function of the Service
6. Execute assigned activities for stores management in accordance with laid down procedures and regulations
7. Maintain and update supplier information such as qualifications, delivery times, product ranges, etc.
8. Collect assigned data for the preparation of annual work plan for the procurement and supply chain management function of the Service
9. Collect assigned data for the preparation of annual and other periodic reports of the procurement and supply chain management function of the Service
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of Higher National Diploma/University Diploma in Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Principal Procurement and Supply Chain Management Assistant

- A minimum of four (4) years on the grade of Senior Procurement and Supply Chain Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Chief Procurement and Supply Chain Management Assistant, subject to the following:

- Availability of vacancy on the grade of Chief Procurement and Supply Chain Management Assistant
- A minimum of four (4) years on the grade of Principal Procurement and Supply Chain Management Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Advanced level)
- Procurement Coordination, Administration and Management (Advanced level)
- Supply Chain Management (Advanced level)
- Contract Management (Advanced level)
- Inventory Management (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT

- Relevant IT applications
- Continuous professional development programmes
- Team Building
- Leadership
- Communication and Public Relations.

GRADE: **SENIOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect assigned data for the formulation of policies
2. Implement assigned programmes and activities of the procurement and supply chain management function of the Service
3. Execute assigned activities for the coordination of timely delivery of procured goods and liaise with the logistics officer to follow up on the distribution and storage of procured commodities
4. Execute assigned activities for the arrangement and organisation of tender evaluation meetings with nominated panel members
5. Collect assigned data for the preparation of annual budget for the procurement and supply chain management function of the Service
6. Execute assigned activities for the maintenance and update of supplier information such as qualifications, delivery times, product ranges, etc. Collect assigned data for the preparation of annual work plan for the procurement and supply chain management function of the Service
7. Research and evaluate prospective suppliers
8. Collect assigned data for the preparation of annual and other periodic reports of the procurement and supply chain management function of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma Procurement, Supply Chain Management, Business Administration, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Storekeeper I upon the acquisition of a Higher National Diploma/University Diploma in Supply Chain Management, Public Administration, Business Administration, Social Sciences, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Senior Procurement and Supply Chain Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Principal Procurement and Supply Chain Management Assistant, subject to the following:

- Availability of vacancy on the grade of Principal Procurement and Supply Chain Management Assistant
- A minimum of four (4) years on the grade of Senior Procurement and Supply Chain Management Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Intermediate level)
- Procurement Coordination, Administration and Management (Intermediate level)
- Supply Chain Management (Intermediate level)
- Contract Management (Intermediate level)
- Inventory Management (Intermediate level).

TRAINING AND CAPACITY DEVELOPMENT

- Relevant IT applications
- Continuous professional development programmes
- Team Building
- Leadership
- Financial Management.

GRADE: **STOREKEEPER I**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **PRINCIPAL PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT**
SUPERVISES: **STOREKEEPER II**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Coordinate store activities
2. Physically check all goods delivered to the store against the expected delivery
3. Supervise collation of data on stock levels
4. Supervise the receipt, verification, and arrangement of incoming supplies to the store for easy identification, access and handling
5. Prepare periodic reports on the general condition of the store and stock
6. Develop and maintain a store inventory and other store records
7. Supervise the distribution of supplies to requisitors
8. Supervise the preparation of Stores Receipt Advice
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Storekeeper I
- A minimum of four (4) years on the grade of Storekeeper II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Senior Procurement and Supply Chain Management Assistant upon the acquisition of a Higher National Diploma/University Diploma in Supply Chain Management, Public Administration, Business Administration, Social Sciences, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Senior Procurement and Supply Chain Management Assistant

- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Price /Cost Analysis (Intermediate level)
- Procurement Coordination, Administration and Management (Intermediate level)
- Supply Chain Management (Intermediate level)
- Contract Management (Intermediate level)
- Inventory Management (Intermediate level).

TRAINING AND CAPACITY DEVELOPMENT

- Records keeping
- Store management
- Inventory management
- Relevant IT applications.

GRADE: **STOREKEEPER II**
DIVISION: **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**
UNIT: **PROCUREMENT AND CONTRACT MANAGEMENT/ LOGISTICS AND STORES**
REPORTS TO: **STOREKEEPER I**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide technical and operational support for effective and efficient performance of the procurement and supply chain management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Physically check all goods delivered to the store against the expected delivery
2. Collate data on stock levels
3. Receive, verify, and arrange incoming supplies to the store for easy identification, access and handling
4. Prepare periodic reports on the general condition of the store and stock
5. Maintain a store inventory and other store records
6. Distribute supplies to requisitors
7. Prepare Stores Receipt Advice

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Storkeeper I, subject to the following:
- Availability of vacancy on the grade of Storekeeper I
- A minimum of four (4) years on the grade of Storekeeper II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Price /Cost Analysis (Intermediate level)
- Procurement Coordination, Administration and Management (Intermediate level)
- Supply Chain Management (Intermediate level)
- Contract Management (Intermediate level)
- Inventory Management (Intermediate level).

TRAINING AND CAPACITY DEVELOPMENT

- Records keeping
- Store management
- Inventory management
- Relevant IT applications.

CHAPTER EIGHT: ICT/EDTECH DIVISION

GRADE: **DIRECTOR, ICT/EDTECH**
DIVISION: **ICT/EDTECH**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, MANAGEMENT SERVICES**
SUPERVISES:

- **DEPUTY DIRECTOR, ICT INFRASTRUCTURE**
- **DEPUTY DIRECTOR, ICT FOR EDUCATION DELIVERY/MANAGEMENT**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the ICT/EdTech functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the ICT/EdTech functions of the Service at the National, Regional and District levels
3. Oversee the implementation of the programmes and activities of the ICT/EdTech functions of the Service
4. Ensure the effective and efficient management of the human, material, and financial resources of the ICT/EdTech functions of the Service
5. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on ICT/EdTech programmes and activities of the Service
6. Advise the GES leadership on Information Technology related matters
7. Oversee the facilitation of internal IT audits and ensure IT processes and procedures to support risk management frameworks
8. Oversee the development and maintenance of IT infrastructure of the Service
9. Oversee the development and management of the data centre of the Service
10. Oversee the development and implementation of policies and programmes to promote ICT for education delivery/management
11. Provide inputs for the conduct of negotiations on IT service level agreements with service providers
12. Coordinate the preparation of annual budget for the ICT/EdTech functions of the Service
13. Ensure the preparation of annual work plan for the ICT/EdTech functions of the Service
14. Oversee the preparation of annual and other periodic reports of the ICT/EdTech functions of the Service
15. Ensure the implementation of performance management policy for the ICT/EdTech functions of the Service
16. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body

- A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Director, ICT/EDTECH
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, ICT Infrastructure/ Deputy Director, ICT for Education Delivery/Management
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:

By promotion to the grade of Deputy Director General, Management Services, subject to the following:

- Availability of vacancy on the grade of Deputy Director General, Management Services
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Director, ICT/EDTECH
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Computer Software and Hardware (Expert level)
- Data Protection (Expert level)
- IT Infrastructure Development (Expert level)
- Education Technology Tools and Programming Language (Expert level)
- IT Security (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.

- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR, ICT INFRASTRUCTURE**
DIVISION: **ICT/EDTECH**
UNIT: **ICT INFRASTRUCTURE**
REPORTS TO: **DIRECTOR, ICT/EDTECH**
SUPERVISES: **PRINCIPAL ICT/EDTECH OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the ICT Infrastructure functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Supervise the effective and efficient management of the human, material, and financial resources of the ICT Infrastructure functions of the Service
3. Supervise the implementation of the programmes and activities of the ICT Infrastructure functions of the Service
4. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes for the ICT Infrastructure functions of the Service
5. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes for the programmes and activities of the ICT Infrastructure functions of the Service
6. Supervise the development and management of the data centre of the Service
7. Oversee development of guidelines on the acquisition, allocation, maintenance, utilization, valuation, and disposal of IT equipment of the Service
8. Implement data capture, storage, processing and disposal policies and procedures in accordance with the Service's protocols
9. Supervise regular IT Risk reviews, maintain an up-to-date IT risk register, and oversee the implementation of risk mitigations for the Service
10. Ensure the preparation of annual budget for the ICT Infrastructure functions of the Service
11. Ensure the preparation of annual work plan for the ICT Infrastructure functions of the Service
12. Oversee the preparation of annual and other periodic reports of the ICT Infrastructure functions of the Service
13. Ensure the implementation of performance management policy in the ICT Infrastructure functions of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body

- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, ICT Infrastructure
- A minimum of four (4) years on the grade of Principal ICT/EDTECH Officer
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, ICT/EDTECH, subject to the following:

- Availability of vacancy on the grade of Director, ICT/EDTECH
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, ICT Infrastructure
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Computer Software and Hardware (Expert level)
- Data Protection (Expert level)
- IT Infrastructure Development (Expert level)
- Education Technology Tools and Programming Language (Expert level)
- IT Security (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management

- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR, ICT FOR EDUCATION DELIVERY/MANAGEMENT**
DIVISION: **ICT/EDTECH**
UNIT: **ICT FOR EDUCATION DELIVERY/MANAGEMENT**
REPORTS TO: **DIRECTOR, ICT/EDTECH**
SUPERVISES: **PRINCIPAL ICT/EDTECH OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the ICT for Education Delivery/ Management functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Supervise the effective and efficient management of the human, material, and financial resources of the ICT for Education Delivery/ Management functions of the Service
3. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes for the ICT for Education Delivery/ Management functions of the Service
4. Supervise the implementation of the programmes and activities of the ICT for Education Delivery/ Management functions of the Service
5. Oversee blended solutions on the Learning Management System (LMS), Microsoft Teams and virtual classroom assuring efficient operation, functional assistance, and implementation support
6. Oversee the designing, coordination, and provision of instructional technology in-service opportunities for students, and staff
7. Ensure the preparation of annual budget for the ICT for Education Delivery/ Management functions of the Service
8. Ensure the preparation of annual work plan for the ICT for Education Delivery/ Management functions of the Service
9. Oversee the preparation of annual and other periodic reports of the ICT for Education Delivery/ Management functions of the Service
10. Ensure the implementation of performance management policy in the ICT for Education Delivery/ Management functions of the Service
11. Supervise and appraise the performance of immediate subordinate staff

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Deputy Director, ICT/EDTECH
- A minimum of four (4) years on the grade of Principal ICT/EDTECH Officer
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director, ICT/EDTECH, subject to the following:

- Availability of vacancy on the grade of Director, ICT/EDTECH
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of four (4) years on the grade of Deputy Director, ICT for Education Delivery/ Management
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Computer Software and Hardware (Expert level)
- Data Protection (Expert level)
- IT Infrastructure Development (Expert level)
- Education Technology Tools and Programming Language (Expert level)
- IT Security (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.

- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL ICT/EDTECH OFFICER**
DIVISION: **ICT/EDTECH**
UNIT: **ICT INFRASTRUCTURE/ ICT FOR EDUCATION DELIVERY/MANAGEMENT**
REPORTS TO: **DEPUTY DIRECTOR, ICT/EDTECH**
SUPERVISES: **SENIOR ICT/EDTECH OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the ICT/Edtech functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Provide the effective and efficient management of the human, material, and financial resources of the ICT/Edtech functions of the Service
3. Implement the programmes and activities of the ICT/Edtech functions of the Service
4. Participate in the development and implementation of strategies, standards, guidelines, procedures, and processes for the ICT/Edtech functions of the Service
5. Develop and implement strategies, standards, guidelines, procedures, and processes for the programmes and activities of the ICT/Edtech functions of the Service
6. Provide advice in the establishment and maintenance of assigned information security programs, policies, standards, and guidelines
7. Facilitate internal IT audits and ensure IT processes and procedures to support risk management frameworks for the ICT/Edtech functions of the Service
8. Manage networks and systems infrastructure across the GES including configuration, maintenance, and monitoring
9. Develop and implement policies and programmes to promote ICT for education delivery/management
10. Supervise blended solutions on the Learning Management System (LMS), Microsoft Teams and virtual classroom assuring efficient operation, functional assistance, and implementation support
11. Supervise the designing, coordination, and provision of instructional technology in-service opportunities for students, faculty, and staff
12. Supervise the provision of skill development in the areas of technology and information literacy for students, through partnering with academia, direct classroom instruction, and outside the classroom in groups or individually
13. Supervise the provision of coaching and direction to LMS Administrator and Program Coordinators and regularly evaluate performance against objectives
14. Develop and manage the data centre of the Service
15. Supervise the development of guidelines on the acquisition, allocation, maintenance, utilization, valuation, and disposal of IT equipment of the Service
16. Supervise the development of effective and efficient IT security systems
17. Supervise development and maintenance of the website and mobile applications of the Service
18. Supervise the design, development, and deployment of information technology software for the Service
19. Implement data capture, storage, processing and disposal policies and procedures in accordance with the Service's protocols

20. Perform regular IT Risk reviews, maintain an up-to-date IT risk register, and oversee the implementation of risk mitigations for the Service
21. Supervise the preparation of annual budget for the ICT/Edtech functions of the Service
22. Supervise the preparation of annual work plan for the ICT/Edtech functions of the Service
23. Supervise the preparation of annual and other periodic reports of the ICT/Edtech functions of the Service
24. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Principal ICT/EDTECH Officer
- A minimum of four (4) years on the grade of Senior ICT/EDTECH Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, ICT/EDTECH, subject to the following:

- Availability of vacancy on the grade of Deputy Director, ICT/EDTECH
- A minimum of four (4) years on the grade of Principal ICT/EDTECH Officer
- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)

- Performance Management (Expert level)
- Computer Software and Hardware (Expert level)
- Data Protection (Expert level)
- IT Infrastructure Development (Expert level)
- Education Technology Tools and Programming Language (Expert level)
- IT Security (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **SENIOR ICT/EDTECH OFFICER**
DIVISION: **ICT/EDTECH**
UNIT: **ICT INFRASTRUCTURE/ ICT FOR EDUCATION DELIVERY/MANAGEMENT**
REPORTS TO: **PRINCIPAL ICT/EDTECH OFFICER**
SUPERVISES: **ICT/EDTECH OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the ICT/Edtech functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Provide effective and efficient management of the human, material, and financial resources of the ICT/Edtech functions of the Service
3. Implement assigned programmes and activities of the ICT/Edtech functions of the Service
4. Implement assigned office standard operating procedures in the ICT/Edtech functions of the Service
5. Supervise the collation of data for the development and implementation of strategies, standards, guidelines, procedures, and processes for the programmes and activities of the ICT/Edtech functions of the Service
6. Provide advice in the establishment and maintenance of information security programs, policies, standards, and guidelines as assigned
7. Supervise the collation of data for the facilitation of internal IT audits, IT processes and procedures to support risk management frameworks for the ICT/Edtech functions of the Service
8. Manage assigned networks and systems infrastructure across the GES including configuration, maintenance, and monitoring
9. Develop and implement assigned policies and programmes to promote ICT for education delivery/management
10. Implement blended solutions on the Learning Management System (LMS), Microsoft Teams and virtual classroom assuring efficient operation, functional assistance, and implementation support
11. Design, coordinate, and provide instructional technology in-service opportunities for students, faculty, and staff
12. Provide skill development in the areas of technology and information literacy for students, through partnering with academia, direct classroom instruction, and outside the classroom in groups or individually
13. Provide coaching and direction to LMS Administrator and Program
14. Coordinators and regularly evaluate performance against objective
15. Execute assigned activities for the development of the data centre of the Service
16. Design and develop the website and mobile applications of the Service
17. Prepare annual budget for the ICT/Edtech functions of the Service
18. Prepare annual work plan for the ICT/Edtech functions of the Service
19. Prepare annual and other periodic reports of the ICT/Edtech functions of the Service
20. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of Senior ICT/EDTECH Officer
- A minimum of four (4) years on the grade of ICT/EDTECH Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal ICT/EDTECH Officer, subject to the following:

- Availability of vacancy on the grade of Principal ICT/EDTECH Officer
- A minimum of four (4) years on the grade of Senior ICT/EDTECH Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Computer Software and Hardware (Expert level)
- Data Protection (Expert level)
- IT Infrastructure Development (Expert level)
- Education Technology Tools and Programming Language (Expert level)
- IT Security (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: **ICT/EDTECH OFFICER**
DIVISION: **ICT/EDTECH**
UNIT: **ICT INFRASTRUCTURE/ ICT FOR EDUCATION DELIVERY/MANAGEMENT**
REPORTS TO: **SENIOR ICT/EDTECH OFFICER**
SUPERVISES: **ASSISTANT ICT/EDTECH OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the ICT/Edtech functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Provide effective and efficient management of the human, material, and financial resources of the ICT/Edtech functions of the Service
3. Implement assigned programmes and activities of the ICT/Edtech functions of the Service
4. Implement assigned office standard operating procedures in the ICT/Edtech functions of the Service
5. Collate data for development and implementation of strategies, standards, guidelines, procedures, and processes for the programmes and activities of the ICT/Edtech functions of the Service
6. Provide advice in the establishment and maintenance of assigned information security programs, policies, standards, and guidelines
7. Collate data for the facilitation of internal IT audits and ensure IT processes and procedures to support risk management frameworks for the ICT/Edtech functions of the Service
8. Execute assigned activites to manage networks and systems infrastructure across the GES including configuration, maintenance, and monitoring
9. Implement assigned policies and programmes to promote ICT for education delivery/management
10. Implement blended solutions on the Learning Management System (LMS), Microsoft Teams and virtual classroom assuring efficient operation, functional assistance, and implementation support as assigned
11. Design, coordinate, and provide instructional technology in-service opportunities for students, faculty, and staff
12. Provide skill development in the assigned areas of technology and information literacy for students, through partnering with academia, direct classroom instruction, and outside the classroom in groups or individually
13. Provide coaching and direction to LMS Administrator and Program Coordinators and regularly evaluate performance against objectives
14. Collate data for the preparation of annual budget for the ICT/Edtech functions of the Service
15. Collate data for the preparation of annual work plan for the ICT/Edtech functions of the Service
16. Collate data for the preparation of annual and other periodic reports of the ICT/Edtech functions of the Service
17. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a master's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Availability of vacancy on the grade of ICT/EDTECH Officer
- A minimum of four (4) years on the grade of Assistant ICT/EDTECH Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior ICT/EDTECH Officer, subject to the following:

- Availability of vacancy on the grade of Senior ICT/EDTECH
- A minimum of four (4) years on the grade of ICT/EDTECH Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Computer Software and Hardware (Expert level)
- Data Protection (Expert level)
- IT Infrastructure Development (Expert level)
- Education Technology Tools and Programming Language (Expert level)
- IT Security (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Team Building
- Leadership
- Organisational Development and Change Management

GRADE: **ASSISTANT ICT/EDTECH OFFICER**
DIVISION: **ICT/EDTECH**
UNIT: **ICT INFRASTRUCTURE/ ICT FOR EDUCATION DELIVERY/MANAGEMENT**
REPORTS TO: **ICT/EDTECH OFFICER**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the ICT/Edtech functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Provide effective and efficient management of the material, and financial resources of the ICT/Edtech functions of the Service
3. Implement assigned programmes and activities of the ICT/Edtech functions of the Service
4. Implement assigned office standard operating procedures in the ICT/Edtech functions of the Service
5. Collect data for the development and implementation of strategies, standards, guidelines, procedures, and processes for the programmes and activities of the ICT/Edtech functions of the Service
6. Provide advice in the establishment and maintenance of assigned information security programs, policies, standards, and guidelines
7. Collect data for the facilitation of internal IT audits and ensure IT processes and procedures to support risk management frameworks for the ICT/Edtech functions of the Service
8. Execute assigned activities for the management of networks and systems infrastructure across the GES including configuration, maintenance, and monitoring
9. Implement assigned policies and programmes to promote ICT for education delivery/management
10. Implement blended solutions on the Learning Management System (LMS), Microsoft Teams and virtual classroom assuring efficient operation, functional assistance, and implementation support
11. Design, coordinate, and provide instructional technology in-service opportunities for students, faculty, and staff
12. Provide skill development in the assigned areas of technology and information literacy for students, through partnering with academia, direct classroom instruction, and outside the classroom in groups or individually
13. Provide coaching and direction to LMS Administrator and Program Coordinators and regularly evaluate performance against objectives
14. Collect data for the preparation of annual budget for the ICT/Edtech functions of the Service
15. Collect data for the preparation of annual work plan for the ICT/Edtech functions of the Service
16. Collect data for the preparation of annual and other periodic reports of the ICT/Edtech functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:

- A minimum of a bachelor's degree in Information Technology, Information Systems, Information Security Management, Information Management Systems Computer Science, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:

- Nil

CAREER PROGRESSION:

By promotion to the grade of ICT/EDTECH Officer, subject to the following:

- Availability of vacancy on the grade of ICT/EDTECH Officer
- A minimum of four (4) years on the grade of Assistant ICT/EDTECH Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Computer Software and Hardware (Advanced level)
- Data Protection (Advanced level)
- IT Infrastructure Development (Advanced level)
- Education Technology Tools and Programming Language (Advanced level)
- IT Security (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT

- Project Management
- Continuous professional development programmes
- Communication and Public Relations
- Negotiation

CHAPTER NINE: POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION DIVISION

POLICY AND STRATEGIC PLANNING UNIT

GRADE: **DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **POLICY AND STRATEGIC PLANNING**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Policy and Strategic Planning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Oversee the implementation of strategic plans, programmes, and activities within the Policy and Strategic Planning functions of the Service,
3. Oversee the effective and efficient management of the human, material, and financial resources of the Policy and Strategic Planning functions of the Service
4. Oversee the development of a strategic work plan for GES to have a long-term approach to deliver against the ESP (Education Strategic Plan)
5. Oversee the definition and implementation of GES's vision and mission and assure their integration into the Policy and Strategic Planning functions of the Service
6. Oversee ongoing program planning including setting activity, budget, and impact targets for staff.
7. Strengthen the GES ability to conduct a sector planning process, covering both long and short-term planning.
8. Collaborate with relevant national organisation and institutions for the collection and analysis of key data and operational information for the development of the Service.
9. Oversee the preparation of annual report on the state of skills development within the Policy and Strategic Planning functions of the Service Oversee policies, strategies and goals are clearly understood by all stakeholders, and facilitates the development, maintenance, and monitoring of curriculum and operational plans so that business and strategic objectives at all levels are achieved at an optimum pace.
10. Oversee the development and review of policies for the Service.
11. Ensure the development of the budget of the Policy and Strategic Planning functions of the Service
12. Ensure the preparation of annual and other periodic reports of the Policy and Strategic Planning functions of the Service.
13. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Scenario Planning (Expert level)
- Policy Advocacy (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability

GRADE: DIRECTOR II
DIVISION: POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION
UNIT: POLICY AND STRATEGIC PLANNING
REPORTS TO: DIRECTOR I
SUPERVISES: DEPUTY DIRECTOR

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Policy and Strategic Planning functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies.
2. Supervise the implementation of strategic plans, programmes, and activities of the Service.
3. Supervise the effective and efficient management of the human, material, and financial resources of the
4. Supervise the development of Strategic Planning standards for the programs and activities within the Strategic Planning functions.
5. Supervise ongoing program planning including setting activity, budget, and impact targets for staff of the Policy and Strategic Planning functions of the Service.
6. Engage relevant national organisation and institutions for the collection and analysis of key data and operational information for the development of the Service.
7. Supervise the preparation of annual report on the state of skills development in the country.
8. Supervise the development and review of policies for the Service.
9. Execute assigned activities for development of the budget of the Policy and Strategic Planning functions of the Service.
10. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Statistics, Economics, Development Planning, Education and Social Sciences, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Scenario Planning (Expert level)
- Policy Advocacy (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability

GRADE: **DEPUTY DIRECTOR**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **POLICY AND STRATEGIC PLANNING**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Policy and Strategic Planning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Collate data for the implementation of strategic plans, programmes, and activities within the Policy and Strategic Planning functions of the Service
3. Collate data for the effective and efficient management of the human, material, and financial resources of the Policy and Strategic Planning functions of the Service
4. Develop Strategic Planning standards for the programs and activities of the Policy and Strategic Planning functions of the Service
5. Strengthen the GES ability to conduct a sector planning process, covering both long and short-term
6. Collate data for determining the impact of the programs and activities of the Service
7. Collate data for developing strategic, medium term, annual plans, and reports of the Policy and Strategic Planning functions of the Service
8. Collate data for the development and review of policies for the Service
9. Collate data for the development of the budget of the Policy and Strategic Planning functions of the Service
10. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Statistics, Economics, Development Planning, Education and Social Sciences, Social Sciences, or other related field from an accredited institution

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Scenario Planning (Expert level)
- Policy Advocacy (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **POLICY AND STRATEGIC PLANNING**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Policy and Strategic Planning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies.
2. Collate assigned data for the implementation of strategic plans, programmes, and activities within the Policy and Strategic Planning functions of the Service.
3. Collate assigned data for the effective and efficient management of the human, material, and financial resources of the Policy and Strategic Planning functions of the Service.
4. Execute assigned activities for development of Strategic Planning standards for the programs and activities of the Policy and Strategic Planning functions of the Service.
5. Execute assigned activities for ongoing program planning including setting activity, budget, and impact targets for staff.
6. Strengthen the GES ability to conduct a sector planning process, covering both long and short-term.
7. Collate assigned data for determining the economic impact of the programs and activities of the Service.
8. Collate assigned data for developing strategic, medium term, annual plans, and reports of the Policy and Strategic Planning functions of the Service.
9. Collate assigned data for the development and review of policies for the Service.
10. Collate assigned data for the development of the budget of the Policy and Strategic Planning functions of the Service.
11. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Scenario Planning (Expert level)
- Policy Advocacy (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **POLICY AND STRATEGIC PLANNING**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Policy and Strategic Planning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Administer data collection instruments for the formulation of policies.
2. Administer questionnaires and collate data for the conduct of research.
3. Execute assigned activities for ongoing program planning including setting activity, budget, and impact targets for staff.
4. Supervise the coding and accurate entry of data collected from the field.
5. Supervise the collection and validation of data.
6. Supervise the compilation of data and report for the preparation of annual and other periodic reports.
7. Supervise and appraise the performance of subordinate staff.
8. Execute assigned activities for evaluating results of the Service to ensure that the operating requirements are met and are in line with the needs and mission of the Service
9. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Scenario Planning (Expert level)
- Policy Advocacy (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **POLICY AND STRATEGIC PLANNING**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Policy and Strategic Planning functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Administer questionnaires and collate data for the conduct of research.
2. Execute assigned activities for ongoing program planning including setting activity, budget, and impact targets for staff.
3. Supervise the coding and accurate entry of data collected from the field.
4. Supervise the collection and validation of data.
5. Supervise the compilation of data and report for the preparation of annual and other periodic reports.
6. Supervise and appraise the performance of subordinate staff.
7. Execute assigned activities for evaluating results of the Service to ensure that the operating requirements are met and are in line with the needs and mission of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Development Planning, Statistics, Economics, Education and Social Sciences or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Strategic Planning Models (Advanced level)
- Data Analysis and Presentation (Advanced level)
- Technical Writing (Advanced level)
- Validation and Verification (Advanced level)
- Scenario Planning (Advanced level)
- Policy Advocacy (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

MONITORING AND EVALUATION, RESEARCH AND STATISTICS UNIT

GRADE: **DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **MONITORING AND EVALUATION, RESEARCH AND STATISTICS**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Monitoring and Evaluation, Research and Statistics functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies of the Policy and Strategic Planning functions of the Service
2. Coordinate the development of Monitoring and Evaluation, Research and Statistics standards for the Service
3. Oversee the effective and efficient management of human, material, and financial resources of the Monitoring and Evaluation, Research and Statistics functions of the Service
4. Oversee the development and maintenance of databases
5. Ensure the monitoring and evaluation of the programs and activities of the Service
6. Ensure the production of comprehensive reports that synthesize gaps in existing evidence
7. Ensure the preparation of annual work plan for the Policy and Strategic Planning functions of the Service
8. Ensure the preparation of the budget of the Policy and Strategic Planning functions of the Service
9. Oversee the preparation of annual reports and other periodic reports of the Policy and Strategic Planning functions of the Service
10. Supervise the implementation of performance management policy for the Policy and Strategic Planning functions of the Service
11. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:
- A minimum of four (4) years on the grade of Director I

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Monitoring and Evaluation Framework (Expert level)
- Data Collection (Expert level)
- Data Analysis and Presentation (Expert level)
- Quantitative and Qualitative Analysis (Expert level)
- Database Management Systems (MySQL, PostgreSQL, Oracle, etc.) (Expert level)
- Data Quality Assessment (Expert level)
- Impact / Programme Assessment (Expert level)
- Technical Writing (Expert level)
- Performance Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **MONITORING AND EVALUATION, RESEARCH AND STATISTICS**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Monitoring and Evaluation, Research and Statistics functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies in the Monitoring and Evaluation, Research and Statistics functions of the Service
2. Supervise the implementation of strategies, standards, guidelines, procedures, and processes on Monitoring and Evaluation, Research and Statistics functions of the Service
3. Initiate and supervise the implementation of policies in respect of Research and Statistics
4. Ensure and facilitate the creation of appropriate dashboards for data collection.
5. Facilitate the development and maintenance of databases.
6. Ensure the monitoring and evaluation of the programs and activities of the of the Service
7. Supervise data collection, compilation, analysis, and dissemination of reports.
8. Supervise the production of reports that synthesize gaps in existing evidence.
9. Supervise the preparation of annual work plan for the Monitoring and Evaluation, Research and Statistics functions of the Service
10. Ensure the preparation of the budget of the Monitoring and Evaluation, Research and Statistics functions of the Service
11. Provide inputs for the preparation of annual reports and other periodic reports of the Monitoring and Evaluation, Research and Statistics functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Monitoring and Evaluation, Public Policy, Statistics, Project Management, Public Administration, Sociology, Economics, Education, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director I, subject to the following:

- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Monitoring and Evaluation Framework (Expert level)
- Data Collection (Expert level)
- Data Analysis and Presentation (Expert level)
- Quantitative and Qualitative Analysis (Expert level)
- Database Management Systems (MySQL, PostgreSQL, Oracle, etc.) (Expert level)
- Data Quality Assessment (Expert level)
- Impact / Programme Assessment (Expert level)
- Technical Writing (Expert level)
- Performance Management (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **MONITORING AND EVALUATION, RESEARCH AND STATISTICS**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Monitoring and Evaluation, Research and Statistics functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies of the Monitoring and Evaluation, Research and Statistics functions of the Service
2. Implement strategies, standards, guidelines, procedures, and processes of Monitoring and Evaluation, Research and Statistics functions of the Service
3. Implement assigned policies in respect to Monitoring and Evaluation, Research and Statistics.
4. Facilitate the creation of appropriate dashboards for data collection.
5. Coordinate the development and maintenance of databases.
6. Supervise the monitoring and evaluation of the programs and activities of the Service
7. Collate data for the production of reports that synthesize gaps in existing evidence.
8. Participate in the preparation of annual work plan for the Monitoring and Evaluation, Research and Statistics functions of the Service
9. Provide inputs for the preparation of the budget of the Monitoring and Evaluation, Research and Statistics functions of the Service
10. Prepare annual reports and other periodic reports of the Monitoring and Evaluation, Research and Statistics functions of the Service
11. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Monitoring and Evaluation, Public Policy, Statistics, Project Management, Public Administration, Sociology,

Economics, Education, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Monitoring and Evaluation Framework (Expert level)
- Data Collection (Expert level)
- Data Analysis and Presentation (Expert level)
- (Expert level)
- Database Management Systems (MySQL, PostgreSQL, Oracle, etc.) (Expert level)
- Data Quality Assessment (Expert level)
- Impact / Programme Assessment (Expert level)
- Technical Writing (Expert level)
- Performance Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT
- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: ASSISTANT DIRECTOR I
DIVISION: POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION
UNIT: MONITORING AND EVALUATION, RESEARCH AND STATISTICS
REPORTS TO: DEPUTY DIRECTOR
SUPERVISES: ASSISTANT DIRECTOR II

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Monitoring and Evaluation, Research and Statistics functions of the Service

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies of the Monitoring and Evaluation, Research and Statistics functions of the Service
2. Implement assigned strategies, standards, guidelines, procedures, and processes of Monitoring and Evaluation, Research and Statistics functions of the Service
3. Implement assigned policies in respect of Monitoring and Evaluation, Research and Statistics.
4. Execute assigned activities to facilitate the creation of appropriate dashboards for data collection.
5. Execute assigned activities for the development and maintenance of databases.
6. Undertake the Monitoring and Evaluation activities.
7. Collate data for the production of reports that synthesize gaps in existing evidence.
8. Participate in the preparation of annual work plan for the Monitoring and Evaluation, Research and Statistics functions of the Service
9. Provide inputs for the preparation of the budget of the Monitoring and Evaluation, Research and Statistics functions of the Service
10. Prepare annual reports and other periodic reports of the Monitoring and Evaluation, Research and Statistics functions of the Service
11. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Monitoring and Evaluation Framework (Expert level)
- Data Collection (Expert level)
- Data Analysis and Presentation (Expert level)
- (Expert level)
- Database Management Systems (MySQL, PostgreSQL, Oracle, etc.) (Expert level)
- Data Quality Assessment (Expert level)
- Impact / Programme Assessment (Expert level)
- Technical Writing (Expert level)
- Performance Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership development
- Organisational Development and Change Management
- Communication and Public Relations

GRADE: ASSISTANT DIRECTOR II
DIVISION: POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION
UNIT: MONITORING AND EVALUATION, RESEARCH AND STATISTICS
REPORTS TO: ASSISTANT DIRECTOR I
SUPERVISES: PRINCIPAL SUPERINTENDENT

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Monitoring and Evaluation, Research and Statistics functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies of the Monitoring and Evaluation, Research and Statistics functions of the Service
2. Implement assigned strategies, standards, guidelines, procedures, and processes of Monitoring and Evaluation, Research and Statistics functions of the Service
3. Implement assigned policies in respect of the Monitoring and Evaluation, Research and Statistics functions of the Service
4. Execute assigned activities for the maintenance of databases for the Monitoring and Evaluation, Research and Statistics functions of the Service
5. Collect data for the production of reports that synthesize gaps in existing evidence
6. Collect data for the preparation of the budget of the Monitoring and Evaluation, Research and Statistics functions of the Service
7. Collect data for the preparation of annual work plan for the Monitoring and Evaluation, Research and Statistics functions of the Service
8. Collect data for the preparation of annual reports and other periodic reports of the Monitoring and Evaluation, Research and Statistics functions of the Service
9. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Monitoring and Evaluation Framework (Expert level)

- Data Collection (Expert level)
- Data Analysis and Presentation (Expert level)
- (Expert level)
- Database Management Systems (MySQL, PostgreSQL, Oracle, etc.) (Expert level)
- Data Quality Assessment (Expert level)
- Impact / Programme Assessment (Expert level)
- Technical Writing (Expert level)
- Performance Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Communication and Public Relations

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **MONITORING AND EVALUATION, RESEARCH AND STATISTICS**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Monitoring and Evaluation, Research and Statistics functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned strategies, standards, guidelines, procedures, and processes of Monitoring and Evaluation, Research and Statistics functions of the Service
2. Implement assigned policies in respect of the Monitoring and Evaluation, Research and Statistics functions of the Service
3. Execute assigned activities for the maintenance of databases for the Monitoring and Evaluation, Research and Statistics functions of the Service
4. Collect data for the production of reports that synthesize gaps in existing evidence
5. Collect data for the preparation of the budget of the Monitoring and Evaluation, Research and Statistics functions of the Service
6. Collect data for the preparation of annual work plan for the Monitoring and Evaluation, Research and Statistics functions of the Service
7. Collect data for the preparation of annual reports and other periodic reports of the Monitoring and Evaluation, Research and Statistics functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Statistics, Sociology, Economics, Education Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Monitoring and Evaluation Framework (Advanced level)
- Data Collection (Advanced level)
- Data Analysis and Presentation (Advanced level)

- (Advanced level)
- Database Management Systems (MySQL, PostgreSQL, Oracle, etc.) (Advanced level)
- Data Quality Assessment (Advanced level)
- Impact / Programme Assessment (Advanced level)
- Technical Writing (Advanced level)
- Performance Management (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership development skills
- Organisational Development and Change Management
- Communication and Public Relations

QUALITY ASSURANCE UNIT

GRADE: **DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **QUALITY ASSURANCE**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Quality Assurance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee and coordinate all policy implementation and activities of the Quality Assurance functions of the Service
3. Oversee the development/review of Quality Assurance standards of the Service
4. Oversee the effective and efficient management of human, material, and financial resources of the Quality Assurance functions of the Service
5. Control and ensure adherence to all policies and provisions laid down in the Education Act, as well as other policies and provisions of the GES in both the State and non-State sector.
6. Manage the creation of effective processes of accountability designed to provide the quality assurance system within service.
7. Oversee the preparation of annual work plan for the Quality Assurance functions of the Service
8. Supervise the preparation of the budget of the Quality Assurance functions of the Service
9. Oversee the preparation of annual reports and other periodic reports of the Quality Assurance functions of the Service
10. Ensure the implementation of performance management policy for the Quality Assurance functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:
- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Quality Control Methods (Expert level)
- Risk Assessment (Expert level)
- Process Improvement (Expert level)
- Validation and Verification (Expert level)
- Audit and Assessment (Expert level)
- Documentation and Records Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **QUALITY ASSURANCE**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Quality Assurance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies of the Quality Assurance functions of the Service
2. Supervise the adherence to all policies and provisions laid down in the Education Act, as well as other policies and provisions of the GES in both the State and non-State sector.
3. Oversee and facilitate the creation of effective processes of accountability designed to provide the quality assurance system within the service
4. Oversee the preparation of annual work plan for the Quality Assurance functions of the Service
5. Guide the preparation of the budget of the Quality Assurance functions of the Service
6. Provide inputs in the preparation of annual reports and other periodic reports of the Quality Assurance functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Management, Public Administration, Education, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Quality Control Methods (Expert level)
- Risk Assessment (Expert level)
- Process Improvement (Expert level)
- Validation and Verification (Expert level)
- Audit and Assessment (Expert level)
- Documentation and Records Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **QUALITY ASSURANCE**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Quality Assurance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies of the Quality Assurance functions of the Service
2. Systematize the adherence to all policies and provisions laid down in the Education Act, as well as other policies and provisions of the GES in both the State and non-State sector.
3. Execute assigned activities for the creation of effective processes of accountability designed to provide the quality assurance system Participate in the preparation of annual work plan for the Quality Assurance functions of the Service
4. Provide inputs in the preparation of the budget of the Quality Assurance functions of the Service
5. Execute assigned activities for the preparation of annual reports and other periodic reports of the Quality Assurance functions of the Service
6. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Management, Public Administration, Education, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Quality Control Methods (Expert level)
- Risk Assessment (Expert level)
- Process Improvement (Expert level)
- Validation and Verification (Expert level)
- Audit and Assessment (Expert level)
- Documentation and Records Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **QUALITY ASSURANCE**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Quality Assurance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate and collect data for the formulation of policies of the Quality Assurance functions of the Service
2. Monitor the adherence to all policies and provisions laid down in the Education Act, as well as other policies and provisions of the GES in both the State and non-State sector.
3. Execute assigned activities for the creation of effective processes of accountability designed to provide the quality assurance system with the service.
4. Execute assigned activities for the preparation of annual work plan for the Quality Assurance functions of the Service
5. Provide inputs by contributing significantly to the preparation of the budget of the Quality Assurance functions of the Service
6. Execute assigned activities for the preparation of annual reports and other periodic reports of the Quality Assurance functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Quality Control Methods (Expert level)
- Risk Assessment (Expert level)
- Process Improvement (Expert level)

- Validation and Verification (Expert level)
- Audit and Assessment (Expert level)
- Documentation and Records Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **QUALITY ASSURANCE**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Quality Assurance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies of the Quality Assurance functions of the Service
2. Implement effective processes of accountability designed to provide the quality assurance system within the service.
3. Collect data for the preparation of annual work plan for the Quality Assurance functions of the Service
4. Collect data for the preparation of the budget of the Quality Assurance functions of the Service
5. Collect data for the preparation of annual reports and other periodic reports of the Quality Assurance functions of the Service
6. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Quality Control Methods (Expert level)
- Risk Assessment (Expert level)
- Process Improvement (Expert level)
- Validation and Verification (Expert level)
- Audit and Assessment (Expert level)
- Documentation and Records Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management

- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **QUALITY ASSURANCE**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Quality Assurance functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement effective processes of accountability designed to provide the quality assurance system within the service.
2. Collect data for the preparation of annual work plan for the Quality Assurance functions of the Service
3. Collect data for the preparation of annual reports and other periodic reports of the Quality Assurance functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Management, Public Administration, Education, Social Sciences, or other related field from an accredited institution
- Must possess a recognized professional qualification in Education and be a licensed educator
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Quality Control Methods (Advanced level)
- Risk Assessment (Advanced level)
- Process Improvement (Advanced level)
- Validation and Verification (Advanced level)
- Audit and Assessment (Advanced level)
- Documentation and Records Management (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis

- Team Building
- Leadership
- Organisational Development and Change Management
- Communication and Public Relations

PARTNERSHIPS AND AFFILIATIONS UNIT

GRADE: **DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **PARTNERSHIPS AND AFFILIATIONS**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Partnerships and Affiliations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes of the Partnerships and Affiliations functions of the Service
3. Oversee the effective and efficient management of the human, material, and financial resources of the Policy and Strategic Planning functions of the Service
4. Oversee the identification and cultivation of opportunities with new and current development partners, and other stakeholders working with GES
5. Ensure partnership and affiliations project plans are developed and submitted for approval
6. Oversee the provision of technical support in monitoring the quality of project implementation, ensuring regular communication with partner organisations
7. Coordinate the preparation of annual budget for the Partnerships and Affiliations functions of the Service
8. Ensure the preparation of annual work plan for the Partnerships and Affiliations functions of the Service
9. Oversee the preparation of annual and other periodic reports of the Partnerships and Affiliations functions of the Service
10. Ensure the implementation of performance management policy for the Partnerships and Affiliations functions of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:
- A minimum of four (4) years on the grade of Director I

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Market Research and Analysis (Expert level)
- Financial Analysis (Expert level)
- Contract Negotiation (Expert level)
- Data Analytics (Expert level)
- Strategic Thinking (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **PARTNERSHIPS AND AFFILIATIONS**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Partnerships and Affiliations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes of the Partnerships and Affiliations functions of the Service
3. Supervise the identification and cultivation of opportunities with new and current development partners, and other stakeholders working with GES
4. Supervise the development and submission of partnership and affiliations project plans for approval
5. Supervise the provision of technical support in monitoring the quality of project implementation, ensuring regular communication with partner organisations
6. Supervise the preparation of annual budget for the Partnerships and Affiliations functions of the Service
7. Supervise the preparation of annual work plan for the Partnerships and Affiliations functions of the Service
8. Supervise the preparation of annual and other periodic reports of the Partnerships and Affiliations functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Public/Business Administration, Project Management, Education, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Strategic Planning Models (Expert level)
- Data Analysis and Presentation (Expert level)
- Technical Writing (Expert level)
- Validation and Verification (Expert level)
- Market Research and Analysis (Expert level)
- Financial Analysis (Expert level)
- Contract Negotiation (Expert level)
- Data Analytics (Expert level)
- Strategic Thinking (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **PARTNERSHIPS AND AFFILIATIONS**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Partnerships and Affiliations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Develop and implement strategies, standards, guidelines, procedures, and processes of the Partnerships and Affiliations functions of the Service
3. Execute assigned activities for the identification and cultivation of opportunities with new and current development partners, and other stakeholders working with GES
4. Develop draft partnership and affiliations project plans for review
5. Monitor the quality of project implementation, ensuring regular communication with partner organisations
6. Prepare annual budget for the Partnerships and Affiliations functions of the Service
7. Prepare annual work plan for the Partnerships and Affiliations functions of the Service
8. Prepare annual and other periodic reports of the Partnerships and Affiliations functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Public/Business Administration, Project Management, Education, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Market Research and Analysis (Expert level)
- Financial Analysis (Expert level)
- Contract Negotiation (Expert level)
- Data Analytics (Expert level)
- Strategic Thinking (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **PARTNERSHIPS AND AFFILIATIONS**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Partnerships and Affiliations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Implement assigned strategies, standards, guidelines, procedures, and processes of the Partnerships and Affiliations functions of the Service
3. Execute assigned activities for the identification and cultivation of opportunities with new and current development partners, and other stakeholders working with GES
4. Execute assigned activities for the development of draft partnership and affiliations project plans for review
5. Supervise the collation of data for the preparation of annual budget for the Partnerships and Affiliations functions of the Service
6. Supervise the collation of data for the preparation of annual work plan for the Partnerships and Affiliations functions of the Service
7. Supervise the collation of data for the preparation of annual and other periodic reports of the Partnerships and Affiliations functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Market Research and Analysis (Expert level)
- Financial Analysis (Expert level)
- Contract Negotiation (Expert level)

- Data Analytics (Expert level)
- Strategic Thinking (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership development
- Organisational Development and Change Management
- Communication and Public Relations.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **PARTNERSHIPS AND AFFILIATIONS**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Partnerships and Affiliations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned strategies, standards, guidelines, procedures, and processes of the Partnerships and Affiliations functions of the Service
2. Execute assigned activities for the identification and cultivation of opportunities with new and current development partners, and other stakeholders working with GES
3. Execute assigned activities for the development of draft partnership and affiliations project plans for review
4. Collate data for the preparation of annual budget for the Partnerships and Affiliations functions of the Service
5. Collate data for the preparation of annual work plan for the Partnerships and Affiliations functions of the Service
6. Collate data for the preparation of annual and other periodic reports of the Partnerships and Affiliations functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Market Research and Analysis (Expert level)
- Financial Analysis (Expert level)
- Contract Negotiation (Expert level)
- Data Analytics (Expert level)
- Strategic Thinking (Expert level).

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Relevant IT applications
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership development
- Organisational Development and Change Management
- Communication and Public Relations.

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **POLICY PLANNING, RESEARCH, MONITORING AND EVALUATION**
UNIT: **PARTNERSHIPS AND AFFILIATIONS**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Partnerships and Affiliations functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned strategies, standards, guidelines, procedures, and processes of the Partnerships and Affiliations functions of the Service
2. Execute assigned activities for the identification and cultivation of opportunities with new and current development partners, and other stakeholders working with GES
3. Execute assigned activities for the development of draft partnership and affiliations project plans for review
4. Collate data for the preparation of annual work plan for the Partnerships and Affiliations functions of the Service
5. Collate data for the preparation of annual and other periodic reports of the Partnerships and Affiliations functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Physical Sciences, Social Sciences, or other related field from an accredited institution
- Must possess a recognized professional qualification in Education and be a licensed educator
- Must have completed National Service

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Market Research and Analysis (Advanced level)
- Financial Analysis (Advanced level)
- Contract Negotiation (Advanced level)
- Data Analytics (Advanced level)
- Strategic Thinking (Advanced level).

TRAINING AND CAPACITY DEVELOPMENT
- Strategic and Project Management
- Relevant IT applications

- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership development
- Organisational Development and Change Management
- Communication and Public Relations

CHAPTER TEN: SCHOOLS & INSTRUCTIONS DIVISION

SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY) UNIT

GRADE: **DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY)**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the School Instructions & Learning (Basic & Secondary) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the School Instructions & Learning (Basic& Secondary) functions of the Service
3. Ensure the effective and efficient management of the human, material, and financial resources of the Unit
4. Oversee the development of standard operating procedures and compliance issues for the School Instructions & Learning (Basic & Secondary) functions of the Service
5. Oversee the implementation of the programmes and activities of the School Instructions & Learning (Basic & Secondary) functions of the Service
6. Supervise the implementation of GES comprehensive standards-based curriculum to improve learning outcomes
7. Supervise the use of data and data analysis from schools to ensure improvement in provision and outcomes for students
8. Oversee the provision of input for relevant trainings and workshops to improve skills and competence of teaching staff
9. Supervise the implementation of policy guidelines on School Instructions & Learning for all Basic Schools and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
10. Supervise the adequate and timely supply and distribution of essential teaching and learning materials to schools
11. Supervise the implementation of key interventions for the School Instructions & Learning (Basic & Secondary) functions of the Service access, equity, and the quality of education
12. Coordinate the preparation of annual budget for the School Instructions & Learning (Basic & Secondary) functions of the
13. Ensure the preparation of annual work plan for the School Instructions & Learning (Basic & Secondary) functions of the
14. Oversee the preparation of annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the
15. Ensure the implementation of performance management policy for the School Instructions & Learning (Basic & Secondary) functions of the
16. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:

- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Competency-based Curriculum (Expert level)
- Instructional Material Utilisation (Expert level)
- Classroom Management (Expert level)
- Coaching and Mentoring (Expert level)
- Lesson Planning (Expert level)
- Differentiated Instruction (Expert level)
- Assessment and Evaluation (Expert level)
- Parent - Teacher Communication (Expert level)
- Teacher Collaboration (Expert level)
- Instructional Leadership (Expert level)
- Student Development (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY)**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the School Instructions & Learning (Basic & Secondary) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Supervise the implementation of the programmes and activities of the School Instructions & Learning (Basic & Secondary) functions of the Service
3. Supervise the development of standard operating procedures and compliance issues for the School Instructions & Learning (Basic & Secondary) functions of the Service
4. Collate data for the implementation of GES comprehensive standards-based curriculum to improve learning outcomes.
5. Conduct analysis of data from schools to ensure improvement in provision and outcomes for students
6. Supervise the provision of input for relevant trainings and workshops to improve skills and competence of teaching staff
7. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on Schools & Instructions activities of the Service
8. Conduct monitoring and supervision of teaching and learning in Basic and Second Cycle Schools
9. Supervise the implementation of policy guidelines on School Instructions & Learning for all Basic School and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
10. Coordinate the adequate and timely supply and distribution of essential teaching and learning resources (TLRs) materials to schools
11. Supervise the implementation of key interventions for increasing access, equity, and the quality of education
12. Supervise the implementation of GES comprehensive standards-based curriculum
13. Collate, monitor, and evaluate relevant data from schools with respect to key indicators required for planning and decision making
14. Supervise the preparation of annual budget for the School Instructions & Learning (Basic & Secondary) functions of the Service
15. Supervise the preparation of annual work plan for the School Instructions & Learning (Basic & Secondary) functions of the Service
16. Supervise the preparation of annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the Service
17. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:

- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director I, subject to the following:

- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Competency-based Curriculum (Expert level)
- Instructional Material Utilisation (Expert level)
- Classroom Management (Expert level)
- Coaching and Mentoring (Expert level)
- Lesson Planning (Expert level)
- Differentiated Instruction (Expert level)
- Assessment and Evaluation (Expert level)
- Parent - Teacher Communication (Expert level)
- Teacher Collaboration (Expert level)
- Instructional Leadership (Expert level)
- Student Development (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.

- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY)**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the School Instructions & Learning (Basic & Secondary) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Implement assigned programmes and activities of the School Instructions & Learning (Basic & Secondary) functions of the Service
3. Implement assinged office standard operating procedures in the School Instructions & Learning (Basic & Secondary) functions of the Service
4. Supervise the collection of data for the implementation of GES comprehensive standards-based curriculum to improve learning outcomes.
5. Conduct analysis of data from schools to ensure improvement in provision and outcomes for students
6. Collate data for informing relevant trainings and workshops to improve skills and competence of teaching staff
7. Collate data for the development of strategies, standards, guidelines, procedures, and processes on Schools & Instructions activities of the Service
8. Implement assigned strategies, standards, guidelines, procedures, and processes on Schools & Instructions activities of the Service
9. Conduct monitoring and supervision of teaching and learning in Basic and Second Cycle Schools
10. Execute assigned activities for the coordination of adequate and timely supply and distribution of essential teaching and learning resources (TLRs) to schools
11. Execute assigned activities for implementation of key interventions for increasing access, equity, and the quality of education
12. Prepare the annual budget of the School Instructions & Learning (Basic & Secondary) functions of the Service
13. Prepare annual work plan for the School Instructions & Learning (Basic & Secondary) functions of the Service
14. Prepare annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the Service
15. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director II, subject to the following:

- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Competency-based Curriculum (Expert level)
- Instructional Material Utilisation (Expert level)
- Classroom Management (Expert level)
- Coaching and Mentoring (Expert level)
- Lesson Planning (Expert level)
- Differentiated Instruction (Expert level)
- Assessment and Evaluation (Expert level)
- Parent - Teacher Communication (Expert level)
- Teacher Collaboration (Expert level)
- Instructional Leadership (Expert level)
- Student Development (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY)**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the School Instructions & Learning (Basic & Secondary) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement assinged programmes and activities of the School Instructions & Learning (Basic & Secondary) functions of the Service
3. Implement assigned office standard operating procedures in the School Instructions & Learning (Basic & Secondary) functions of the Service
4. Collect data for the implementation of GES comprehensive standards-based curriculum to improve learning outcomes
5. Supervise the collection of data for informing relevant trainings and workshops to improve skills and competence of teaching staff
6. Supervise the collection data for the development of strategies, standards, guidelines, procedures, and processes on Schools & Instructions activities of the Service
7. Execute assigned activities for implementation of strategies, standards, guidelines, procedures, and processes on Schools & Instructions activities of the Service
8. Execute assigned activities for monitoring and supervision of teaching and learning in Basic and Second Cycle Schools
9. Execute assigned activities for the coordination of adequate and timely supply and distribution of essential teaching and learning resources (TLRs) to schools
10. Execute assigned activities for implementation of key interventions for increasing access, equity, and the quality of education
11. Provide input for the preparation of annual budget for the School Instructions & Learning (Basic & Secondary) functions of the Service
12. Provide input for the preparation of annual work plan for the School Instructions & Learning (Basic & Secondary) functions of the Service
13. Provide input for the preparation of annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:

By promotion to the grade of Deputy Director, subject to the following:

- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Competency-based Curriculum (Expert level)
- Instructional Material Utilisation (Expert level)
- Classroom Management (Expert level)
- Coaching and Mentoring (Expert level)
- Lesson Planning (Expert level)
- Differentiated Instruction (Expert level)
- Assessment and Evaluation (Expert level)
- Parent - Teacher Communication (Expert level)
- Teacher Collaboration (Expert level)
- Instructional Leadership (Expert level)
- Student Development (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic Planning
- Educational policy management
- Assessment and methodologies
- Knowledge of GES policies and procedures
- Monitoring and evaluation
- Understanding of the Ghana legislative environment
- Instructional Leadership
- Critical Thinking and Analysis
- Effective communication
- Understanding of the Ghana education system
- People Management capability.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY)**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the School Instructions & Learning (Basic & Secondary) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the School Instructions & Learning (Basic & Secondary) functions of the Service
2. Implement assinged GES comprehensive standards-based curriculum to improve learning outcomes
3. Collect data for informing relevant trainings and workshops to improve skills and competence of teaching staff
4. Execute assigned activities for the coordination of adequate and timely supply and distribution of essential teaching and learning materials to schools
5. Execute assigned activities for the collection, monitoring and evaluation of relevant data from schools with respect to key indicators required for planning and decision making
6. Collect data for the preparation of annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the Service
7. Collect data for the preparation of annual work plan for the School Instructions & Learning (Basic & Secondary) functions of the Service
8. Collect data for the preparation of annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Competency-based Curriculum (Expert level)
- Instructional Material Utilisation (Expert level)

- Classroom Management (Expert level)
- Coaching and Mentoring (Expert level)
- Lesson Planning (Expert level)
- Differentiated Instruction (Expert level)
- Assessment and Evaluation (Expert level)
- Parent - Teacher Communication (Expert level)
- Teacher Collaboration (Expert level)
- Instructional Leadership (Expert level)
- Student Development (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management
- Assessment and methodologies
- Knowledge of GES policies and procedures
- Monitoring and evaluation
- Understanding of the Ghana legislative environment
- Instructional Leadership
- Critical Thinking and Analysis
- Effective communication
- Understanding of the Ghana education system
- People Management capability.

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCHOOL INSTRUCTIONS & LEARNING (BASIC & SECONDARY)**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the School Instructions & Learning (Basic & Secondary) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the School Instructions & Learning (Basic & Secondary) functions of the Service
2. Implement assinged GES comprehensive standards-based curriculum to improve learning outcomes
3. Collect data for informing relevant trainings and workshops to improve skills and competence of teaching staff
4. Execute assigned activities for the coordination of adequate and timely supply and distribution of essential teaching and learning materials to schools
5. Execute assigned activities for the collection, monitoring and evaluation of relevant data from schools with respect to key indicators required for planning and decision making
6. Collect data for the preparation of annual and other periodic reports of the School Instructions & Learning (Basic & Secondary) functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Physical Sciences, Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Competency-based Curriculum (Advanced level)
- Instructional Material Utilisation (Advanced level)
- Classroom Management (Advanced level)
- Coaching and Mentoring (Advanced level)
- Lesson Planning (Advanced level)
- Differentiated Instruction (Advance level)
- Assessment and Evaluation (Advanced level)

- Parent - Teacher Communication (Advanced level)
- Teacher Collaboration (Advanced level)
- Instructional Leadership (Advanced level)
- Student Development (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management
- Assessment methodologies
- Knowledge of GES policies and procedures
- Monitoring and evaluation skills
- Understanding of the Ghana legislative environment
- Instructional Leadership skills
- Critical Thinking and Analysis
- Effective communication skills
- Understanding of the Ghana education system
- People Management capability

ASSESSMENTS UNIT

GRADE: **DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **ASSESSMENTS**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Assessment functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Coordinate all policy implementation and activities of the Assessment functions of the Service
2. Provide input for the formulation of policies
3. Ensure the effective and efficient management of the human, material, and financial resources of the Assessment functions of the Service Assessment functions of the Service
4. Oversee the implementation of the programmes and activities of the Assessment functions of the Service
5. Oversee the development of standard operating procedures and compliance issues for the Assessment functions of the Service
6. Supervise the collaboration of the GES and the West African Examination Council (WAEC) in the administration, conduct and monitoring of the Basic Education Certificate (BECE) and West African Secondary School Certificate Examination (WASSCE) and analyses of the results nationwide
7. Supervise the implementation of policy guidelines on assessments for all Basic School and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
8. Coordinate the preparation of annual budget for the Assessment functions of the Service Assessment functions of the Service Assessment functions of the Service
9. Ensure the preparation of annual work plan for the Assessment functions of the Service Assessment functions of the Service
10. Supervise the preparation of annual and other periodic reports of the Assessment functions of the Service
11. Ensure the implementation of performance management policy for the Assessment functions of the Service
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Assessment Methodologies and Development (Expert level)
- Adaptive Assessment (Expert level)
- Scoring and Grading (Expert level)
- Data Analysis (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **ASSESSMENTS**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Assessments functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies.
2. Supervise implementation of the programmes and activities of the Assessment functions of the Service
3. Supervise implementation of office standard operating procedures in the Assessment functions of the Service
4. Liaises with West African Examination Council (WAEC) in the administration, conduct and monitoring of the Basic Education Certificate (BECE) and West African Secondary School Certificate Examination (WASSCE) and analyses of the results nationwide.
5. Supervise implementation of policy guidelines on assessments for all Basic Schools and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
6. Prepare annual work plan for the Assessment functions of the Service
7. Prepare annual and other periodic reports of the Assessment functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Assessment Methodologies and Development (Expert level)
- Adaptive Assessment (Expert level)
- Scoring and Grading (Expert level)
- Data Analysis (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **ASSESSMENTS**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Assessments functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies.
2. Implement assigned programmes and activities of the Assessment functions of the Service
3. Implement assigned office standard operating procedures in the Assessment functions of the Service
4. Execute assigned activities for the collaboration with West African Examination Council (WAEC) in the administration, conduct and monitoring of the Basic Education Certificate (BECE) and West African Secondary School Certificate Examination (WASSCE) and analyses of the results nationwide
5. Execute assigned activities for implementation of policy guidelines on assessments for all Basic Schools and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
6. Provide input for the preparation annual budget for the Assessment functions of the Service
7. Provide input for the preparation of annual work plan for the Assessment functions of the Service
8. Provide input for the preparation of annual and other periodic reports of the Assessment functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited tertiary institution

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Assessment Methodologies and Development (Expert level)
- Adaptive Assessment (Expert level)
- Scoring and Grading (Expert level)
- Data Analysis (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **ASSESSMENTS**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Assessments functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect assigned data for the formulation of policies
2. Implement assigned programmes and activities of the Assessment functions of the Service
3. Implement assigned office standard operating procedures in the Assessment functions of the Service
4. Execute assigned activities for collaboration with West African Examination Council (WAEC) in the administration, conduct and monitoring of the Basic Education Certificate (BECE) and West African Secondary School Certificate Examination (WASSCE) and analyses of the results nationwide
5. Execute assigned activities for the implementation of policy guidelines on assessments for all Basic School and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
6. Collect data for the preparation of annual and other periodic reports of the Assessment functions of the Service
7. Collect data for the preparation of annual work plan for the Assessment functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Assessment Methodologies and Development (Expert level)

- Adaptive Assessment (Expert level)
- Scoring and Grading (Expert level)
- Data Analysis (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic Planning Skills.
- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **ASSESSMENTS**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Assessments functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect assigned data for the formulation of policies.
2. Implement assigned programmes and activities of the Assessment functions of the Service
3. Implement assigned office standard operating procedures in the Assessment functions of the Service
4. Execute assigned activities for the implementation of policy guidelines on assessments for all Basic School and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
5. Collect data for the preparation of annual and other periodic reports of the Assessment functions of the Service
6. Collect data for the preparation of annual work plan for the Assessment functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Assessment Methodologies and Development (Expert level)
- Adaptive Assessment (Expert level)
- Scoring and Grading (Expert level)
- Data Analysis (Expert level)

TRAINING AND CAPACITY DEVELOPMENT
- Educational policy management.

- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **ASSESSMENTS**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Assessments functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the Assessment functions of the Service
2. Implement assigned office standard operating procedures in the Assessment functions of the Service
3. Execute assigned activities for the implementation of policy guidelines on assessments for all Basic School and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
4. Collect data for the preparation of annual and other periodic reports of the Assessment functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Assessment Methodologies and Development (Advance level)
- Adaptive Assessment (Advanced level)
- Scoring and Grading (Advanced level)
- Data Analysis (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT
- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.

- Instructional Leadership skills.
- Critical and Analytical
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

EARLY CHILDHOOD EDUCATION UNIT

GRADE: **DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **EARLY CHILDHOOD EDUCATION**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Early Childhood Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the Early Childhood Education functions of the Service
3. Oversee the implementation of the programmes and activities of the Early Childhood Education functions of the Service
4. Oversee the development of standard operating procedures and compliance issues for the Early Childhood Education functions of the Service
5. Supervise the development of strategies to ensure that all KG and primary school children develop early grade literacy and numeracy foundational skills (i.e., KG through to Primary Grade 3).
6. Supervise the implementation of policy guidelines on Early Childhood Education for all Basic Schools in collaboration with the relevant authorities and key stakeholders
7. Coordinate the preparation of annual budget for the Early Childhood Education functions of the Service
8. Ensure the preparation of annual work plan and other periodic reports for the Early Childhood Education functions of the Service
9. Ensure the implementation of performance management policy in the Early Childhood Education functions of the Service.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:
- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Child Development and Knowledge (Expert level)
- Special Needs Inclusion (Expert level)
- Early Literacy and Numeracy Skills (Expert level)
- Language and Literacy Development (Expert level)
- Documentation and Record-Keeping (Expert level)
- Programme Development (Expert level)
- Observation and Assessment (Expert level)
- Child Health and Safety (Expert level)
- Curriculum Planning and Implementation (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **EARLY CHILDHOOD EDUCATION**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Early Childhood Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies.
2. Supervise the implementation of the programmes and activities of the Early Childhood Education functions of the Service
3. Supervise the development of standard operating procedures and compliance issues for the Early Childhood Education functions of the Service
4. Collate data for the development of strategies to ensure that all KG and primary school children develop early grade literacy and numeracy foundational skills (i.e., KG through to Primary Grade 3)
5. Implement policy guidelines on Early Childhood Education for all Basic Schools in collaboration with the relevant authorities and key stakeholders
6. Supervise the preparation of annual budget for the Early Childhood Education functions of the Service
7. Supervise the preparation of annual work plan and other periodic reports for the Early Childhood Education functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Child Development and Knowledge (Expert level)
- Special Needs Inclusion (Expert level)
- Early Literacy and Numeracy Skills (Expert level)
- Language and Literacy Development (Expert level)
- Documentation and Record-Keeping (Expert level)
- Programme Development (Expert level)
- Observation and Assessment (Expert level)
- Child Health and Safety (Expert level)
- Curriculum Planning and Implementation (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **EARLY CHILDHOOD EDUCATION**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Early Childhood Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies.
2. Implement the programmes and activities of the Early Childhood Education functions of the Service
3. Supervise implementation of office standard operating procedures in the Early Childhood Education functions of the Service
4. Supervise the collection of data for the development of strategies to ensure that all KG and primary school children develop early grade literacy and numeracy foundational skills (i.e., KG through to Primary Grade 3).
5. Supervise implementation of policy guidelines on Early Childhood Education for all Basic Scholl in collaboration with the relevant authorities and key stakeholders
6. Prepare annual budget for the Early Childhood Education functions of the Service
7. Prepare annual work plan and other periodic reports for the Early Childhood Education functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Child Development and Knowledge (Expert level)
- Special Needs Inclusion (Expert level)
- Early Literacy and Numeracy Skills (Expert level)
- Language and Literacy Development (Expert level)
- Documentation and Record-Keeping (Expert level)
- Programme Development (Expert level)
- Observation and Assessment (Expert level)
- Child Health and Safety (Expert level)
- Curriculum Planning and Implementation (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **EARLY CHILDHOOD EDUCATION**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Early Childhood Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies.
2. Implement assigned programmes and activities of the Early Childhood Education functions of the Service
3. Implement assigned office standard operating procedures in the Early Childhood Education functions of the Service
4. Collect data for the development of strategies to ensure that all KG and primary school children develop early grade literacy and numeracy foundational skills (i.e., KG through to Primary Grade 3).
5. Execute assigned activities for implementation of policy guidelines on Early Childhood Education for all Basic Schools I collaboration with the relevant authorities and key stakeholders
6. Provide input for the preparation annual budget for the Prepare annual work plan and other periodic reports for the Early Childhood Education functions of the Service
7. Provide input for the preparation of annual work plan and other periodic reports for the Early Childhood Education functions of the Service
8. Prepare annual work plan and other periodic reports for the Early Childhood Education functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Assessment Methodologies and Development (Expert level)
- Adaptive Assessment (Expert level)
- Scoring and Grading (Expert level)
- Data Analysis (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic Planning Skills.
- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical Skills.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **EARLY CHILDHOOD EDUCATION**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Early Childhood Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect of data for the formulation of policies.
2. Implement assigned programmes and activities of the Early Childhood Education functions of the Service
3. Implement assigned office standard operating procedures in the Early Childhood Education functions of the Service
4. Collect data for the development of strategies to ensure that all KG and primary school children develop early grade literacy and numeracy foundational skills (i.e., KG through to Primary Grade 3).
5. Execute assigned activities for implementation of policy guidelines on Early Childhood Education for all Basic Schools I collaboration with the relevant authorities and key stakeholders
6. Collect data for the preparation annual and other periodic reports of the Early Childhood Education functions of the Service
7. Collect data for the preparation of annual work plan and other periodic reports for the Early Childhood Education functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Child Development and Knowledge (Expert level)
- Special Needs Inclusion (Expert level)
- Early Literacy and Numeracy Skills (Expert level)
- Language and Literacy Development (Expert level)

- Documentation and Record-Keeping (Expert level)
- Programme Development (Expert level)
- Observation and Assessment (Expert level)
- Child Health and Safety (Expert level)
- Curriculum Planning and Implementation (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **EARLY CHILDHOOD EDUCATION**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Early Childhood Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the Early Childhood Education functions of the Service
2. Implement assigned office standard operating procedures in the Early Childhood Education functions of the Service
3. Collect data for the development of strategies to ensure that all KG and primary school children develop early grade literacy and numeracy foundational skills (i.e., KG through to Primary Grade 3)
4. Execute assigned activities for implementation of policy guidelines on Early Childhood Education for all Basic Schools I collaboration with the relevant authorities and key stakeholders
5. Collect data for the preparation annual and other periodic reports of the Early Childhood Education functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Curriculum Child Development and Knowledge (Advance level)
- Special Needs Inclusion (Advance level)
- Early Literacy and Numeracy Skills (Advance level)
- Language and Literacy Development (Advance level)
- Documentation and Record-Keeping (Advance level)
- Programme Development (Advance level)
- Observation and Assessment (Advance level)
- Child Health and Safety (Advance level)

- Curriculum Planning and Implementation (Advance level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies skills.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical Thinking.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM) UNIT

GRADE: **DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
3. Ensure the effective and efficient management of the human, material, and financial resources of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
4. Collaborate with curriculum developers to align STEM resources with national educational standards
5. Collaborate with external partners to secure resources for STEM initiatives and projects.
6. Oversee the implementation of the programmes and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
7. Oversee the development of standard operating procedures and compliance issues for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
8. Supervise the development and implementation of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
9. Coordinate the preparation of annual budget for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
10. Ensure the preparation of annual work plan for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
11. Oversee the preparation of annual and other periodic reports of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
12. Ensure the implementation of performance management policy for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.
13. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Critical Thinking (Expert level)
- Problem Solving (Expert level)
- Analytical Skills (Expert level)
- Scientific Method (Expert level)
- Technical Expertise in specific STEM field (Expert level)
- Programming and Coding (Expert level)
- Mathematical Modelling (Expert level)
- Experiment Design (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies.
2. Supervise the implementation of the programmes and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
3. Supervise the development of standard operating procedures and compliance issues for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
4. Collate data for the development of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
5. Implement policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
6. Supervise the preparation of annual budget for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
7. Supervise the preparation of annual work plan and other periodic reports for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Physical Sciences, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Critical Thinking (Expert level)
- Problem Solving (Expert level)
- Analytical Skills (Expert level)
- Scientific Method (Expert level)
- Technical Expertise in specific STEM field (Expert level)
- Programming and Coding (Expert level)
- Mathematical Modelling (Expert level)
- Experiment Design (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies.
2. Supervise implementation of the programmes and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
3. Supervise implementation of office standard operating procedures in the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
4. Supervise the collection of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
5. Supervise implementation of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
6. Prepare annual work plan and other periodic reports for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Physical Sciences, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Critical Thinking (Expert level)
- Problem Solving (Expert level)
- Analytical Skills (Expert level)
- Scientific Method (Expert level)
- Technical Expertise in specific STEM field (Expert level)
- Programming and Coding (Expert level)
- Mathematical Modelling (Expert level)
- Experiment Design (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies.
2. Implemtne assinged programmes and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
3. Implement assinged office standard operating procedures in the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
4. Collect and Collect data for the development of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
5. Execute assigned activities for implementation of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
6. Provide input for the preparation annual budget for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
7. Provide input for the preparation of annual work plan and other periodic reports for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Critical Thinking (Expert)
- Problem Solving (Expert)
- Analytical Skills (Expert)
- Scientific Method (Expert)
- Technical Expertise in specific STEM field (Expert)
- Programming and Coding (Expert)
- Mathematical Modelling (Expert)
- Experiment Design (Expert)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic Planning Skills.
- Educational policy management.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect of data for the formulation of policies
2. Implement assinged programmes and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
3. Implement assinged office standard operating procedures in the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
4. Collect data for the development of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
5. Execute assigned activities for implementation of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
6. Collect data for the preparation of annual and other periodic reports of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
7. Collect data for the preparation of annual work plan for the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Critical Thinking (Expert level)
- Problem Solving (Expert level)
- Analytical Skills (Expert level)

- Scientific Method (Expert level)
- Technical Expertise in specific STEM field (Expert level)
- Programming and Coding (Expert level)
- Mathematical Modelling (Expert level)
- Experiment Design (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assinged programmes and activities of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
2. Implement assinged office standard operating procedures in the Science, Technology, Engineering & Mathematics (STEM) functions of the Service
3. Collect data for the development of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
4. Execute assigned activities for implementation of policies and programmes to promote Science, Technology, Engineering, and Mathematics (STEM) education
5. Collect data for the preparation of annual and other periodic reports of the Science, Technology, Engineering & Mathematics (STEM) functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Physical Sciences Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Critical Thinking (Advance level)
- Problem Solving (Advance level)
- Analytical Skills (Advance level)
- Scientific Method (Advance level)
- Technical Expertise in specific STEM field (Advanced level)
- Programming and Coding (Advanced level)
- Mathematical Modelling (Advanced level)

- Experiment Design (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical and Analytical.
- Good communication skills.
- Understanding of the Ghana education system.
- People Management capability.

COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS) UNIT

GRADE: **DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS)**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Computerised School Selection Placement System (CSSPS) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Coordinate all policy implementation and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
3. Ensure the effective and efficient management of the human, material, and financial resources of the Computerised School Selection Placement System (CSSPS) functions of the Service
4. Oversee the implementation of the programmes and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
5. Oversee the development of standard operating procedures and compliance issues for the Computerised School Selection Placement System (CSSPS) functions of the Service
6. Supervise the selection and placement of BECE candidates in the Second Cycle Institutions
7. Supervise the implementation of policy guidelines on Computerised School Selection Placement System (CSSPS) for all Basic Schools and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
8. Coordinate the preparation of annual budget for the Computerised School Selection Placement System (CSSPS) functions of the Service
9. Oversee the preparation of annual work plan and other periodic reports of the Computerised School Selection Placement System (CSSPS) functions of the Service
10. Ensure the implementation of performance management policy in the Computerised School Selection Placement System (CSSPS) functions of the Service
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Software Development (Expert level)
- Database Management (Expert level)
- Algorithm Design (Expert level)
- User Interface and Experience Design (Expert level)
- Data Integration (Expert level)
- Data Backup and Recovery (Expert level)
- Cloud Computing (Expert level)
- Software Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS)**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Computerised School Selection Placement System (CSSPS) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Supervise the implementation of the programmes and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
3. Supervise the development of standard operating procedures and compliance issues for the Computerised School Selection Placement System (CSSPS) functions of the Service
4. Conduct selection and placement activities for BECE candidates in the Second Cycle Institutions
5. Supervise implementation of policy guidelines on Computerised School Selection Placement System (CSSPS) for all Basic Schools and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
6. Supervise the preparation of annual budget for the Computerised School Selection Placement System (CSSPS) functions of the Service
7. Supervise the preparation of annual work plan and other periodic reports of the Computerised School Selection Placement System (CSSPS) functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Management, Administration, Physical Sciences, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director I, subject to the following:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Software Development (Expert level)
- Database Management (Expert level)
- Algorithm Design (Expert level)
- User Interface and Experience Design (Expert level)
- Data Integration (Expert level)
- Data Backup and Recovery (Expert level)
- Cloud Computing (Expert level)
- Software Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS)**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Computerised School Selection Placement System (CSSPS) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies.
2. Provide effective and efficient management of the human, material, and financial resources of the Computerised School Selection Placement System (CSSPS) functions of the Service
3. Supervise implementation of the programmes and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
4. Supervise implementation of office standard operating procedures in the Computerised School Selection Placement System (CSSPS) functions of the Service
5. Conduct selection and placement activities for BECE candidates in the Second Cycle Institutions
6. Supervise implementation of policy guidelines on Computerised School Selection Placement System (CSSPS) for all Basic Scholl and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
7. Prepare annual work plan for the Computerised School Selection Placement System (CSSPS) functions of the Service
8. Prepare annual and other periodic reports of the Computerised School Selection Placement System (CSSPS) functions of the Service
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director I who has served a minimum of four (4) years is eligible for promotion to the grade of Deputy Director
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director

- A minimum of a master's degree in Education, Management, Administration, Physical Sciences, Social Sciences, or any other related disciplines from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Software Development (Expert level)
- Database Management (Expert level)
- Algorithm Design (Expert level)
- User Interface and Experience Design (Expert level)
- Data Integration (Expert level)
- Data Backup and Recovery (Expert level)
- Cloud Computing (Expert level)
- Software Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes.
- Strategic planning skills.
- Project Management
- Corporate Governance
- Relevant I.T. applications.
- Public Administration.
- Public Policy Analysis.
- Team Building.
- Organisational Development and Change Management.
- Relevant financial and labour laws and regulations.
- Communication and corporate affairs.
- Negotiation, diplomacy, lobbying and sourcing for funds.
- Monitoring and evaluation skills.
- Education leadership
- Understanding of the Ghana legislative environment.
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS)**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Computerised School Selection Placement System (CSSPS) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies.
2. Implement assigned programmes and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
3. Implement assigned office standard operating procedures in the Computerised School Selection Placement System (CSSPS) functions of the Service
4. Conduct selection and placement activities for BECE candidates in the Second Cycle Institutions
5. Execute assigned activities for implementation of policy guidelines on Computerised School Selection Placement System (CSSPS) for all Basic Scholl and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
6. Provide input for the preparation of annual budget for the Computerised School Selection Placement System (CSSPS) functions of the Service
7. Provide input for the preparation of annual work plan and other periodic reports of the Computerised School Selection Placement System (CSSPS) functions of the Service
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- An Assistant Director II who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Software Development (Expert level)
- Database Management (Expert level)
- Algorithm Design (Expert level)
- User Interface and Experience Design (Expert level)
- Data Integration (Expert level)
- Data Backup and Recovery (Expert level)
- Cloud Computing (Expert level)
- Software Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic Planning
- Educational policy management
- Assessment and methodologies
- Knowledge of GES policies and procedures
- Monitoring and evaluation
- Understanding of the Ghana legislative environment
- Instructional Leadership
- Critical Thinking and Analysis
- Effective communication
- Understanding of the Ghana education system
- People Management capability.

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS)**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Computerised School Selection Placement System (CSSPS) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect of data for the formulation of policies.
2. Implement assigned programmes and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
3. Implemetn assigned office standard operating procedures in the Computerised School Selection Placement System (CSSPS) functions of the Service
4. Conduct the selection and placement activities for BECE candidates in the Second Cycle Institutions
5. Execute assigned activities for implementation of policy guidelines on Computerised School Selection Placement System (CSSPS) for all Basic Scholl and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders
6. Collect data for the preparation of annual work plan and other periodic reports of the Computerised School Selection Placement System (CSSPS) functions of the Service
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A Principal Superintendent who has served a minimum of four (4) years is eligible for promotion to the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Software Development (Expert level)
- Database Management (Expert level)
- Algorithm Design (Expert level)

- User Interface and Experience Design (Expert level)
- Data Integration (Expert level)
- Data Backup and Recovery (Expert level)
- Cloud Computing (Expert level)
- Software Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment and methodologies.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation.
- Understanding of the Ghana legislative environment.
- Instructional Leadership
- Critical Thinking and Analysis.
- Effective communication
- Understanding of the Ghana education system.
- People Management capability.

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **SCHOOLS & INSTRUCTIONS**
UNIT: **COMPUTERISED SCHOOL SELECTION PLACEMENT SYSTEM (CSSPS)**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of efficient performance of the Computerised School Selection Placement System (CSSPS) functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the Computerised School Selection Placement System (CSSPS) functions of the Service
2. Implemetn assigned office standard operating procedures in the Computerised School Selection Placement System (CSSPS) functions of the Service
3. Conduct the selection and placement activities for BECE candidates in the Second Cycle Institutions
4. Execute assigned activities for implementation of policy guidelines on Computerised School Selection Placement System (CSSPS) for all Basic Scholl and Second Cycle Institutions in collaboration with the relevant authorities and key stakeholders

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Physical Sciences, Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Software Development (Advance level)
- Database Management (Advance level)
- Algorithm Design (Advance level)
- User Interface and Experience Design (Advance level)
- Data Integration (Advance level)
- Data Backup and Recovery (Advance level)
- Cloud Computing (Advance level)
- Software Management (Advance level)

TRAINING AND CAPACITY DEVELOPMENT

- Educational policy management.
- Assessment methodologies.
- Knowledge of GES policies and procedures.
- Monitoring and evaluation skills.
- Understanding of the Ghana legislative environment.
- Instructional Leadership skills.
- Critical Thinking and Analysis.
- Effective communication skills.
- Understanding of the Ghana education system.
- People Management capability.

CHAPTER ELEVEN: INCLUSIVE EDUCATION DIVISION

GENDER EDUCATION UNIT

GRADE: **DIRECTOR I**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **GENDER EDUCATION**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Gender Education of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee the implementation of the programmes and activities of the Gender Education functions of the Service
3. Oversee the effective and efficient management of the human, material, and financial resources of the Gender Education functions of the Service
4. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on Gender Education activities of the Service
5. Pursue social advocacy programmes that promote gender equity and social inclusion
6. Review project plans and budgets (or provide written guidelines for such a review) to ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors
7. Provide training/orientation on promoting the gender e-learning course, the use of Gender and GBV handbooks and checklists in all GES focus areas
8. Ensure the development of strategic alliances with other key actors internally and externally to advocate for gender-sensitive programming
9. Promote good practices and lessons learned, contributing to a collection of replicable good practices for gender equality programming
10. Oversee the preparation of annual budget of the Gender Education functions of the Service
11. Ensure the preparation of annual work plan for the Gender Education functions of the Service
12. Oversee the preparation of annual and other periodic reports of the Gender Education functions of the Service
13. Ensure the implementation of performance management policy for the Gender Education functions of the Service
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Gender Sensitivity (Expert level)
- Gender Analysis (Expert level)
- Inclusive Curriculum Development (Expert level)
- Donor Gender Strategies (Expert level)
- Gender and Social Justice Issues (Expert level)
- Gender Sensitive Impact Measurement and M & E Systems (Expert level)
- Differentiated Learning Needs (Expert level)
- Multimodal Instruction (Expert level)
- Gender Development Strategies (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **GENDER EDUCATION**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Gender Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the implementation of the programmes and activities of the Gender Education functions of the Service
3. Supervise the effective and efficient management of the human, material, and financial resources of the Gender Education functions of the Service
4. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on Gender Education activities of the Service
5. Conduct training/orientation on promoting the gender e-learning course, the use of Gender and GBV handbooks and checklists in all GES focus areas. Capacity building can include training, mentoring and one-on-one support
6. Pursue social advocacy programmes that promotes gender equity and social inclusion
7. Supervise the development of project plans and budgets (or provide written guidelines for such a review) and ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors
8. Ensure the development of strategic alliances with other key actors internally and externally to advocate for gender-sensitive programming
9. Supervise the preparation of annual budget of the Gender Education functions of the Service
10. Supervise the development of work plans for the Gender Education functions of the Service
11. Provide inputs and supports the preparation of annual reports and other periodic reports of the Gender Education functions of the Service
12. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Gender studies, Education, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director I, subject to the following:

- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Gender Sensitivity (Expert level)
- Gender Analysis (Expert level)
- Inclusive Curriculum Development (Expert level)
- Donor Gender Strategies (Expert level)
- Gender and Social Justice Issues (Expert level)
- Gender Sensitive Impact Measurement and M & E Systems (Expert level)
- Differentiated Learning Needs (Expert level)
- Multimodal Instruction (Expert level)
- Gender Development Strategies (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **GENDER EDUCATION**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Gender Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the Gender Education functions of the Service
3. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on Gender Education activities of the Gender Education functions of the Service
4. Conduct training/orientation on promoting the gender e-learning course, the use of Gender and GBV handbooks and checklists in all GES focus areas as assigned.
5. Pursue social advocacy programmes that promote gender equity and social inclusion
6. Develop assigned project plans and budgets (or provide written guidelines for such a review) and ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors
7. Facilitate the development of strategic alliances with other key actors internally and externally to advocate for gender-sensitive programming
8. Provide inputs in the development of work plans and budgets of the Gender Education functions of the Service
9. Prepare of annual reports and other periodic reports of the Gender Education functions of the Service
10. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Gender studies, Education, Public Administration, Social Sciences, or other related field from an accredited institution

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Gender Sensitivity (Expert level)
- Gender Analysis (Expert level)
- Inclusive Curriculum Development (Expert level)
- Donor Gender Strategies (Expert level)
- Gender and Social Justice Issues (Expert level)
- Gender Sensitive Impact Measurement and M & E Systems (Expert level)
- Differentiated Learning Needs (Expert level)
- Multimodal Instruction (Expert level)
- Gender Development Strategies (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **GENDER EDUCATION**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Gender Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the Gender Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Gender Education activities of the Gender Education functions of the Service
4. Provide training/orientation on promoting the gender e-learning course, the use of Gender and GBV handbooks and checklists in all GES focus areas as assigned
5. Implement assigned social advocacy programmes that promote gender equity and social inclusion
6. Develop assigned project plans and budgets (or provide written guidelines for such a review) and ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors
7. Develop strategic alliances with other key actors internally and externally to advocate for gender-sensitive programming as assigned
8. Provide inputs in the development of work plans and budgets of the Gender Education functions of the Service
9. Execute assigned activities for preparation of annual reports and other periodic reports of the Gender Education functions of the Service
10. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Gender Analysis
- Inclusive Curriculum Development (Expert level)
- Donor Gender Strategies (Expert level)
- Gender and Social Justice Issues (Expert level)
- Gender Sensitive Impact Measurement and M & E Systems (Expert level)
- Differentiated Learning Needs (Expert level)
- Multimodal Instruction (Expert level)
- Gender Development Strategies (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **GENDER EDUCATION**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Gender Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned programmes and activities of the Gender Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Gender Education activities of the Gender Education functions of the Service
4. Participate in the training/orientation on promoting the gender e-learning course, the use of Gender and GBV handbooks and checklists in all GES focus areas. Capacity building can include training, mentoring and one-on-one support
5. Execute assigned activities for development of project plans and budgets (or provide written guidelines for such a review) to ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors
6. Collect data for the preparation of annual and other periodic reports of the Gender Education functions of the Service
7. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Gender Sensitivity (Expert level)
- Gender Analysis (Expert level)
- Inclusive Curriculum Development (Expert level)
- Donor Gender Strategies (Expert level)
- Gender and Social Justice Issues (Expert level)

- Gender Sensitive Impact Measurement and M & E Systems (Expert level)
- Differentiated Learning Needs (Expert level)
- Multimodal Instruction (Expert level)
- Gender Development Strategies (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **GENDER EDUCATION**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Gender Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the Gender Education functions of the Service
2. Implement strategies, standards, guidelines, procedures, and processes on Gender Education activities of the Gender Education functions of the Service
3. Participate in the training/orientation on promoting the gender e-learning course, the use of Gender and GBV handbooks and checklists in all GES focus areas. Capacity building can include training, mentoring and one-on-one support
4. Execute assigned activities for development of project plans and budgets (or provide written guidelines for such a review) to ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors
5. Collect data for the preparation of annual and other periodic reports of the Gender Education functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Gender studies, Public Administration, Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognised professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Gender Sensitivity (Advanced level)
- Gender Analysis (Advanced level)
- Inclusive Curriculum Development (Advanced level)
- Donor Gender Strategies (Advanced level)
- Gender and Social Justice Issues (Advanced level)

- Gender Sensitive Impact Measurement and M & E Systems (Advanced level)
- Differentiated Learning Needs (Advanced level)
- Multimodal Instruction (Advanced level)
- Gender Development Strategies (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Project Management
- Continuous professional development programmes
- Public Administration
- Communication and Public Relations
- Negotiation

SPECIAL EDUCATION UNIT

GRADE: **DIRECTOR I**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SPECIAL EDUCATION**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Special Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee the implementation of the programmes and activities of the Special Education functions of the Service
3. Oversee the effective and efficient management of the human, material, and financial resources of the Special Education functions of the Service
4. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on Special Education activities of the Service
5. Pursue social advocacy programmes that promote equity and inclusivity in education
6. Promote policy on SEN Services, including the policy on delegation to schools and developing the Service to focus on the individual learner
7. Ensure learners with SEN are equipped with appropriate assistive devices
8. Oversee the performance management of SEN Services including the identification of Service objectives, resource allocation, Service planning, monitoring and evaluation
9. Review project plans and budgets (or provide written guidelines for such a review) to ensure that adequate attention is paid (and resources allocated) to the promotion of SEN across sectors
10. Provide training/orientation on promoting the SEN courses including mentoring and one-on-one support on handling SEN
11. Oversee the assessment of learners with learning disabilities
12. Oversee the provision or identification of SENs
13. Ensure the development of work plans and budget for the Special Education functions of the Service
14. Ensure the preparation of annual reports and other periodic reports of the Special Education functions of the Service
15. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Knowledge of SEN Issues (Expert level)
- Learner Motivation (Expert level)
- Special Education Programme (SPED) Framework (Specialist in one area) (Expert level)
- Student Engagement Strategies (Expert level)
- Assessment and Evaluation (Expert level)
- Individual Education Plan (IEP) Development (Expert level)
- Behaviour Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SPECIAL EDUCATION**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Special Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the implementation of the programmes and activities of the Special Education functions of the Service
3. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on Special Education activities of the Service
4. Pursue social advocacy programmes that promote equity and inclusivity in education
5. Help to promote policy on SEN Services, including the policy on delegation to schools and developing the Service so that this is focused on the individual pupil
6. Supervise special schools/regional assessment/resource centres
7. Supervise the performance management of SEN Services including the identification of Service objectives, resource allocation, Service planning, monitoring and evaluation
8. Prepare project plans and budgets to ensure that adequate attention is paid (and resources allocated) to the promotion of SEN across sectors
9. Supervise training/orientation on promoting the SEN courses
10. Supervise the assessment of the needs of people with learning disabilities and provision or identification of Services to meet needs
11. Supervise the development of work plans and budget for the Special Education functions of the Service
12. Supervise the preparation of annual reports and other periodic reports of the Special Education functions of the Service
13. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Special Education, Public Administration, Social Science, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director I, subject to the following:

- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Knowledge of SEN Issues (Expert level)
- Learner Motivation (Expert level)
- Special Education Programme (SPED) Framework (Specialist in one area) (Expert level)
- Student Engagement Strategies (Expert level)
- Assessment and Evaluation (Expert level)
- Individual Education Plan (IEP) Development (Expert level)
- Behaviour Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SPECIAL EDUCATION**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Special Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the Special Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Special Education activities of the Service
4. Facilitate the development of training programmes to address performance gaps for staff
5. Supervise the development of protocols for the assessment of children with special needs and provision for identification of Services to meet learner needs
6. Supervise the assessment of the needs of students with learning disabilities and provision or identification of services to meet needs
7. Provide inputs in the development of work plans and budgets of the Special Education functions of the Service
8. Prepare annual reports and other periodic reports of the Special Education functions of the Service
9. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Special Education, Public Administration, Social Science, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of SEN Issues (Expert level)
- Learner Motivation (Expert level)
- Special Education Programme (SPED) Framework (Specialist in one area) (Expert level)
- Student Engagement Strategies (Expert level)
- Assessment and Evaluation (Expert level)
- Individual Education Plan (IEP) Development (Expert level)
- Behaviour Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **ASSISTANT DIRECTOR I**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SPECIAL EDUCATION**
REPORTS TO: **DEPUTY DIRECTOR**
SUPERVISES: **ASSISTANT DIRECTOR II**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Special Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the Special Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Special Education activities of the Service
4. Execute assigned activities for the development of training programmes to address performance gaps
5. Execute assigned activities for the development of protocols for the assessment of children with special needs and provision for identification of Services to meet needs
6. Supervise the assessment of the needs for students with learning disabilities and provision or identification of services to meet needs
7. Provide inputs in the development of work plans and budgets of the Special Education functions of the Service
8. Execute assigned activities for preparation of annual reports and other periodic reports of the Special Education functions of the Service
9. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Knowledge of SEN Issues (Expert level)
- Learner Motivation (Expert level)

- Special Education Programme (SPED) Framework (Specialist in one area) (Expert level)
- Student Engagement Strategies (Expert level)
- Assessment and Evaluation (Expert level)
- Individual Education Plan (IEP) Development (Expert level)
- Behaviour Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SPECIAL EDUCATION**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Special Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement programmes and activities of the Special Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Special Education activities of the Special Education functions of the Service
4. Implement strategies, standards, guidelines, procedures, and processes on Special Education activities of the Service
5. Implement training programmes to address performance gaps
6. Develop protocols for the assessment of children with special needs and provision for identification of Services to meet needs
7. Execute assigned activities for the assessment of the needs for people with learning disabilities and provision or identification of Services to meet needs
8. Collect data for the development of work plans and budget for the Special Education functions of the Service
9. Collect data for the preparation of annual and other periodic reports of the Special Education functions of the Service
10. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:
- Knowledge of SEN Issues (Expert level)
- Learner Motivation (Expert level)
- Special Education Programme (SPED) Framework (Specialist in one area) (Expert level)

- Student Engagement Strategies (Expert level)
- Assessment and Evaluation (Expert level)
- Individual Education Plan (IEP) Development (Expert level)
- Behaviour Management (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SPECIAL EDUCATION**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Special Education functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement programmes and activities of the Special Education functions of the Service
2. Implement strategies, standards, guidelines, procedures, and processes on Special Education activities of the Special Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Special Education activities of the Service
4. Implement training programmes to address performance gaps
5. Develop protocols for the assessment of children with special needs and provision for identification of Services to meet needs
6. Execute assigned activities for the assessment of the needs for people with learning disabilities and provision or identification of Services to meet needs
7. Collect data for the development of work plans and budget for the Special Education functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Education, Inclusive Education, Special Education, Social Science, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:
- Knowledge of SEN Issues (Advanced level)
- Learner Motivation (Advanced level)
- Special Education Programme (SPED) Framework (Specialist in one area) (Advanced level)
- Student Engagement Strategies (Advanced level)
- Assessment and Evaluation (Advanced level)

- Individual Education Plan (IEP) Development (Advanced level)
- Behaviour Management (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Project Management
- Continuous professional development programmes
- Public Administration
- Communication and Public Relations
- Negotiation.

SAFE SCHOOLS UNIT

GRADE: **DIRECTOR I**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SAFE SCHOOLS**
REPORTS TO: **DEPUTY DIRECTOR GENERAL, QUALITY AND ACCESS**
SUPERVISES: **DIRECTOR II**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of the Safe Schools functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Oversee the implementation of the programmes and activities of the Safe Schools functions of the Service
3. Oversee the effective and efficient management of the human, material, and financial resources of the Safe Schools functions of the Service
4. Oversee the development and implementation of strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
5. Oversee the development and implementation of Safe Schools advocacy programmes
6. Oversee the adoption, review and approval of academic school policies pertaining to Physical Education and Sports
7. Oversee the adoption, review and approval of academic school policies pertaining to Cultural Education
8. Oversee the adoption, review and approval of academic school policies pertaining to SHEP
9. Oversee the adoption, review and approval of academic school policies pertaining to Guidance and Counselling
10. Ensure the development of training programmes to address the Safe School functions of the Service
11. Ensure the development of work plans and budget for the Safe Schools functions of the Service
12. Ensure the preparation of annual reports and other periodic reports of the Safe Schools functions of the Service
13. Ensure the implementation of performance management policy for the Safe Schools functions of the Service
14. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director General, Quality and Access, subject to the following:

- A minimum of four (4) years on the grade of Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Training and Drills (Expert level)
- Knowledge of SHEP/PE Impact Measurement and M & E Systems (Expert level)
- Guidance and Counselling (Academic Counselling) (Expert level)
- Community Engagement (Expert level)
- Classroom Management (Expert level)
- Adaptive Instruction (Expert level)
- Resource Mobilisation and Management (Expert level)
- Threat Assessment (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DIRECTOR II**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SAFE SCHOOLS**
REPORTS TO: **DIRECTOR I**
SUPERVISES: **DEPUTY DIRECTOR**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Safe Schools functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the implementation of the programmes and activities of the Safe Schools functions of the Service
3. Supervise the development and implementation of strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
4. Lead the supervision and evaluation of Guidance Counsellors and Psychologists
5. Supervise the development and implementation of Safe Schools advocacy programmes
6. Supervise the development and implementation of Safe Schools activities
7. Supervise the adoption, review and approval of academic school policies pertaining to Physical Education and Sports
8. Supervise the adoption, review and approval of academic school policies pertaining to Cultural Education
9. Supervise the adoption, review and approval of academic school policies pertaining to SHEP
10. Supervise the adoption, review and approval of academic school policies pertaining to Guidance and Counselling
11. Supervise the development of training programmes to address performance gaps
12. Supervise the development of work plans and budget for the Safe Schools functions of the Service
13. Provide inputs and supports the preparation of annual reports and other periodic reports of the Safe Schools functions of the Service
14. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Deputy Director
- A minimum of a master's degree in Education, Inclusive Education, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Director I, subject to the following:

- A minimum of four (4) years on the grade of Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Training and Drills (Expert level)
- Knowledge of SHEP/PE Impact Measurement and M & E Systems (Expert level)
- Guidance and Counselling (Academic Counselling) (Expert level)
- Community Engagement (Expert level)
- Classroom Management (Expert level)
- Adaptive Instruction (Expert level)
- Resource Mobilisation and Management (Expert level)
- Threat Assessment (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: **DEPUTY DIRECTOR**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SAFE SCHOOLS**
REPORTS TO: **DIRECTOR II**
SUPERVISES: **ASSISTANT DIRECTOR I**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of the Safe Schools functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the SAFE School functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
4. Supervise and evaluate Guidance Counsellors and Psychologists
5. Implement Safe Schools advocacy programmes
6. Implement Safe Schools activities
7. Implement the adopted, reviewed and approved academic school policies pertaining to the Physical Education and Sports
8. Implement the adopted, reviewed and approved academic school policies pertaining to the Cultural Education
9. Implement the adopted, reviewed and approved academic school policies pertaining to the SHEP
10. Implement the adopted, reviewed and approved academic school policies pertaining to the Guidance and Counselling
11. Implement training programmes to address performance gaps of staff
12. Supervise the collation of data for the development of work plans and budgets of the Safe Schools functions of the Service
13. Prepare annual reports and other periodic reports of the Safe Schools functions of the Service
14. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Assistant Director I
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Director II, subject to the following:
- A minimum of four (4) years on the grade of Deputy Director

- A minimum of a master's degree in Education, Inclusive Education, Public Administration, Social Sciences, or other related field from an accredited institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Training and Drills (Expert level)
- Knowledge of SHEP/PE Impact Measurement and M & E Systems (Expert level)
- Guidance and Counselling (Academic Counselling) (Expert level)
- Community Engagement (Expert level)
- Classroom Management (Expert level)
- Adaptive Instruction (Expert level)
- Resource Mobilisation and Management (Expert level)
- Threat Assessment (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Continuous professional development programmes
- Strategic planning skills
- Project Management
- Corporate Governance
- Relevant I.T. applications
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Relevant financial and labour laws and regulations
- Communication and corporate affairs
- Negotiation, diplomacy, lobbying and sourcing for funds
- Monitoring and evaluation skills
- Education leadership
- Understanding of the Ghana legislative environment
- Understanding of the Ghana education system
- People Management capability.

GRADE: ASSISTANT DIRECTOR I
DIVISION: INCLUSIVE EDUCATION
UNIT: SAFE SCHOOLS
REPORTS TO: DEPUTY DIRECTOR
SUPERVISES: ASSISTANT DIRECTOR II

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Safe Schools functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Implement assigned programmes and activities of the Special Education functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
4. Implement assigned strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
5. Execute assigned activities for supervision and evaluation of Guidance Counsellors and Psychologists
6. Implement assigned Safe Schools advocacy programmes
7. Implement adopted, reviewed, and approved academic school policies pertaining to the Physical Education and Sports as assigned
8. Implement adopted, reviewed, and approved academic school policies pertaining to the Cultural Education as assigned
9. Implement adopted, reviewed, and approved academic school policies pertaining to the SHEP as assigned
10. Implement adopted, reviewed, and approved academic school policies pertaining to the Guidance and Counselling as assigned
11. Implement assigned training programmes to address performance gaps of staff
12. Collate data for the development of work plans and budgets of the Safe Schools functions of the Service
13. Collate data for the annual reports and other periodic reports of the Safe Schools functions of the Service
14. Supervise and appraise the performance of subordinate staff

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, subject to the following:
- A minimum of four (4) years on the grade of Assistant Director I

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Training and Drills (Expert level)
- Knowledge of SHEP/PE Impact Measurement and M & E Systems (Expert level)
- Guidance and Counselling (Academic Counselling) (Expert level)
- Community Engagement (Expert level)
- Classroom Management (Expert level)
- Adaptive Instruction (Expert level)
- Resource Mobilisation and Management (Expert level)
- Threat Assessment (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Financial Management
- Communication and Public Relations
- Negotiating, Diplomacy, Lobbying and Sourcing of Funds

GRADE: **ASSISTANT DIRECTOR II**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SAFE SCHOOLS**
REPORTS TO: **ASSISTANT DIRECTOR I**
SUPERVISES: **PRINCIPAL SUPERINTENDENT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Safe Schools functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Collect data for the formulation of policies
2. Implement assigned programmes and activities of the Safe Schools functions of the Service
3. Implement strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Safe Schools functions of the Service
4. Implement assigned strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
5. Execute assigned activities for the supervision and evaluation of Guidance Counsellors and Psychologists
6. Implement assigned Safe Schools advocacy programmes
7. Implement assigned Safe Schools activities
8. Implement assigned Safe Schools advocacy programmes
9. Implement adopted, reviewed, and approved academic school policies pertaining to the Physical Education and Sports as assigned
10. Implement adopted, reviewed, and approved academic school policies pertaining to the Cultural Education as assigned
11. Implement adopted, reviewed, and approved academic school policies pertaining to the SHEP as assigned
12. Implement adopted, reviewed, and approved academic school policies pertaining to the Guidance and Counselling as assigned
13. Implement assigned training programmes to address performance gaps of staff
14. Collect data for the development of work plans and budgets of the Safe Schools functions of the Service
15. Collect data for the preparation of annual and other periodic reports of the Safe Schools functions of the Service
16. Supervise and appraise the performance of subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- Nil

IN-SERVICE ENTRY:
- A minimum of four (4) years on the grade of Principal Superintendent
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

CAREER PROGRESSION:
By promotion to the grade of Assistant Director I, subject to the following:

- A minimum of four (4) years on the grade of Assistant Director II
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.

SKILLS AND COMPETENCIES:

- Training and Drills (Expert level)
- Knowledge of SHEP/PE Impact Measurement and M & E Systems (Expert level)
- Guidance and Counselling (Academic Counselling) (Expert level)
- Community Engagement (Expert level)
- Classroom Management (Expert level)
- Adaptive Instruction (Expert level)
- Resource Mobilisation and Management (Expert level)
- Threat Assessment (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management

GRADE: **PRINCIPAL SUPERINTENDENT**
DIVISION: **INCLUSIVE EDUCATION**
UNIT: **SAFE SCHOOLS**
REPORTS TO: **ASSISTANT DIRECTOR II**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of the Safe Schools functions of the Service.

DUTIES AND RESPONSIBILITIES:
1. Implement assigned programmes and activities of the Safe Schools functions of the Service
2. Implement strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Safe Schools functions of the Service
3. Implement assigned strategies, standards, guidelines, procedures, and processes on Safe Schools activities of the Service
4. Execute assigned activities for the supervision and evaluation of Guidance Counsellors and Psychologists
5. Implement assigned Safe Schools advocacy programmes
6. Implement assigned Safe Schools activities
7. Implement assigned Safe Schools advocacy programmes
8. Implement adopted, reviewed, and approved academic school policies pertaining to the Physical Education and Sports as assigned
9. Implement adopted, reviewed, and approved academic school policies pertaining to the Cultural Education as assigned
10. Implement adopted, reviewed, and approved academic school policies pertaining to the SHEP as assigned
11. Implement adopted, reviewed, and approved academic school policies pertaining to the Guidance and Counselling as assigned
12. Implement assigned training programmes to address performance gaps of staff
13. Collect data for the development of work plans and budgets of the Safe Schools functions of the Service

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in in Education, Inclusive Education, Public Administration, Social Sciences, or other related field from an accredited tertiary institution
- Must possess a recognized professional qualification in Education and be a licensed educator.
- Must have completed National Service.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Assistant Director II, subject to the following:
- A minimum of four (4) years on the grade of Principal Superintendent

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

SKILLS AND COMPETENCIES:

- Training and Drills (Advanced level)
- Knowledge of SHEP/PE Impact Measurement and M & E Systems (Advanced level)
- Guidance and Counselling (Academic Counselling) (Advanced level)
- Community Engagement (Advanced level)
- Classroom Management (Advanced level)
- Adaptive Instruction (Advanced level)
- Resource Mobilisation and Management (Advanced level)
- Threat Assessment (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Project Management
- Continuous professional development programmes
- Public Administration
- Communication and Public Relations
- Negotiation

CHAPTER TWELVE: SENIOR HIGH SCHOOL

LIBRARY

GRADE: **DEPUTY DIRECTOR, LIBRARY**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **ASSISTANT HEAD ACADEMICS**
SUPERVISES: **PRINCIPAL LIBRARY OFFICER**

JOB PURPOSE:
To provide technical, operational, and administrative leadership for the effective and efficient performance of the library functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Ensure the effective and efficient management of the human, material, and financial resources of the library functions of the school
3. Oversee the implementation of programmes and activities of library functions of the school
4. Oversee the development of and implement of standard operating procedures and compliance issues of library functions of the Service
5. Ensure the development and maintenance of records for the library functions of the school
6. Oversee the maintenance of books and library materials
7. Oversee the development, management, and implementation of databases and information systems to catalogue and access information on library books
8. Oversee the preparation of annual budget for library functions of the school
9. Ensure the preparation of annual work plan for library functions of the school
10. Oversee the preparation of annual and other periodic reports for library functions of the school
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Library Studies, Information management, Information Technology, Communication Studies, Public Administration, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Deputy Director, Library
- A minimum of four (4) years on the grade of Principal Library Officer
- A minimum of a master's degree in Library Studies, Information management, Information Technology, Communication Studies, Public Administration, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above

- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

- Nil

SKILLS AND COMPETENCIES:

- Basic Financial Management (Expert level)
- Change Management (Expert level)
- Coaching (Expert level)
- People Management (Expert level)
- Performance Management (Expert level)
- Knowledge of principles and practices of librarianship (Expert level)
- Ability to analyse and solve problem (Expert level)
- Ability to prepare written reports (Expert level)
- Library principles and methods of archiving, circulating, and organizing materials (Expert level)
- Detail-oriented and organized. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **PRINCIPAL LIBRARY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **DEPUTY DIRECTOR, LIBRARY**
SUPERVISES: **SENIOR LIBRARY OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for the effective and efficient performance of library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Supervise the implementation of programmes and activities of library functions of the school
3. Supervise the development of and implementation of standard operating procedures and compliance issues of library functions of the Service
4. Supervise the development and maintenance of records for the library functions of the school
5. Supervise the maintenance of books and library materials
6. Supervise the development, management, and implementation of databases and information systems to catalogue and access information on library books
7. Supervise the preparation of annual budget for library functions of the school
8. Supervise the preparation of annual work plan for library functions of the school
9. Supervise the preparation of annual and other periodic reports for library functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Library Studies, Information management, Information Technology, Communication Studies, Public Administration, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Library Officer
- A minimum of four (4) years on the grade of Senior Library Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Deputy Director, Library, subject to the following:
- Availability of vacancy on the grade of Deputy Director, Library

- A minimum of four (4) years on the grade of Principal Library Officer
- A minimum of a master's degree in Library Studies, Information management, Information Technology, Communication Studies, Public Administration, or other related field from an accredited tertiary institution
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of principles and practices of librarianship (Expert level)
- Ability to analyse and solve problem (Expert level)
- Ability to prepare written reports (Expert level)
- Library principles and methods of archiving, circulating, and organizing materials (Expert level)
- Detail-oriented and organized. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **SENIOR LIBRARY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **PRINCIPAL LIBRARY OFFICER**
SUPERVISES: **LIBRARY OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for the effective and efficient performance of library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Implement the programmes and activities of library functions of the school
3. Develop and implement standard operating procedures and compliance issues of library functions of the Service
4. Develop and maintain records for the library functions of the school
5. Maintain books and library materials
6. Develop, manage, and implement databases and information systems to catalogue and access information on library books
7. Prepare annual budget for library functions of the school
8. Prepare annual work plan for library functions of the school
9. Prepare annual and other periodic reports for library functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Library Studies, Information management, Information Technology, Communication Studies, Public Administration, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Library Officer
- A minimum of four (4) years on the grade of Library Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Library Officer, subject to the following:
- Availability of vacancy on the grade of Principal Library Officer
- A minimum of four (4) years on the grade of Senior Library Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of principles and practices of librarianship (Expert level)
- Ability to analyse and solve problem (Expert level)
- Ability to prepare written reports (Expert level)
- Library principles and methods of archiving, circulating, and organizing materials (Expert level)
- Detail-oriented and organized. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **LIBRARY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **SENIOR LIBRARY OFFICER**
SUPERVISES: **ASSISTANT LIBRARY OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for the effective and efficient performance of library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Supervise the collation of data for the formulation of policies
2. Implement the programmes and activities of library functions of the school
3. Implement standard operating procedures and compliance issues of library functions of the Service
4. Maintain records for the library functions of the school
5. Maintain books and library materials
6. Manage databases and information systems to catalogue and access information on library books
7. Supervise the collation of data for the preparation of annual budget for library functions of the school
8. Supervise the collation of data for the preparation of annual work plan for library functions of the school
9. Supervise the collation of data for the preparation of annual and other periodic reports for library functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of master's degree in Library Studies, Information management, Information Technology, Communication Studies, Public Administration, or other related field from an accredited tertiary institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Library Officer
- A minimum of four (4) years on the grade of Assistant Library Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Library Officer, subject to the following:
- Availability of vacancy on the grade of Senior Library Officer
- A minimum of four (4) years on the grade of Library Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of principles and practices of librarianship (Expert level)
- Ability to analyse and solve problem (Expert level)
- Ability to prepare written reports (Expert level)
- Library principles and methods of archiving, circulating, and organizing materials (Expert level)
- Detail-oriented and organized. (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **ASSISTANT LIBRARY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **LIBRARY OFFICER**
SUPERVISES: **CHIEF LIBRARY ASSISTANT**

JOB PURPOSE:
To provide technical, administrative, and operational support for the effective and efficient performance of library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Collate data for the formulation of policies
2. Implement the programmes and activities of library functions of the school
3. Implement standard operating procedures and compliance issues of library functions of the Service
4. Maintain records for the library functions of the school
5. Maintain books and library materials
6. Manage information systems to catalogue and access information on library books
7. Collate data for preparation of annual budget for library functions of the school
8. Collate data for the preparation of annual work plan for library functions of the school
9. Collate data for the preparation of annual and other periodic reports for library functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of bachelor's degree in Library Studies, Information management, Information Technology, Communication Studies, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Library Assistant upon the acquisition of a bachelor's degree in Library Studies, Information management, Information Technology, Communication Studies, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Library Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Library Officer, subject to the following:
- Availability of vacancy on the grade of Library Officer
- A minimum of four (4) years on the grade of Assistant Library Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of principles and practices of librarianship (Advanced level)
- Ability to analyse and solve problem (Advanced level)
- Ability to prepare written reports (Advanced level)
- Library principles and methods of archiving, circulating, and organizing materials (Advanced level)
- Detail-oriented and organized. (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **CHIEF LIBRARY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **ASSISTANT LIBRARY OFFICER**
SUPERVISES: **PRINCIPAL LIBRARY ASSISTANT**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement the programmes and activities of library functions of the school
2. Implement standard operating procedures and compliance issues of library functions of the Service
3. Maintain records for the library functions of the school
4. Maintain books and library materials
5. Provide reference and research services to assist students with locating related materials and resources
6. Explain the use of library facilities, equipment, services, and resources, and library policies and procedures as necessary.
7. Supervise the collection of data for the preparation of annual budget for library functions of the school
8. Supervise the collection of data for the preparation of annual work plan for library functions of the school
9. Supervise the collection of data for the preparation of annual and other periodic reports for library functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Library Studies, Information management, Information Technology, Communication Studies, or a related field from an accredited tertiary institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Library Assistant
- A minimum of four (4) years on the grade of Principal Library Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Library Officer upon the acquisition of a bachelor's degree in Accounting, Finance, Auditing, or other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Library Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of principles and practices of librarianship (Advanced level)
- Ability to analyse and solve problem (Advanced level)
- Ability to prepare written reports (Advanced level)
- Library principles and methods of archiving, circulating, and organizing materials (Advanced level)
- Detail-oriented and organized. (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **PRINCIPAL LIBRARY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **CHIEF LIBRARY ASSISTANT**
SUPERVISES: **SENIOR LIBRARY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of Library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement the programmes and activities of library functions of the school
2. Implement standard operating procedures and compliance issues of library functions of the Service
3. Maintain records for the library functions of the school
4. Maintain books and library materials
5. Provide reference and research services to assist students with locating related materials and resources
6. Provide support with explaining the use of library facilities, equipment, services, and resources, and library policies and procedures as necessary.
7. Collect data for the preparation of annual budget for library functions of the school
8. Collect data for the preparation of annual work plan for library functions of the school
9. Collect data for the preparation of annual and other periodic reports for library functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Library Studies, Information management, Information Technology, Communication Studies, or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Library Assistant
- A minimum of four (4) years on the grade of Senior Library Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Library Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Library Assistant
- A minimum of four (4) years on the grade of Principal Library Asistant

- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Knowledge of principles and practices of librarianship (Advanced level)
- Ability to analyse and solve problem (Advanced level)
- Ability to prepare written reports (Advanced level)
- Library principles and methods of archiving, circulating, and organizing materials (Advanced level)
- Detail-oriented and organized. (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

GRADE: **SENIOR LIBRARY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LIBRARY**
REPORTS TO: **PRINCIPAL LIBRARY ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of library functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement the programmes and activities of library functions of the school
2. Implement standard operating procedures and compliance issues of library functions of the Service
3. Maintain up-to-date records for the library functions of the school
4. Maintain books and library materials
5. Perform daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, and determining outstanding books.
6. Locate books or other reference materials to assist students
7. Explain book reference sources and how to use such systems to students
8. Examine books for damage; repairs or facilitates repairs when needed.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Library Studies, Information management, Information Technology, Communication Studies, or other related field from an accredited institution
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Principal Library Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Library Assistant
- A minimum of four (4) years on the grade of Senior Library Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Knowledge of principles and practices of librarianship (Intermediate level)
- Ability to analyse and solve problem (Intermediate level)
- Ability to prepare written reports (Intermediate level)
- Library principles and methods of archiving, circulating, and organizing materials (Intermediate level)
- Detail-oriented and organized. (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Time Management

LABORATORY

GRADE: **SENIOR LABORATORY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABORATORY**
REPORTS TO: **HEAD OF DEPARTMENT**
SUPERVISES: **LABORATORY OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of laboratory functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Develop programmes and activities of laboratory functions of the school
3. Develop and implement standard operating procedures and compliance issues of laboratory functions of the Service
4. Ensure the development and maintenance of records for the laboratory functions of the school
5. Oversee the preparation of laboratory classes
6. Oversee the management of laboratories and inventories of both chemical and equipment stores
7. Ensure the maintenance of laboratory materials and equipment
8. Prepare annual budget for laboratory functions of the school
9. Prepare annual work plan for laboratory functions of the school
10. Prepare annual and other periodic reports for laboratory functions of the school
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Physical Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Laboratory Officer
- A minimum of four (4) years on the grade of Laboratory Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
- Nil

SKILLS AND COMPETENCIES:
- Thorough understanding of laboratory best practices (Expert level)

- Ability to operate laboratory equipment (Expert level)
- Ability to carry out laboratory experiments and tests (Expert level)
- Must have an aptitude for technical problem solving (Expert level)
- Good communication management skills (Expert level)
- Relevant IT applications (Expert level)
- Good standard of numeracy and literacy skills (Expert level)
- Strong analytical skills (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Analytical skills
- Safety/Health education
- Ethics
- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Relevant IT applications

GRADE: **LABORATORY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABORATORY**
REPORTS TO: **SENIOR LABORATORY OFFICER**
SUPERVISES: **ASSISTANT LABORATORY OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of laboratory functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Provide inputs for the formulation of policies
2. Execute assigned activities for the development of programmes and activities of laboratory functions of the school
3. Implement existing standard operating procedures and compliance issues of laboratory functions of the Service
4. Execute assigned activities for the development and maintenance of records for the laboratory functions of the school
5. Supervise the preparation of equipment and chemicals before lessons
6. Supervise the management of laboratories and inventories of both chemical and equipment stores
7. Supervise the maintenance of laboratory materials and equipment
8. Supervise collation of data for the preparation of annual budget for laboratory functions of the school
9. Supervise collation of data for the preparation of annual work plan for laboratory functions of the school
10. Supervise collation of data for the preparation of annual and other periodic reports for laboratory functions of the school
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Physical Sciences, or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Laboratory Officer
- A minimum of four (4) years on the grade of Assistant Laboratory Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Laboratory Officer, subject to the following:

- Availability of vacancy on the grade of Senior Laboratory Officer
- A minimum of four (4) years on the grade of Laboratory Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Thorough understanding of laboratory best practices (Expert level)
- Ability to operate laboratory equipment (Expert level)
- Ability to carry out laboratory experiments and tests (Expert level)
- Must have an aptitude for technical problem solving (Expert level)
- Good communication management skills (Expert level)
- Relevant IT applications (Expert level)
- Good standard of numeracy and literacy skills (Expert level)
- Strong analytical skills (Expert level)

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Analytical skills
- Safety/Health education
- Ethics
- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Relevant IT applications

GRADE: **ASSISTANT LABORATORY OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABORATORY**
REPORTS TO: **LABORATORY OFFICER**
SUPERVISES: **CHIEF LABORATORY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of laboratory functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement existing standard operating procedures and compliance issues of laboratory functions of the Service
2. Execute assigned activities for the maintenance of records for the laboratory functions of the school
3. Prepare equipment and chemicals before lessons
4. Provide technical advice to staff and students in classes and laboratory sessions
5. Manage laboratories and inventories of both chemical and equipment stores
6. Enforce health and safety procedures in the laboratory
7. Collate data for the preparation of annual budget for laboratory functions of the school
8. Collate data for the preparation of annual work plan for laboratory functions of the school
9. Collate data for the preparation of annual and other periodic reports for laboratory functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Physical Sciences, or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Laboratory Assistant upon the acquisition of a bachelor's degree in Physical Sciences, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Laboratory Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Laboratory Officer, subject to the following:

- Availability of vacancy on the grade of Laboratory Officer
- A minimum of four (4) years on the grade of Assistant Laboratory Officer

- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Experience in carrying out laboratory testing for research and/or clinical trials (Advanced level)
- Must have an aptitude for technical problem solving (Advanced level)
- Good communication management skills (Advanced level)
- Relevant IT applications (Advanced level)
- Must have a valid laboratory technician license (Advanced level)
- Good standard of numeracy and literacy skills (Advanced level)
- Strong analytical skills (Advanced level)
- Experience with Laboratory (Advanced level)
- Information Systems (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Analytical skills
- Safety/Health education
- Ethics
- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Relevant IT applications

GRADE: **CHIEF LABORATORY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABORATORY**
REPORTS TO: **ASSISTANT LABORATORY OFFICER**
SUPERVISES: **PRINCIPAL LABORATORY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of laboratory functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement existing standard operating procedures and compliance issues of laboratory functions of the Service
2. Prepare equipment and chemicals before lessons
3. Maintain and repair equipment and laboratory apparatus
4. Supervise the cleaning of laboratory equipment and proper storage of chemicals, and other lab materials
5. Enforce health and safety procedures in the laboratory
6. Collect data for the preparation of annual budget for laboratory functions of the school
7. Collect data for the preparation of annual work plan for laboratory functions of the school
8. Collect data for the preparation of annual and other periodic reports for laboratory functions of the school
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Physical Sciences, or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Laboratory Assistant
- A minimum of four (4) years on the grade of Principal Laboratory Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Laboratory Officer upon the acquisition of a bachelor's degree in Physical Sciences, or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Laboratory Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Experience in carrying out laboratory testing for research and/or clinical trials (Advanced level)
- Must have an aptitude for technical problem solving (Advanced level)
- Good communication management skills (Advanced level)
- Relevant IT applications (Advanced level)
- Must have a valid laboratory technician license (Advanced level)
- Good standard of numeracy and literacy skills (Advanced level)
- Strong analytical skills (Advanced level)
- Experience with Laboratory (Advanced level)
- Information Systems (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Analytical skills
- Safety/Health education
- Ethics
- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Relevant IT applications

GRADE: **PRINCIPAL LABORATORY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABORATORY**
REPORTS TO: **CHIEF LABORATORY ASSISTANT**
SUPERVISES: **SENIOR LABORATORY ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of laboratory functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement existing standard operating procedures and compliance issues of laboratory functions of the Service
2. Prepare equipment and chemicals before lessons
3. Maintain and repair equipment and laboratory apparatus
4. Clean laboratory equipment and properly store chemicals, and other lab materials
5. Enforce health and safety procedures in the laboratory
6. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Physical Sciences, or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Laboratory Assistant
- A minimum of four (4) years on the grade of Senior Laboratory Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Laboratory Assistant, subject to the following:
- Availability of vacancy on the grade of Chief Laboratory Assistant
- A minimum of four (4) years on the grade of Principal Laboratory Asistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Experience in carrying out laboratory testing for research and/or clinical trials (Advanced level)
- Must have an aptitude for technical problem solving (Advanced level)
- Good communication management skills (Advanced level)

- Relevant IT applications (Advanced level)
- Must have a valid laboratory technician license (Advanced level)
- Good standard of numeracy and literacy skills (Advanced level)
- Strong analytical skills (Advanced level)
- Experience with Laboratory (Advanced level)
- Information Systems (Advanced level)

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Analytical skills
- Safety/Health education
- Ethics
- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Relevant IT applications

GRADE: **SENIOR LABORATORY ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **LABORATORY**
REPORTS TO: **PRINCIPAL LABORATORY ASSISTANT**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of laboratory functions of the School.

DUTIES AND RESPONSIBILITIES:
1. Implement existing standard operating procedures and compliance issues of laboratory functions of the Service
2. Execute assigned activities for the preparation of equipment and chemicals before lessons
3. Execute assigned activities for the maintenance and repair of equipment and laboratory apparatus
4. Clean laboratory equipment and properly store chemicals, and other lab materials
5. Enforce health and safety procedures in the laboratory

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Physical Sciences, or other related field from an accredited institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Principal Laboratory Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Laboratory Assistant
- A minimum of four (4) years on the grade of Senior Laboratory Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Experience in carrying out laboratory testing for research and/or clinical trials (Intermediate level)
- Must have an aptitude for technical problem solving (Intermediate level)
- Good communication management skills (Intermediate level)
- Relevant IT applications (Intermediate level)
- Must have a valid laboratory technician license (Intermediate level)
- Good standard of numeracy and literacy skills (Intermediate level)
- Strong analytical skills (Intermediate level)

- Experience with Laboratory (Intermediate level)
- Information Systems (Intermediate level)

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Analytical skills
- Safety/Health education
- Ethics
- Intermediate Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Relevant IT applications

CATERING

GRADE: **PRINCIPAL CATERING OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **ASSISTANT HEAD DOMESTIC**
SUPERVISES: **SENIOR CATERING OFFICER**

JOB PURPOSE:
To provide technical and administrative direction and leadership for the effective and efficient performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Ensure the development of programmes and activities of the catering functions of the school
3. Ensure the development and implementation of standard operating procedures and compliance issues of the catering functions of the school
4. Ensure the development and maintenance of records for the catering functions of the school
5. Oversee all catering services in the school
6. Oversee the financial control of the catering functions of the school ensuring adherence to budgets
7. Oversee procurement for catering services of the school
8. Oversee management of the available resources to deliver value-for-money domestic services of the school
9. Oversee management of all personnel and disciplinary issues relating to the catering functions of the school
10. Oversee the delivery of meals for students and staff at appropriate times
11. Ensure preparation of annual budget for catering functions of the school
12. Ensurew preparation of annual work plan for catering functions of the school
13. Ensure preparation of annual and other periodic reports for catering functions of the school
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Hospitality Industry (Catering), or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Catering Officer
- A minimum of four (4) years on the grade of Senior Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

- Nil

SKILLS AND COMPETENCIES:

- Excellent leadership skills
- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Strong financial management skills
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team.
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Time Management

GRADE: **SENIOR CATERING OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **PRINCIPAL CATERING OFFICER**
SUPERVISES: **CATERING OFFICER**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Develop programmes and activities of the catering functions of the school
3. Develop and implement standard operating procedures and compliance issues of the catering functions of the school
4. Develop and maintain records for the catering functions of the school
5. Manage catering services in the school
6. Manage the financial control of the catering functions of the school ensuring adherence to budgets
7. Supervise procurement for catering services of the school
8. Manage the available resources to deliver value-for-money domestic services of the school
9. Manage all personnel and disciplinary issues relating to the catering functions of the school
10. Supervise the delivery of meals for students and staff at appropriate times
11. Prepare annual budget for catering functions of the school
12. Prepare annual work plan for catering functions of the school
13. Prepare annual and other periodic reports for catering functions of the school
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Hospitality Industry (Catering), or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Catering Officer
- A minimum of four (4) years on the grade of Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Catering Officer, subject to the following:

- Availability of vacancy on the grade of Principal Catering Officer
- A minimum of four (4) years on the grade of Senior Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Excellent leadership skills
- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Strong financial management skills
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team.
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Time Management

GRADE: **CATERING OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **SENIOR CATERING OFFICER**
SUPERVISES: **ASSISTANT CATERING OFFICER**

JOB PURPOSE:
To provide technical, administrative, and operational support for effective and efficient performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Provide input for the formulation of policies
2. Develop aspects of programmes and activities of the catering functions of the school as assigned
3. Implement existing standard operating procedures and compliance issues of the catering functions of the school
4. Develop and maintain records for the catering functions of the school
5. Supervise catering services in the school as assigned
6. Implement aspects of financial control of the catering functions of the school ensuring adherence to budgets as assigned
7. Execute aspects of procurement for catering services of the school as assigned
8. Manage assigned available resources to deliver value-for-money domestic services of the school
9. Supervise personnel and disciplinary issues relating to the catering functions of the school
10. Supervise the delivery of meals for students and staff at appropriate times
11. Supervise collation of data for the preparation of annual budget for catering functions of the school
12. Supervise collation of data for the preparation of annual work plan for catering functions of the school
13. Supervise collation of data for the preparation of annual and other periodic reports for catering functions of the school
14. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a master's degree in Hospitality Industry (Catering), or other related field from an accredited institution
- Must be a full member of a recognised and relevant professional body
- A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Catering Officer
- A minimum of four (4) years on the grade of Assistant Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:

By promotion to the grade of Senior Catering Officer, subject to the following:

- Availability of vacancy on the grade of Senior Catering Officer
- A minimum of four (4) years on the grade of Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report
- Must pass aptitude test conducted by the Ghana Education Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Strong financial management skills
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team.
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Time Management

GRADE: **ASSISTANT CATERING OFFICER**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **CATERING OFFICER**
SUPERVISES: **CHIEF CATERING ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Implement existing standard operating procedures and compliance issues of the catering functions of the school
2. Keep a clean and healthy environment in the school
3. Execute assigned activities to ensure the regular fumigation of the working area
4. Manage the catering team shift and rotas
5. Implement to ensure the quality and quantity controls during food items purchases in the school
6. Execute assigned activities to ensure the correct use and storage of catering service equipment in the school
7. Maintain up to date records for the catering functions of the school
8. Collate data for the preparation of annual budget for catering functions of the school
9. Collate data for the preparation of annual work plan for catering functions of the school
10. Collate data for the preparation of annual and other periodic reports for catering functions of the school
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a bachelor's degree in Hospitality Industry (Catering), or other related field from an accredited tertiary institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
By conversion/upgrading of a staff on the grade of Chief Catering Assistant upon the acquisition of a bachelor's degree in Hospitality Industry (Catering), or other related field from an accredited tertiary institution, subject to the following:
- Availability of vacancy on the grade of Assistant Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Catering Officer, subject to the following:
- Availability of vacancy on the grade of Catering Officer

- A minimum of four (4) years on the grade of Assistant Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report
- Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above
- Must pass aptitude test conducted by the Ghana Education Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Advanced Leadership
- Strategic Management
- Change Management
- Continuous professional development
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Hygiene
- Time Management

GRADE: CHIEF CATERING ASSISTANT
DIVISION: GENERAL ADMINISTRATION
UNIT: CATERING
REPORTS TO: ASSISTANT CATERING OFFICER
SUPERVISES: PRINCIPAL CATERING ASSISTANT

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Develop recipes and determine how to present the food
2. Plan menus and ensure uniform serving sizes and quality of meals in consultation with the Principal Domestic Bursar
3. Liaise with parents of students with dietary requirements or needs, working closely with the School Nurse to develop appropriate recipes
4. Inspect canteen supplies, equipment, and work areas for cleanliness and functionality
5. Monitor sanitation practices and follow kitchen safety standards
6. Supervise the checking of freshness of food and ingredients
7. Monitor stock levels and order new supplies as required
8. Maintain up-to-date records for the catering functions of the school
9. Supervise the collection of data for the preparation of annual budget for catering functions of the school
10. Supervise the collection of data for the preparation of annual work plan for catering functions of the school
11. Supervise the collection of data for the preparation of annual and other periodic reports for catering functions of the school
12. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a Higher National Diploma/University Diploma in Hospitality Industry (Catering), or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Catering Assistant
- A minimum of four (4) years on the grade of Principal Catering Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By conversion/upgrading to the grade of Assistant Catering Officer upon the acquisition of a bachelor's degree in Hospitality Industry (Catering), or other related disciplines from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of Assistant Catering Officer
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Food Management and Nutrition
- Education on sanitation
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Time Management

GRADE: **PRINCIPAL CATERING ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **CHIEF CATERING ASSISTANT**
SUPERVISES: **SENIOR CATERING ASSISTANT**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Execute assigned activities for the development of recipes and determining how to present the food
2. Execute assigned activities for planning menus and ensure uniform serving sizes and quality of meals in consultation with the Principal Domestic Bursar
3. Execute assigned activities for inspecting canteen supplies, equipment, and work areas for cleanliness and functionality
4. Execute assigned activities for monitoring of sanitation practices and follow kitchen safety standards
5. Check freshness of food and ingredients
6. Execute assigned activities in monitoring stock levels and ordering of new supplies as required
7. Execute assigned activities for the maintenance of up-to-date records for the catering functions of the school
8. Collect data for the preparation of annual budget for catering functions of the school
9. Collect data for the preparation of annual work plan for catering functions of the school
10. Collect data for the preparation of annual and other periodic reports for catering functions of the school
11. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Hospitality Industry (Catering), or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Principal Catering Assistant
- A minimum of four (4) years on the grade of Senior Catering Assistant
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Catering Assistant, subject to the following:

- Availability of vacancy on the grade of Chief Catering Assistant
- A minimum of four (4) years on the grade of Principal Catering Assistant
- Must have a satisfactory Staff Performance Appraisal Report
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Excellent leadership skills
- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team.
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Change Management
- Strategic Management

GRADE: **SENIOR CATERING ASSISTANT**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **PRINCIPAL CATERING ASSISTANT**
SUPERVISES: **SENIOR MATRON**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Supervise the cleaning of canteen supplies, equipment, and work areas
2. Implement assigned activities for the maintenance of up-to-date records for the catering functions of the school
3. Execute assigned activities for monitoring of sanitation practices and follow kitchen safety standards
4. Execute assigned activities for checking of freshness of food and ingredients
5. Execute assigned activities for monitoring stock levels and ordering of new supplies as required
6. Execute assigned activities for the maintenance of up-to-date records for the catering functions of the school
7. Execute assigned activities for the collection of data for the preparation of annual budget for catering functions of the school
8. Execute assigned activities for the collection of data for the preparation of annual work plan for catering functions of the school
9. Execute assigned activities for the collection of data for the preparation of annual and other periodic reports for catering functions of the school
10. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Hospitality Industry (Catering), or other related field from an accredited institution
- Must have completed National Service
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Catering Assistant
- A minimum of four (4) years on the grade of Senior Matron
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Principal Catering Assistant, subject to the following:
- Availability of vacancy on the grade of Principal Catering Assistant
- A minimum of four (4) years on the grade of Senior Catering Assistant
- Must have a satisfactory Staff Performance Appraisal Report

- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Excellent leadership skills
- Relevant IT applications
- Knowledge of time management skills with an ability to prioritize work.
- Excellent analytical skills
- Excellent verbal and written communication skills
- Basic understanding of sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team.
- Ability to maintain personal cleanliness

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Strategic Management
- Safety education
- Ethics
- Health education
- Relevant IT applications
- Hospitality Management
- Hygiene
- Education on sanitation

GRADE: **SENIOR MATRON**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **SENIOR CATERING ASSISTANT**
SUPERVISES: **MATRON**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Ensure labeling and arrangement of all ingredients on shelves in the catering store for easy recognition and accessibility
2. Ensure ingredients and seasonings to use for cooking are measured in appropriate quantities
3. Ensure proper storage of food supplies to prevent spoilage and wastage
4. Supervise compliance with nutrition and sanitation guidelines
5. Ensure staff complies to health and food safety standards and enforce the usage of PPEs
6. Ensure canteen staff handle food well to avoid contamination or outbreak of diseases
7. Maintain up-to-date records for the catering functions of the school
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Hospitality Industry (Catering) or a related field from an accredited tertiary institution in Hospitality Industry (Catering) or a related field.
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Senior Matron
- A minimum of four (4) years on the grade of a Matron
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Catering Assistant, subject to the following:
- Availability of vacancy on the grade of Senior Catering Assistant
- A minimum of four (4) years in the grade of a Senior Matron
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Ability to identify and delegate tasks effectively.
- Excellent organisational and time management skills.
- Basic understanding of basic sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team
- Ability to maintain personal hygiene

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Food Management and Nutrition
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education

GRADE: **MATRON**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **SENIOR MATRON**
SUPERVISES: **CHIEF COOK**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Label and arrange all ingredients on shelves in the catering store for easy recognition and accessibility
2. Supervise the measurement of ingredients and seasonings to ensure appropriate quantities are used for cooking.
3. Supervise proper storage of food supplies to prevent spoilage and wastage
4. Comply with nutrition and sanitation guidelines
5. Comply with health and food safety standards and enforce the usage of PPEs
6. Handle food well to avoid contamination or outbreak of diseases
7. Maintain up-to-date records for the catering functions of the school
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of Higher National Diploma/University Diploma in Hospitality Industry (Catering) or a related field from an accredited tertiary institution in Hospitality Industry (Catering) or a related field.
- Must have completed National Service.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Matron
- A minimum of four (4) years on the grade of a Chief Cook
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Senior Matron, subject to the following:
- Availability of vacancy on the grade of Senior Matron
- A minimum of four (4) years in the grade of a Matron.
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Ability to identify and delegate tasks effectively.
- Excellent organisational and time management skills.

- Basic understanding of basic sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team
- Ability to maintain personal hygiene

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Food Management and Nutrition
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education

GRADE: **CHIEF COOK**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **MATRON**
SUPERVISES: **COOK**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Oversee the planning of tasks carried out by the food preparation staff
2. Supervise planning of food menus, ensuring that the menu is fresh and well presented
3. Oversee the preparation of food in the school
4. Support ordering food items and supplies, such as kitchen equipment, and keeping an updated inventory
5. Keep abreast of and ensure compliance with the latest health and safety laws and regulations
6. Manage inventory of ingredients and supplies to ensure that there is enough for preparing upcoming meals Support the maintenance of up-to-date records for the catering functions of the school
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE/TVET or equivalent qualification in Hospitality Industry (Catering) or other related field from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Chief Cook
- A minimum of four (4) years on the grade of a Cook
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
- Nil

SKILLS AND COMPETENCIES:
- Ability to identify and delegate tasks effectively.
- Excellent organisational and time management skills.
- Knowledge of culinary, baking and pastry techniques.
- Basic understanding of basic sanitation and regulations for workplace safety

- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team
- Ability to maintain personal hygiene.

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education
- Hygiene
- Food management.

GRADE: **COOK**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **CHIEF COOK**
SUPERVISES: **ASSISTANT COOK**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Plan tasks carried out by the food preparation staff
2. Plan food menus, ensuring that the menu is fresh and well presented
3. Lead the preparation and serving of food and beverage items for the purpose of meeting mandated nutritional requirements, projected meal requirements, planned menus and catering needs of students
4. Keep abreast of and supervise compliance with the latest health and safety laws and regulations
5. Supervise the cleaning and maintenance of utensils and equipment; and areas used for storage, food preparation and serving for the purpose of maintaining safe and sanitary conditions
6. Supervise the requisition of food, equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently
7. Supervise the organization of workstation with all the necessary ingredients and equipment for preparing meals
8. Maintain up-to-date records for the catering functions of the school
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE/TVET or equivalent qualification in Hospitality Industry (Catering) or other related field from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Cook
- A minimum of four (4) years on the grade of Assistant Cook
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Chief Cook, subject to the following:
- Availability of vacancy on the grade of Chief Cook
- A minimum of four (4) years on the grade of Cook
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%

- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Ability to identify and delegate tasks effectively.
- Excellent organisational and time management skills.
- Knowledge of culinary, baking and pastry techniques.
- Basic understanding of basic sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures
- Ability to work well as part of a team
- Ability to maintain personal hygiene

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Food Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education

GRADE: **ASSISTANT COOK**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **COOK**
SUPERVISES: **HEAD STEWARD**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Prepare and serve food and beverage items for the purpose of meeting mandated nutritional requirements, projected meal requirements, planned menus and catering needs of students
2. Comply with the latest health and safety laws and regulations
3. Supervise the cleaning and maintenance of utensils and equipment; and areas used for storage, food preparation and serving for the purpose of maintaining safe and sanitary conditions
4. Request for food, equipment and supplies for the purpose of maintaining an adequate inventory to complete jobs efficiently
5. Organize the workstation with all the necessary ingredients and equipment for preparing meals
6. Maintain up-to-date records for the catering functions of the school
7. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE/TVET or equivalent qualification in Hospitality Industry (Catering) or other related field from an accredited institution
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Cook, subject to the following:
- Availability of vacancy on the grade of Cook
- A minimum of four (4) years on the grade of Assistant Cook
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Excellent organisational and time management skills.
- Knowledge of culinary, baking and pastry techniques.
- Basic understanding of basic sanitation and regulations for workplace safety
- Basic understanding of food handling techniques, preparation, and cooking procedures

- Ability to work well as part of a team
- Ability to maintain personal hygiene

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Food Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education

GRADE: **HEAD STEWARD**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **ASSISTANT COOK**
SUPERVISES: **STEWARD**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Inspect kitchens, workrooms, storerooms and equipment for cleanliness and order
2. Coordinate work of non-cooking kitchen and storeroom staff engaged in activities such as dishwashing, silver cleaning, storage and distribution of foodstuffs and supplies
3. Monitor the inflow of ordered materials and the maintenance of current materials
4. Control inventories of food, equipment, and report shortages to designated personnel
5. Enforce proper cleaning routines
6. Ensure all food holding and transport equipment is in working order
7. Comply with all applicable laws and regulations on food preparation
8. Use and maintain equipment properly
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Head Steward
- A minimum of four (4) years on the grade of Steward.
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
- Nil

SKILLS AND COMPETENCIES:
- Ability to understand and meet canteen standards for health, safety, and excellence.
- Ability to work effectively with kitchen staff.
- Detail-oriented and thorough.

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education
- Hygiene
- Food management

GRADE: **STEWARD**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **HEAD STEWARD**
SUPERVISES: **HEAD PANTRY HAND**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Clean and set up tables
2. Scrape and wash food from dirty dishes, pots, pans, plates, and glasses, and put in storage
3. Follow safety procedures for using equipment, disposing of waste products and other activities
4. Empty trash bins, collect and remove waste from the floor and work surfaces, separate recyclables and properly dispose of grease
5. Sort, organize and store all utensils, cookware, and miscellaneous supplies for easy location
6. Monitor food storage conditions to ensure it is safe for consumption
7. Transport used linen to or from the laundry
8. Unload and store stock
9. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Steward
- A Head Pantry Hand who has served a minimum of four (4) years is eligible for promotion to the grade of Steward
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Head Steward, subject to the following:
- Availability of vacancy on the grade of Head Steward
- A minimum of four (4) years in the grade of a Steward
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:

- Ability to understand and meet canteen standards for health, safety, and excellence.
- Ability to work effectively with kitchen staff.
- Detail-oriented and thorough.

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education
- Hygiene
- Food management

GRADE: **HEAD PANTRY HAND**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **STEWARD**
SUPERVISES: **PANTRY HAND**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Determine amounts of food to be prepared
2. Supervise staff to check for food supplies needed to ensure availability
3. Store prepared food in the proper location and make ready for consumption
4. Supervise the operation and maintenance of food service equipment used in food production
5. Report equipment malfunctions for repair or replacement
6. Supervise cleaning and sanitization of work area before food production starts
7. Follow established guidelines for personal hygiene and safety
8. Supervise and appraise the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- A minimum of one (1) year progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Availability of vacancy on the grade of Head Pantry Hand
- A Pantry Hand who has served a minimum of four (4) years is eligible for promotion to the grade of Head Pantry Head
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

CAREER PROGRESSION:
By promotion to the grade of Steward, subject to the following:
- Availability of vacancy on the grade of Steward
- A minimum of four (4) years on the grade of Head Pantry Hand
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Ability to understand and meet canteen standards for health, safety, and excellence.

- Ability to work effectively with kitchen staff.
- Detail-oriented and thorough.

TRAINING AND CAPACITY DEVELOPMENT

- Time Management
- Education on sanitation
- Safety education
- Ethics
- Health education
- Hospitality Management
- Food preservation and food poison education
- Hygiene
- Food management

GRADE: **PANTRY HAND**
DIVISION: **GENERAL ADMINISTRATION**
UNIT: **CATERING**
REPORTS TO: **HEAD PANTRY HAND**
SUPERVISES: **NIL**

JOB PURPOSE:
To provide operational support for the efficient and effective performance of catering functions of the school.

DUTIES AND RESPONSIBILITIES:
1. Clean and maintain utensils, equipment and areas used for storage, food preparation and serving for, the purpose of maintaining safe and sanitary conditions
2. Check for food supplies needed to ensure availability
3. Operate and maintain food service equipment used in food production
4. Report equipment malfunctions for repair or replacement
5. Clean and sanitize work area before food production starts
6. Follow established guidelines for personal hygiene and safety.

QUALIFICATIONS AND EXPERIENCE
DIRECT ENTRY:
- A minimum of a WASSCE or equivalent qualification from an accredited institution
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

IN-SERVICE ENTRY:
- Nil

CAREER PROGRESSION:
By promotion to the grade of Head Pantry Hand, subject to the following:
- Availability of vacancy on the grade of Head Pantry Hand
- A minimum of four (4) years on the grade of Pantry Hand
- Must have a satisfactory Staff Performance Appraisal Report covering a consecutive period of 3 years with an average PAS score of 70%
- Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

SKILLS AND COMPETENCIES:
- Ability to understand and meet canteen standards for health, safety, and excellence.
- Ability to work effectively with kitchen staff.
- Detail-oriented and thorough.

TRAINING AND CAPACITY DEVELOPMENT
- Time Management
- Education on sanitation
- Safety education
- Ethics
- Health education

- Hospitality Management

PART II: POSITIONAL APPOINTMENTS FOR TEACHING CLASS

Overview of Scheme of Service for positional appointments at the GES

This section details the key components relating to positions within the Ghana Education Service (GES), structured around specified grades. It covers the relationship between grades and the corresponding positions, outlining the qualifications and experience required for each role to ensure that recruitment and promotion processes are based on clearly defined standards.

Additionally, this section explains the modes of entry into the service, distinguishing between direct entry—where candidates join the service from outside with the requisite qualifications—and in-service entry, which allows for internal transfers or promotions for existing staff of the service. The career progression pathways associated with each position are also described, highlighting the possible routes available for advancement within the service. Together with the composition of grades, this section supports sound workforce planning and career management.

LIST OF KEY TEACHING POSITIONS ACROSS THE GES

PROFESSIONAL CLASS		
SN	**Grades/Ranks**	**Key Positions (Teaching)**
	Director General	Director General
	Deputy Director General	Deputy Director General, Quality & Access
1	**Director I**	Head of Division*
		Regional Director*
		Schedule Officer/ Teacher (Director I)
2	**Director II**	Unit Head, Headquarters*
		Deputy Regional Director*
		District Director*
		Schedule Officer/ Teacher (Director II)
3	**Deputy Director**	Deputy Unit Head, Headquarters*
		Frontline Officer at a Region*
		Frontline Officer at a District*
		Head of SHS*
		Schedule Officer/ Teacher (Deputy Director)
4	**Assistant Director I**	School Improvement and Support Officer (SISO)*
		Assistant Head of SHS*
		Chaplain /Imam /Guidance and Counselling Coordinator*
		Senior Housemaster/Mistress*
		Head of Department (SHS)*
		Headteacher of KG/JHS/Primary*
		Schedule Officer/ Teacher (Assistant Director I)
5	**Assistant Director II**	Housemaster*
		Assistant Headteacher of KG/JHS/Primary*
		Schedule Officer/ Teacher -Assistant Director II
6	**Principal Superintendent (PS)**	Teacher (SHS)
		Teacher (Basic School)
		Schedule Officer/ Teacher (PS)

PROFESSIONAL CLASS		
SN	**Grades/Ranks**	**Key Positions (Teaching)**
SUBPROFESSIONAL CLASS		
1	**Senior Superintendent I (SS I)**	Schedule Officer/ Teacher (SS I)
2	**Senior Superintendent II (SS II)**	Schedule Officer/ Teacher (SS II)
3	**Assistant Superintendent (AS)**	Schedule Officer/ Teacher (AS)

Note:
** The appointments to this position shall be tenured, with a standard term of four (4) years, renewable once, based on performance.*

At the end of the tenure:
- *The officer may reapply for renewal through an appraisal and interview process, or*
- *Be retained at the grade level without holding a position.*

After 2 terms (i.e. two four-year terms), there will be a cooling-off period of 4 years. After this, when there is a vacancy for the same position, Officers may re-apply and be considered for this position based on the applicable appointment process. However, to be considered for the vacancy, the Officer should have age on his/her side to be able to serve a full term (i.e. minimum of 4 years).

Officers may however apply for any other position they qualify for at any time when there is a vacancy.

This system allows rotation, succession planning and leadership renewal in line with institutional objectives.

1. HEADQUARTERS POSITIONS

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director General	Director General	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Social Sciences, Business Administration or related discipline • A minimum of fifteen (15) years progressive working experience in the Ghana Education Service or a	• Appointed by the President in accordance with the Pre-Tertiary Education Act, 2020 (Act 1049)	• Must have attained the grade of Director I • Minimum of four (4) years in the position of Deputy Director General • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana	Nil

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level.		Education Service Council.	
Deputy Director General	Deputy Director General, Quality and Access	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed Educator	• Appointed by the President in accordance with the Pre-Tertiary Education Act, 2020 (Act 1049)	• Must have attained the grade of Director I • Minimum of four (4) years in the position of Head of Division/ Regional Director/ Schedule Officer (Director I) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	• By promotion to the position of Director General, subject to the following: • Availability of vacancy • A minimum of four (4) years in this position i.e. Deputy Director General, Quality and Access • Must have a satisfactory Staff Performance Appraisal Report covering a period of

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• A minimum of twelve (12) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level.		70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	3 consecutive years with an average score of 70% and above in this position i.e. Head of Division at the Headquarters Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
	Deputy Director General, Management Services	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Appointed by the President in accordance with the Pre-Tertiary Education Act, 2020 (Act 1049)	• Must have attained the grade of Director I analogous grade • Minimum of four (4) years in the position of Head of Division/ Regional Director/ Schedule	• By promotion to the position of Director General, subject to the following: • Availability of vacancy • A minimum of four (4) years in this position i.e. Deputy Director

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of twelve (12) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level		Officer (Director I analogous grade) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	General, Management Services • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in this position i.e. Head of Division at the Headquarters • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director I	Head of Division at the Headquarters	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of ten (10) years progressive working experience in the Ghana Education	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	• Must have attained the grade of Director I analogous grade • Minimum of four (4) years in the position of Head of Unit at the Headquarters/ Deputy Regional Director/ District Director/ Schedule Officer (Director I analogous grade) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position	By promotion to the position of Deputy Director General, Quality and Access/ Management Services, subject to the following: • Availability of vacancy • A minimum of four (4) years in this position i.e. Head of Division at the Headquarters • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in this position i.e. Head of Division at the Headquarters

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level		• Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	• Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
	Schedule Officer (Director I analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR,	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by	• Must have attained the grade of Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Head of Division at the Headquarters/ Regional Director, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Internal Audit, Procurement or related discipline • A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level	the Public Services Commission in consultation with the Ghana Education Service Council.		• Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
Director II	Head of Unit at the Headquarters	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• Where there are no qualified internal applicants, by external advertisement based on the qualifications	• Must have attained the grade of Director II analogous grade • Must have a satisfactory Staff	By promotion to the position of Head of Division at the Headquarters/ Schedule Officer (Director I analogous grade) at the Headquarters/ Region/ District/ Regional

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior	and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Director, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Management level			
	Schedule Officer (Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of eight (8) years progressive	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Head of Division at the Headquarters/ Schedule Officer (Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level			the Ghana Education Service Council.
Deputy Director	Deputy Unit Head at the Headquarters	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Deputy Director analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	By promotion to the position of Head of Unit at the Headquarters/ Schedule Officer (Director II analogous grade), subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience	• Must have attained the grade of Deputy Director analogous grade NB: All staff without portfolios and who are not classroom teachers will be	By promotion to the position of Schedule Officer (Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	classified as Schedule Officers.	Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Assistant Director	Schedule Officer (Assistant Director	• A minimum of a master's degree in	• Where there are no qualified	• Must have attained the grade	By promotion to the position of Schedule

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
	I analogous grade)	Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable	internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of Assistant Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	Officer (Deputy Director analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Public Sector organisation.			
Assistant Director II	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of one (1) year of working	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• Must have attained the grade of Assistant Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		experience in the Ghana Education Service or a comparable Public Sector organisation.	Services Commission.		the Public Services Commission.
Principal Superintendent (PS)	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an	By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
				average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	Education Service Council in collaboration with the Public Services Commission.

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent I (SS I)	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent II (SS II)	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Assistant Superintendent (AS)	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

2. REGIONAL DIRECTORATE

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director I	Regional Director	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	• Must have attained the grade of Director I • Minimum of four (4) years in the position of Unit Head at Headquarters/ Deputy Regional Director/ District Director/ Schedule Officer (Director I) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the	By promotion to the position of Deputy Director General, Quality and Access/ Head of Division at the Headquarters, subject to the following: • Availability of vacancy • A minimum of four (4) years in the position i.e. Regional Director • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in this position i.e. Regional Director

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Public Sector organisation of which at least five (5) years must be in a Senior Management level.		Public Services Commission in consultation with the Ghana Education Service Council.	• Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
	Schedule Officer (Director I analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview	• Must have attained the grade of Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Head of Division at the Headquarters/ Regional Director, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level.	conducted by the Public Services Commission in consultation with the Ghana Education Service Council.		years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
Director II	Deputy Regional Director	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or	• Where there are no qualified internal applicants, by external advertisement	• Must have attained the grade of Director II	By promotion to the position of Head of Division at the Headquarters/ Regional Director/ Schedule Officer

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior	based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	(Director I), subject to the following: • Availability of vacancy • A minimum of four (4) years in the position i.e. Deputy Regional Director • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Management level.			Commission in consultation with the Ghana Education Service Council.
	Schedule Officer (Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Director I analogous grade) at the Headquarters/ Region/ District/ Deputy Regional Director, District Director, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.			• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission
Deputy Director	Frontline Officer at the Region	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and	• Must have attained the grade of Deputy Director analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period	By promotion to the position of Schedule Officer (Director II analogous grade) at the Headquarters/ Region/ District/ Head of Unit at the Headquarters/ Deputy Regional Director/ District Director, subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Availability of vacancy • A minimum of four (4) years as Frontline Officer at the Region • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
					the Public Services Commission.
	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Deputy Director analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Director II analogous grade) at the Headquarters/ Region/ District/ Frontline Officer at the Region, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.			conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Assistant Director	Schedule Officer (Assistant Director I analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview	• Must have attained the grade of Assistant Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Deputy Director analogous grade) at the Headquarters/ Region/ District/ Frontline Officer at the Region, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Assistant Director II	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the	• Must have attained a minimum grade of Assistant Director II NB: All staff without portfolios and who are not classroom teachers	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	will be classified as Schedule Officers.	covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Principal Superintendent (PS)	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management,	• By external advertisement based on the qualifications and	• By conversion/ upgrading of a staff on the grade of Senior	• By promotion to the position of Schedule Officer (Assistant Director

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with	II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
				the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent I (SS I)	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following:

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.
Senior Superintendent II (SS II)	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		years with an average score of 70% and above in the current position.
Assistant Superintendent (AS)	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
			the Public Services Commission.		the current position.

3. METRO, MUNICIPAL & DISTRICT DIRECTORATE

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director II	District Director	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of eight (8) years progressive working experience in the Ghana Education	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Director II • Minimum of four (4) years as a Frontline Officer at the District/ Deputy Unit Head, Headquarters/ Frontline Officer at a Region/ Frontline Officer at a District/ Schedule Officer (Director II) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	By promotion to the position of Schedule Officer (Director), subject to the following: • Availability of vacancy • A minimum of four (4) years as District Director • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level		70% and above the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	consultation with the Ghana Education Service Council.
	Schedule Officer (Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of District Director/ Schedule Officer (Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Deputy Director	Frontline Officer at the District	• A minimum of a master's degree in Education, Social Sciences, or any	• Where there are no qualified internal applicants, by	• Must have attained the grade	By promotion to the position of District Director/ Schedule Officer (Director II

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable	external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of Deputy Director analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	analogous grade), subject to the following: • Availability of vacancy • A minimum of four (4) years as Frontline Officer at the District • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Public Sector organisation.			Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit,	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the	• Must have attained the grade of Deputy Director analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Head of Unit at the Headquarters/ Schedule Officer (Director II analogous grade) at the Headquarters/ Region/ District/ Frontline Officer at the Region/ Frontline Officer at the District, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	Ghana Education Service Council in collaboration with the Public Services Commission.		score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Assistant Director I	School Improvement Support Officer (i.e. SISO)	• A minimum of a master's in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and	• Must have attained the grade of Assistant Director I • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive	By promotion to the position of Schedule Officer (Deputy Director) at the Headquarters/ Region/ District/ Deputy Head of Unit at the Headquarters/ Head of SHS, subject to the following: • Availability of vacancy

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	years with an average score of 70% and above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (Assistant Director I analogous grade)	• A minimum of a master's in Education, Management,	• Where there are no qualified internal applicants, by	• Must have attained the grade	By promotion to the position of Schedule Officer (Deputy Director

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education	external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of Assistant Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Service or a comparable Public Sector organisation.			
Assistant Director II	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit,	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in	• Must have attained the grade of Assistant Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Procurement or related discipline • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	collaboration with the Public Services Commission.		Education Service Council in collaboration with the Public Services Commission.
Principal Superintendent (PS)	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited	• By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• Must have completed National Service	conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission	3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
				NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent I (SS I)	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	classified as Schedule Officers.	Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.
Senior Superintendent II (SS II)	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom	• By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following: • Must have a satisfactory Staff Performance

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	teachers will be classified as Schedule Officers.	Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.
Assistant Superintendent (AS)	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	• By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		accredited institution • Must have completed National Service	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

4. SENIOR HIGH SCHOOL

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
• Deputy Director • Officer • Principal Infrastructure Planning, Development & Maintenance Officer • Principal Procurement and Supply Chain Management Officer • Principal ICT/ EDTECH Officer • Principal Library Officer	Head of SHS	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be licensed Educator • A minimum of six (6) years progressive working	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Deputy Director • Minimum of 4 years as an Assistant Head of SHS • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position	By promotion to the position Schedule Officer (Director) at Headquarters/Region/ District/ Head of Unit at the Headquarters/ Frontline Officer at the Region/ Frontline Officer at the District, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		experience in the Ghana Education Service or a comparable Public Sector organisation.		• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services
	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by	• Must have attained the grade of Deputy Director analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers	By promotion to the position Schedule Officer (Director II analogous grade) at Headquarters/Region/ District/ Head of Unit at the Headquarters/ Frontline Officer at the Regional/ Frontline Officer at the District, subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	the Ghana Education Service Council in collaboration with the Public Services Commission.		• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
• Assistant Director I	Assistant Headmaster (SHS), Academics	• A minimum of a master's degree in education, Management,	• Where there are no qualified internal applicants, by external	• Must have attained a minimum grade of Assistant Director 1	By promotion to the position of Schedule Officer (Deputy Director) at the Headquarters/

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable	advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Region/ District/ Deputy Unit Head at Headquarters/ School Improvement and Support Officer (i.e. SISO)/ Head of SHS, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		Public Sector organisation.			Ghana Education Service Council in collaboration with the Public Services Commission.
	Assistant Headmaster (SHS), Administration	• A minimum of a master's degree in education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR,	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• Must have attained a minimum grade of Assistant Director 1 analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and	By promotion to the position of Schedule Officer (Deputy Director analogous grade) at the Headquarters/ Region/ District/ Deputy Unit Head at Headquarters, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	Services Commission.	above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Assistant Headmaster (SHS), Domestic	• A minimum of a master's degree in education, Management, Administration, Social Sciences, or any other related disciplines from	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above	• Must have attained a minimum grade of Assistant Director 1 analogous grade • Must have a satisfactory Staff	By promotion to the position of Schedule Officer (Deputy Director analogous grade) at the Headquarters/ Region/ District/ Deputy Unit Head at Headquarters, subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
	Chaplain/Imam/Guidance and counselling Coordinator	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Teaching, Guidance & Counselling • A minimum of three (3) years progressive working experience in	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Assistant Director 1 • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council	By promotion to the position of Schedule Officer (Deputy Director analogous grade) Headquarters/ Region/ District/ / Deputy Unit Head at Headquarters (I.e. Deputy Frontline Officer at Headquarters)/ School Improvement and Support Officer (i.e. SISO)/ Assistant Head of SHS (i.e. Assistant Headmaster), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		the Ghana Education Service or a comparable Public Sector organization		in collaboration with the Public Services Commission.	average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Senior Housemaster/Mistress	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection	• Must have attained a minimum grade of Assistant Director 1 • Minimum of 4 years as a Housemaster/ Mistress • Must have a satisfactory	By promotion to the position of Assistant Headmaster (SHS), subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		• Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Head of Department (SHS)	• A minimum of a master's degree in	• Where there are no qualified internal	• Must have attained a minimum grade	By promotion to the position of Assistant Head of SHS (i.e.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of three (3) years progressive working experience in the Ghana Education Service or a	applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of Assistant Director 1 • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	Assistant Headmaster), subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		comparable Public Sector organisation.		Services Commission.	
	Schedule Officer (Assistant Director 1 analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Assistant Director 1 NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers	By promotion to the position of Deputy Unit Head at Headquarters / Frontline Officer at the Region/ Frontline Officer at the District, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.			• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
• Assistant Director II	Housemaster (SHS)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above	• Must have attained a minimum grade of Assistant Director II • Must have a satisfactory Staff Performance Appraisal Report covering	By promotion to the position of Senior Housemaster, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		• Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration,	• Where there are no qualified internal applicants, by external advertisement	• Must have attained a minimum grade of Assistant Director II	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Accounting, HR, Internal Audit, Procurement • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
• Principal Superintendent (PS)	Teacher (SHS)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • Must have completed	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section.	• Nil	By promotion to the position of Head of Department/ Housemaster/ Mistress, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
		National Service			Ghana Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance	By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
			Services Commission.	Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be	conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry:	In-service Entry:	**Career Progression**
				classified as Schedule Officers.	

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Senior Superintendent I (SS I)	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		covering a period of 3 consecutive years with an average score of 70% and above in the current position.
Senior Superintendent II (SS II)	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS I) analogous grade, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		70% and above in the current position.
Assistant Superintendent (AS)	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		National Service	the Ghana Education Service Council in collaboration with the Public Services Commission.		70% and above in the current position.

5. BASIC SCHOOL

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Assistant Director I	Headteacher of KG/ Primary/ JHS	• A minimum of a master's in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • A minimum of three (3) years of working experience in the Ghana Education Service or a comparable	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Assistant Director I • Minimum of four (4) years as an. Assistant Headteacher of KG/JHS/Primary • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in	By promotion to the position of Deputy Head of Unit at the Headquarters/ Schedule Officer (Deputy Director analogous grade) at the Headquarters/ Region/ District, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		Public Sector organisation.		collaboration with the Public Services Commission.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Assistant Director II	Assistant Headteacher of KG/ Primary/ JHS	• A minimum of a master's in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained a minimum grade of Assistant Director II • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position	By promotion to the position of Headteacher of KG/ JHS/ Primary, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		professional qualification in Education and must be a licensed educator • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Principal Superintendent (PS)	Teacher (Basic School)	• A minimum of a bachelor's in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• By external advertisement based on the qualifications and experience stated under the qualifications	• Nil	By promotion to the position of Assistant Headteacher of KG/ JHS/ Primary, subject to the following: • Availability of vacancy

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		accredited institution • Must possess a recognised professional qualification in Education and must be a licensed educator • Must have completed National Service.	and experience section		• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a master's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview	By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council

PROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
				conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	in collaboration with the Public Services Commission.

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Senior Superintendent I (SS I)	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management,	• Where there are no qualified internal applicants, by external	• Must have attained the grade of Senior Superintendent I (SS I analogous	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	grade) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.
Senior Superintendent II (SS II)	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration,	• Where there are no qualified internal applicants, by external advertisement	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade	By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following:

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.
Assistant Superintendent (AS)	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management,	• By external advertisement based on the qualifications and experience	• Nil NB: All staff without portfolios and who	By promotion to the position of Schedule Officer (SS II analogous grade),

SUBPROFESSIONAL CLASS					
Grades	**Key Teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
		Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	are not classroom teachers will be classified as Schedule Officers.	subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

PART III: POSITIONAL APPOINTMENTS FOR NON-TEACHING CLASS

LIST OF KEY POSITIONS FOR NON-TEACHING STAFF

PROFESSIONAL CLASS		
SN	**Grades/Ranks**	**Key Positions (Non-teaching)**
1.	**Deputy Director General**	Deputy Director General, Management Services
2.	**Director I analogous grade**	Head of Division
		Schedule Officer (Director I analogous grade)
3.	**Director II analogous grade**	Unit Head, Headquarters
		Schedule Officer (Director II analogous grade)
4.	**Deputy Director analogous grade**	Deputy Unit Head, Headquarters
		Frontline Officer at a Region
		Frontline Officer at a District
		Schedule Officer (Deputy Director analogous grade)
5.	**Assistant Director I analogous grade**	Assistant Head of SHS (Administration, Domestic)
		Chaplain /Imam /Guidance and Counselling Coordinator
		Schedule Officer (Assistant Director I analogous grade)
6.	**Assistant Director II analogous grade**	Schedule Officer (Assistant Director II analogous grade)
7.	**Principal Superintendent (PS) analogous grade**	Schedule Officer (PS analogous grade)
SUBPROFESSIONAL CLASS		
1.	**Senior Superintendent I (SS I) analogous grade**	Schedule Officer (SS I analogous grade)
2.	**Senior Superintendent II (SS II) analogous grade**	Schedule Officer (SS II analogous grade)
3.	**Assistant Superintendent (AS) analogous grade**	Schedule Officer (AS analogous grade)

1. HEADQUARTERS POSITIONS

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Deputy Director General	Deputy Director General, Management Services	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline	• Appointed by the President in accordance with the Pre-Tertiary Education Act, 2020 (Act 1049)	• Must have attained the grade of Director I analogous grade • Minimum of four (4) years in the position of Head of Division/ Regional Director/ Schedule Officer (Director I analogous grade) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	• By promotion to the position of Director General, subject to the following: • Availability of vacancy • A minimum of four (4) years in this position i.e. Deputy Director General, Management Services • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		• A minimum of twelve (12) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level		70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	score of 70% and above in this position i.e. Head of Division at the Headquarters Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
Director I analogous grades: • Director, Internal Audit • Director, Human Resource Management	Head of Division at the Headquarters	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related	• Where there are no qualified internal applicants, by external advertisement based on the	• Must have attained the grade of Director I analogous grade • Minimum of four (4) years in the	By promotion to the position of Deputy Director General, Quality and Access/ Management Services, subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
and Development • Director, General Administration • Director, Finance • Director, Infrastructure Planning, Development & Maintenance • Director, Procurement & Supply Chain Management • Director, ICT/ EDTECH		disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable	qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.	position of Head of Unit at the Headquarters/ Deputy Regional Director/ District Director/ Schedule Officer (Director I analogous grade) • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the	• Availability of vacancy • A minimum of four (4) years in this position i.e. Head of Division at the Headquarters • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in this position i.e. Head of Division at the Headquarters • Must pass a selection interview conducted by the Public

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Public Sector organisation of which at least five (5) years must be in a Senior Management level		Public Services Commission in consultation with the Ghana Education Service Council.	Services Commission in consultation with the Ghana Education Service Council.
	Schedule Officer (Director I analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Head of Division at the Headquarters/ Schedule Officer (Director I analogous grade) at the Headquarters/ Region/ District/ Regional Director, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level	• Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.		Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director II analogous grades: • Deputy Director, Internal Audit • Deputy Director, Human Resource Management and Development • Deputy Director, Administration • Deputy Director, Transport • Deputy Director, Records Management • Deputy Director, Public Relations	Head of Unit at the Headquarters	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• Must have attained the grade of Director II analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with	By promotion to the position of Head of Division at the Headquarters/ Schedule Officer (Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Public Services Commission

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Deputy Director, Legal • Deputy Director, Finance • Deputy Director, Infrastructure Planning, Development & Maintenance • Deputy Director, Procurement & Supply Chain Management • Deputy Director, ICT/ EDTECH • Deputy Director, Library		• A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level	Services Commission.	the Public Services Commission.	in consultation with the Ghana Education Service Council.
	Schedule Officer (Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related	• Where there are no qualified internal applicants, by external advertisement based on the	• Must have attained the grade of Director II analogous grade NB: All staff without portfolios and who are not classroom	By promotion to the position of Head of Unit at the Headquarters/ Schedule Officer (Director II analogous grade), subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable	qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	teachers will be classified as Schedule Officers.	• Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Public Sector organisation of which at least four (4) years must be in a Senior Management level			
Deputy Director analogous grades: • Principal Internal Auditor • Principal Human Resource Management and Development Officer	Deputy Unit Head at the Headquarters	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Deputy Director analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	By promotion to the position of Schedule Officer (Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Administrative Officer • Principal Transport Officer • Principal Records Management Officer • Principal Public Relations Officer • Principal Legal Officer • Principal Finance Officer		qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
• Principal Infrastructure Planning, Development &	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Management,	• Where there are no qualified internal applicants, by	• Must have attained the grade of Deputy Director analogous grade	By promotion to the position of Schedule Officer (Deputy Director analogous grade), subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Maintenance Officer • Principal Procurement and Supply Chain Management Officer • Principal ICT/ EDTECH Officer • Principal Library Officer		Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the	external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Ghana Education Service or a comparable Public Sector organisation.			
Assistant Director I analogous grade: • Senior Internal Auditor • Senior Human Resource Management and Development Officer • Senior Administrative Officer	Schedule Officer (Assistant Director I analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection	• Must have attained the grade of Assistant Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Security Officer • Senior Transport Officer • Senior Records Management Officer • Senior Public Relations Officer • Senior Legal Officer • Senior Finance Officer • Senior Infrastructure Planning, Development &		Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Maintenance Officer • Senior Procurement and Supply Chain Management Officer • Senior ICT/ EDTECH Officer • Senior Library Officer • Senior Laboratory Officer • Senior Catering Officer					
Assistant Director II analogous grade:	Schedule Officer (Assistant Director	• A minimum of a master's degree in	• Where there are no qualified	• Must have attained the grade	By promotion to the position of Schedule

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Internal Auditor • Human Resource Management and Development Officer • Administrative Officer • Security Officer • Transport Officer • Records Management Officer • Public Relations Officer • Legal Officer	II analogous grade)	Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of one (1) year of working experience in the	internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	of Assistant Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Finance Officer • Infrastructure Planning, Development & Maintenance Officer • Procurement and Supply Chain Management Officer • ICT/ EDTECH Officer • Library Officer • Laboratory Officer • Catering Officer		Ghana Education Service or a comparable Public Sector organisation.			

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Principal Superintendent analogous grade: • Assistant Internal Auditor • Assistant Human Resource Management and Development Officer • Assistant Administrative Officer • Assistant Security Officer • Assistant Transport Officer	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	•

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Assistant Records Management Officer • Assistant Public Relations Officer • Assistant Legal Officer • Assistant Finance Officer • Assistant Infrastructure Planning, Development & Maintenance Officer • Assistant Procurement and Supply Chain Officer				70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Assistant ICT/ EDTECH Officer • Assistant Library Officer • Assistant Laboratory Officer • Assistant Catering Officer					

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent I (SS I analogous grade: • Chief Internal Audit Assistant	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management,	• Where there are no qualified internal applicants, by external	• Must have attained the grade of Senior Superintendent I	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Chief Administrative Assistant • Chief Security Assistant • Chief Transport Assistant • Chief Records Management Assistant • Chief Finance Assistant • Chief Infrastructure Planning, Development & Maintenance Assistant		Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	(SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
(Principal Workshop Supervisor) • Chief Procurement and Supply Chain Management Assistant • Chief Library Assistant • Chief Laboratory Assistant • Chief Catering Assistant (Senior Domestic Bursar)					

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent II (SS II) analogous grade: • Principal Internal Audit Assistant • Principal Administrative Assistant • Principal Security Assistant • Principal Transport Assistant • Principal Records Management Assistant • Principal Finance Assistant	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Infrastructure Planning, Development & Maintenance Assistant (Workshop Supervisor) • Principal Procurement and Supply Chain Management Assistant • Principal Library Assistant • Principal Laboratory Assistant			Services Commission.		

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Catering Assistant (Domestic Bursar)					
Assistant Superintendent (AS) analogous grade: • Senior Internal Audit Assistant • Senior Administrative Assistant • Senior Security Assistant • Senior Transport Assistant • Senior RM Assistant	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Finance Assistant • Senior FM&M Assistant • Senior P&CM Assistant • Senior Library Assistant • Senior Laboratory Assistant • Senior Catering Assistant (Assistant Domestic Bursar)			in collaboration with the Public Services Commission.		

2. REGIONAL DIRECTORATE

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director I analogous grades: • Director, Internal Audit • Director, Human Resource Management and Development • Director, General Administration • Director, Finance • Director, Infrastructure Planning, Development & Maintenance	Schedule Officer (Director I analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana	• Must have attained the grade of Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Head of Division at the Headquarters/ Regional Director, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Director, Procurement & Supply Chain Management • Director, ICT/ EDTECH		• A minimum of ten (10) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least five (5) years must be in a Senior Management level.	Education Service Council.		• Must pass a selection interview conducted by the Public Services Commission in consultation with the Ghana Education Service Council.
Director II analogous grades: • Deputy Director, Internal Audit • Deputy Director, Human Resource	Schedule Officer (Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related	• Where there are no qualified internal applicants, by external advertisement based on the	• Must have attained the grade of Director II analogous grade NB: All staff without portfolios and who are not classroom teachers	By promotion to the position of Schedule Officer (Director I analogous grade) at the Headquarters/ Region/ District/ Deputy Regional Director, District

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Management and Development • Deputy Director, Administration • Deputy Director, Transport • Deputy Director, Records Management • Deputy Director, Public Relations • Deputy Director, Legal • Deputy Director, Finance • Deputy Director, Infrastructure		disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of eight (8) years progressive working experience in the Ghana Education Service or a comparable	qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	will be classified as Schedule Officers. •	Director, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Planning, Development & Maintenance • Deputy Director, Procurement & Supply Chain Management • Deputy Director, ICT/ EDTECH • Deputy Director, Library		Public Sector organisation of which at least four (4) years must be in a Senior Management level.			
Deputy Director analogous grades: • Principal Internal Auditor • Principal Human Resource Management and	Frontline Officer at the Region	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and	• Must have attained the grade of Deputy Director analogous grade • Must have a satisfactory Staff Performance Appraisal Report	By promotion to the position of Schedule Officer (Director II analogous grade) at the Headquarters/ Region/ District/ Head of Unit at the Headquarters/ Deputy Regional Director/ District

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Development Officer • Principal Administrative Officer • Principal Transport Officer • Principal Records Management Officer • Principal Public Relations Officer • Principal Legal Officer • Principal Finance Officer		accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable	experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Director, subject to the following: • Availability of vacancy • A minimum of four (4) years as Frontline Officer at the Region • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Infrastructure Planning, Development & Maintenance Officer • Principal Procurement and Supply Chain Management Officer • Principal ICT/ EDTECH Officer • Principal Library Officer		Public Sector organisation.			• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Deputy Director analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Director II analogous grade) at the Headquarters/ Region/ District/ Frontline Officer at the Region, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
Assistant Director I analogous grade: • Senior Internal Auditor	Schedule Officer (Assistant Director I	• A minimum of a master's degree in Education, Management,	• Where there are no qualified internal applicants, by	• Must have attained the grade of Assistant Director I analogous grade	By promotion to the position of Schedule Officer (Deputy Director analogous grade) at the

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Human Resource Management and Development Officer • Senior Administrative Officer • Senior Security Officer • Senior Transport Officer • Senior Records Management Officer • Senior Public Relations Officer	analogous grade)	Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the	external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	Headquarters/ Region/ District/ Frontline Officer at the Region, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Legal Officer • Senior Finance Officer • Senior Infrastructure Planning, Development & Maintenance Officer • Senior Procurement and Supply Chain Management Officer • Senior ICT/ EDTECH Officer		Ghana Education Service or a comparable Public Sector organisation.			the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Library Officer • Senior Laboratory Officer • Senior Catering Officer					
Assistant Director II analogous grade: • Internal Auditor • Human Resource Management and Development Officer • Administrative Officer	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained a minimum grade of Assistant Director II NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Security Officer • Transport Officer • Records Management Officer • Public Relations Officer • Legal Officer • Finance Officer • Infrastructure Planning, Development & Maintenance Officer • Procurement and Supply Chain		qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Management Officer • ICT/ EDTECH Officer • Library Officer • Laboratory Officer • Catering Officer					
Principal Superintendent analogous grade: • Assistant Internal Auditor • Assistant Human Resource Management and	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited	• By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Development Officer • Assistant Administrative Officer • Assistant Security Officer • Assistant Transport Officer • Assistant Records Management Officer • Assistant Public Relations Officer • Assistant Legal Officer		• Must have completed National Service	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission	Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Assistant Finance Officer • Assistant Infrastructure Planning, Development & Maintenance Officer • Assistant Procurement and Supply Chain Officer • Assistant ICT/ EDTECH Officer • Assistant Library Officer • Assistant Laboratory Officer				NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Assistant Catering Officer					

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent I (SS I) analogous grades: • Chief Internal Audit Assistant • Chief Administrative Assistant	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Chief Security Assistant • Chief Transport Assistant • Chief Records Management Assistant • Chief Finance Assistant • Chief Infrastructure Planning, Development & Maintenance Assistant (Principal Workshop Supervisor)		• A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Chief Procurement and Supply Chain Management Assistant • Chief Library Assistant • Chief Laboratory Assistant • Chief Catering Assistant (Senior Domestic Bursar)					
Senior Superintendent II (SS II) analogous grades:	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management,	• Where there are no qualified internal applicants, by external	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade	By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following:

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Internal Audit Assistant • Principal Administrative Assistant • Principal Security Assistant • Principal Transport Assistant • Principal Records Management Assistant • Principal Finance Assistant		Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Infrastructure Planning, Development & Maintenance Assistant (Workshop Supervisor) • Principal Procurement and Supply Chain Management Assistant • Principal Library Assistant • Principal Laboratory Assistant					

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Catering Assistant (Domestic Bursar)					
Assistant Superintendent (AS) analogous grades: • Senior Internal Audit Assistant • Senior Administrative Assistant • • Senior Security Assistant • Senior Transport Assistant	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior RM Assistant • Senior Finance Assistant • Senior FM&M Assistant • Senior P&CM Assistant • Senior Library Assistant • Senior Laboratory Assistant • Senior Catering Assistant (Assistant			the Public Services Commission.		

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Domestic Bursar)					

3. METRO, MUNICIPAL & DISTRICT DIRECTORATE

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Director II analogous grades: • Deputy Director, Internal Audit • Deputy Director, Human Resource Management and Development • Deputy Director, Administration • Deputy Director, Transport • Deputy Director,	Schedule Officer (Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of eight (8) years	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Director II analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of District Director/ Schedule Officer (Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Records Management • Deputy Director, Public Relations • Deputy Director, Legal • Deputy Director, Finance • Deputy Director, Infrastructure Planning, Development & Maintenance • Deputy Director, Procurement &		progressive working experience in the Ghana Education Service or a comparable Public Sector organisation of which at least four (4) years must be in a Senior Management level.			the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Supply Chain Management • Deputy Director, ICT/ EDTECH • Deputy Director, Library					
Deputy Director analogous grades: • Principal Internal Auditor • Principal Human Resource Management and Development Officer	Frontline Officer at the District	• A minimum of a master's degree in Education, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section	• Must have attained the grade of Deputy Director analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of	By promotion to the position of District Director/ Schedule Officer (Director II analogous grade), subject to the following: • Availability of vacancy • A minimum of four (4) years as Frontline Officer at the District

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Administrative Officer • Principal Transport Officer • Principal Records Management Officer • Principal Public Relations Officer • Principal Legal Officer		Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
• Principal Finance Officer • Principal Infrastructure	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Social Sciences, or any	• Where there are no qualified internal applicants, by	• Must have attained the grade of Deputy Director analogous grade	By promotion to the position of Head of Unit at the Headquarters/ Schedule Officer (Director II analogous

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Planning, Development & Maintenance Officer • Principal Procurement and Supply Chain Management Officer • Principal ICT/ EDTECH Officer • Principal Library Officer • Principal Catering Officer		other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years progressive working experience in the Ghana Education Service or a comparable	external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	grade) at the Headquarters/ Region/ District/ Frontline Officer at the Region/ Frontline Officer at the District, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
		Public Sector organisation.			the Public Services Commission.
Assistant Director I analogous grade: • Senior Internal Auditor • Senior Human Resource Management and Development Officer • Senior Administrative Officer • Senior Security Officer • Senior Transport Officer	Schedule Officer (Assistant Director I analogous grade)	• A minimum of a master's in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with	• Must have attained the grade of Assistant Director I analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (Deputy Director analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Records Management Officer • Senior Public Relations Officer • Senior Legal Officer • Senior Finance Officer • Senior Infrastructure Planning, Development & Maintenance Officer • Senior Procurement and Supply		• A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	the Public Services Commission.		collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Chain Management Officer • Senior ICT/ EDTECH Officer • Senior Library Officer • Senior Laboratory Officer • Senior Catering Officer					
Assistant Director II analogous grade: • Internal Auditor • Human Resource	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's in Education, Management, Administration, Social Sciences, or any other related	• Where there are no qualified internal applicants, by external advertisement based on the	• Must have attained the grade of Assistant Director II analogous grade NB: All staff without portfolios and who are	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Management and Development Officer • Administrative Officer • Security Officer • Transport Officer • Records Management Officer • Public Relations Officer • Legal Officer • Finance Officer		disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	not classroom teachers will be classified as Schedule Officers.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Infrastructure Planning, Development & Maintenance Officer • Procurement and Supply Chain Management Officer • ICT/ EDTECH Officer • Library Officer • Laboratory Officer • Catering Officer					

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Principal Superintendent analogous grade: • Assistant Internal Auditor • Assistant Human Resource Management and Development Officer • Assistant Administrative Officer • Assistant Security Officer • Assistant Transport Officer	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position	• By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Assistant Records Management Officer • Assistant Public Relations Officer • Assistant Legal Officer • Assistant Finance Officer • Assistant Infrastructure Planning, Development & Maintenance Officer • Assistant Procurement				• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
and Supply Chain Officer • Assistant ICT/ EDTECH Officer • Assistant Library Officer • Assistant Laboratory Officer • Assistant Catering Officer					

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
Senior Superintendent I (SS I) analogous grades: • Chief Internal Audit Assistant • Chief Administrative Assistant • Chief Security Assistant • Chief Transport Assistant • Chief Records Management Assistant • Chief Finance Assistant	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Chief Infrastructure Planning, Development & Maintenance Assistant (Principal Workshop Supervisor) • Chief Procurement and Supply Chain Management Assistant • Chief Library Assistant • Chief Laboratory Assistant			Services Commission.		

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Chief Catering Assistant (Senior Domestic Bursar)					
Senior Superintendent II (SS II) analogous grades: • Principal Internal Audit Assistant • Principal Administrative Assistant • Principal Security Assistant	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	• By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Principal Transport Assistant • Principal Records Management Assistant • Principal Finance Assistant • Principal Infrastructure Planning, Development & Maintenance Assistant (Workshop Supervisor) • Principal Procurement		Ghana Education Service or a comparable Public Sector organisation.	conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.		

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
and Supply Chain Management Assistant • Principal Library Assistant • Principal Laboratory Assistant • Principal Catering Assistant (Domestic Bursar)					
Assistant Superintendent (AS) analogous grades:	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration,	• By external advertisement based on the qualifications and experience stated under the	• Nil NB: All staff without portfolios and who are not classroom teachers will be	• By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following:

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Internal Audit Assistant • Senior Administrative Assistant • Senior Security Assistant • Senior Transport Assistant • Senior RM Assistant • Senior Finance Assistant • Senior FM&M Assistant • Senior P&CM Assistant		Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	classified as Schedule Officers.	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Non-teaching Key Positions**	**Qualifications and Experience**	Direct entry	In-service entry	**Career Progression**
• Senior Library Assistant • Senior Laboratory Assistant • Senior Catering Assistant (Assistant Domestic Bursar)					

4. SENIOR HIGH SCHOOL

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
Deputy Director analogous grades: • Principal Internal Auditor • Principal Human Resource Management and Development Officer • Principal Administrative Officer • Principal Transport Officer • Principal Records Management Officer	Schedule Officer (Deputy Director analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of six (6) years	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Deputy Director analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers	By promotion to the position Schedule Officer (Director II analogous grade) at Headquarters/Region/ District/ Head of Unit at the Headquarters/ Frontline Officer at the Regional/ Frontline Officer at the District, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Principal Public Relations Officer • Principal Legal Officer • Principal Finance Officer • Principal Infrastructure Planning, Development & Maintenance Officer • Principal Procurement and Supply Chain Management Officer		progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	•		• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Principal ICT/ EDTECH Officer • Principal Library Officer					
Assistant Director I analogous grade: • Senior Internal Auditor • Senior Human Resource Management and Development Officer • Senior Administrative Officer • Senior Security Officer	Assistant Headmaster (SHS), Administration	• A minimum of a master's degree in education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit,	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• Must have attained a minimum grade of Assistant Director 1 analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position	By promotion to the position of Schedule Officer (Deputy Director analogous grade) at the Headquarters/ Region/ District/ Deputy Unit Head at Headquarters, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Senior Transport Officer • Senior Records Management Officer • Senior Public Relations Officer • Senior Legal Officer • Senior Finance Officer • Senior Infrastructure Planning, Development & Maintenance Officer		Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	Services Commission.	• Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Senior Procurement and Supply Chain Management Officer • Senior ICT/ EDTECH Officer • Senior Library Officer • Senior Laboratory Officer • Senior Catering Officer •					
	Assistant Headmaster (SHS), Domestic	• A minimum of a master's degree in education, Management,	• Where there are no qualified internal applicants, by external	• Must have attained a minimum grade of Assistant Director 1	By promotion to the position of Schedule Officer (Deputy Director analogous grade) at the

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
		Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education	advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	analogous grade • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	Headquarters/ Region/ District/ Deputy Unit Head at Headquarters, subject to the following: • Availability of vacancy • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
		Service or a comparable Public Sector organisation.		Services Commission.	collaboration with the Public Services Commission.
	Chaplain/Imam/Guidance and counselling Coordinator	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Teaching, Guidance & Counselling	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Assistant Director 1 • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview	By promotion to the position of Schedule Officer (Deputy Director analogous grade) Headquarters/ Region/ District/ / Deputy Unit Head at Headquarters (I.e. Deputy Frontline Officer at Headquarters)/ School Improvement and Support Officer (i.e. SISO)/ Assistant Head of SHS (i.e. Assistant Headmaster), subject to the following: • Must have a satisfactory Staff Performance

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
		• A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organization		conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.
	Schedule Officer (Assistant Director 1 analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related	• Where there are no qualified internal applicants, by external advertisement based on the qualifications	• Must have attained a minimum grade of Assistant Director 1 NB: All staff without portfolios and	By promotion to the position of Deputy Unit Head at Headquarters / Frontline Officer at the Region/ Frontline Officer at the District, subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
		disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	who are not classroom teachers will be classified as Schedule Officers	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
Assistant Director II analogous grade: • Internal Auditor • Human Resource Management and Development Officer • Administrative Officer • Security Officer • Transport Officer • Records Management Officer	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Accounting, HR, Internal Audit, Procurement • A minimum of one (1) year of working	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Assistant Director II NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Public Relations Officer • Legal Officer • Finance Officer • Infrastructure Planning, Development & Maintenance Officer • Procurement and Supply Chain Management Officer • ICT/ EDTECH Officer • Library Officer		experience in the Ghana Education Service or a comparable Public Sector organisation.			the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Laboratory Officer • Catering Officer •					
Principal Superintendent analogous grade: • Assistant Internal Auditor • Assistant Human Resource Management and Development Officer • Assistant Administrative Officer	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff	By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
• Assistant Security Officer • Assistant Transport Officer • Assistant Records Management Officer • Assistant Public Relations Officer • Assistant Legal Officer • Assistant Finance Officer • Assistant Infrastructure Planning, Development &			Services Commission.	Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be	Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	**Direct Entry:**	**In-service Entry:**	**Career Progression**
Maintenance Officer • Assistant Procurement and Supply Chain Officer • Assistant ICT/ EDTECH Officer • Assistant Library Officer • Assistant Laboratory Officer • Assistant Catering Officer				classified as Schedule Officers. •	

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Senior Superintendent I (SS I) analogous grades: • Chief Internal Audit Assistant • Chief Administrative Assistant • Chief Security Assistant • Chief Transport Assistant • Chief Records Management Assistant • Chief Finance Assistant • Chief Infrastructure Planning,	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Senior Superintendent I (SS I) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Development & Maintenance Assistant (Principal Workshop Supervisor) • Chief Procurement and Supply Chain Management Assistant • Chief Library Assistant • Chief Laboratory Assistant • Chief Catering Assistant (Senior Domestic Bursar)					
Senior Superintendent II (SS	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND)	• Where there are no qualified internal	• Must have attained the grade of Senior	By promotion to the position of Schedule Officer (SS I)

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
II) analogous grades: • Principal Internal Audit Assistant • Principal Administrative Assistant • Principal Security Assistant • Principal Transport Assistant • Principal Records Management Assistant • Principal Finance Assistant • Principal Infrastructure Planning,		in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	analogous grade, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Development & Maintenance Assistant (Workshop Supervisor) • Principal Procurement and Supply Chain Management Assistant • Principal Library Assistant • Principal Laboratory Assistant • Principal Catering Assistant (Domestic Bursar)					

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Assistant Superintendent (AS) analogous grades: • Senior Internal Audit Assistant • Senior Administrative Assistant • Senior Security Assistant • Senior Transport Assistant • Senior RM Assistant • Senior Finance Assistant • Senior FM&M Assistant • Senior P&CM Assistant	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Senior Library Assistant • Senior Laboratory Assistant • Senior Catering Assistant (Assistant Domestic Bursar)					

5. BASIC SCHOOL

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Assistant Director I analogous grade: • Senior Internal Auditor • Senior Human Resource Management and Development Officer • Senior Administrative Officer • Senior Security Officer • Senior Transport Officer	Schedule Officer (Assistant Director 1 analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Education, Accounting, HR, Internal Audit, Procurement or related discipline • A minimum of three (3) years progressive working experience in the	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained a minimum grade of Assistant Director 1 NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers	By promotion to the position of Deputy Unit Head at Headquarters / Frontline Officer at the Region/ Frontline Officer at the District, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Senior Records Management Officer • Senior Public Relations Officer • Senior Legal Officer • Senior Finance Officer • Senior Infrastructure Planning, Development & Maintenance Officer • Senior Procurement and Supply		Ghana Education Service or a comparable Public Sector organisation.			the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Chain Management Officer • Senior ICT/ EDTECH Officer • Senior Library Officer • Senior Laboratory Officer • Senior Catering Officer					
Assistant Director II analogous grade: • Internal Auditor	Schedule Officer (Assistant Director II analogous grade)	• A minimum of a master's degree in Education, Management, Administration, Social Sciences, or any other related	• Where there are no qualified internal applicants, by external advertisement based on the	• Must have attained a minimum grade of Assistant Director II • NB: All staff without portfolios and who	By promotion to the position of Schedule Officer (Assistant Director I analogous grade), subject to the following:

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Human Resource Management and Development Officer • Administrative Officer • Security Officer • Transport Officer • Records Management Officer • Public Relations Officer • Legal Officer		disciplines from an accredited institution • Must possess a recognised professional qualification in relevant areas e.g. Accounting, HR, Internal Audit, Procurement • A minimum of one (1) year of working experience in the Ghana Education Service or a comparable Public Sector organisation.	qualifications and experience stated above • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	are not classroom teachers will be classified as Schedule Officers	• Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Finance Officer • Infrastructure Planning, Development & Maintenance Officer • Procurement and Supply Chain Management Officer • ICT/ EDTECH Officer • Library Officer • Laboratory Officer • Catering Officer					

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Principal Superintendent analogous grade: • Assistant Internal Auditor • Assistant Human Resource Management and Development Officer • Assistant Administrative Officer • Assistant Security Officer • Assistant Transport Officer	Schedule Officer (PS analogous grade)	• A minimum of a bachelor's degree in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• By conversion/ upgrading of a staff on the grade of Senior Superintendent I analogous grade, who acquires a master's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position • Must pass a selection interview	By promotion to the position of Schedule Officer (Assistant Director II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Assistant Records Management Officer • Assistant Public Relations Officer • Assistant Legal Officer • Assistant Finance Officer • Assistant Infrastructure Planning, Development & Maintenance Officer				conducted by the Ghana Education Service Council in collaboration with the Public Services Commission NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	the Public Services Commission.

PROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Assistant Procurement and Supply Chain Officer • Assistant ICT/ EDTECH Officer • Assistant Library Officer • Assistant Laboratory Officer • Assistant Catering Officer					

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Senior Superintendent I (SS I) analogous grades: • Chief Internal Audit Assistant • Chief Administrative Assistant • Chief Security Assistant • Chief Transport Assistant • Chief Records Management Assistant • Chief Finance Assistant • Chief Infrastructure Planning,	Schedule Officer (SS I analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Senior Superintendent I (SS I analogous grade) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By conversion/ upgrading to the grade of Principal Superintendent (PS) analogous grade upon acquiring a bachelor's degree in relevant discipline from an accredited institution, subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Development & Maintenance Assistant (Principal Workshop Supervisor) • Chief Procurement and Supply Chain Management Assistant • Chief Library Assistant • Chief Laboratory Assistant • Chief Catering Assistant (Senior Domestic Bursar)					

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
Senior Superintendent II (SS II) analogous grades: • Principal Internal Audit Assistant • Principal Administrative Assistant • Principal Security Assistant • Principal Transport Assistant • Principal Records Management Assistant	Schedule Officer (SS II analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • A minimum of three (3) years progressive working experience in the Ghana Education Service or a comparable Public Sector organisation.	• Where there are no qualified internal applicants, by external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Must have attained the grade of Senior Superintendent II (SS II) analogous grade NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS I analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Principal Finance Assistant • Principal Infrastructure Planning, Development & Maintenance Assistant (Workshop Supervisor) • Principal Procurement and Supply Chain Management Assistant • Principal Library Assistant • Principal Laboratory Assistant					

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Principal Catering Assistant (Domestic Bursar)					
Assistant Superintendent (AS) analogous grades: • Senior Internal Audit Assistant • Senior Administrative Assistant • Senior Security Assistant • Senior Transport Assistant • Senior RM Assistant	Schedule Officer (AS analogous grade)	• A minimum of a Higher National Diploma (HND) in Education, Management, Administration, Social Sciences, or any other related disciplines from an accredited institution • Must have completed National Service	• By external advertisement based on the qualifications and experience stated under the qualifications and experience section • Must pass a selection interview conducted by the Ghana Education Service Council in collaboration with the Public Services Commission.	• Nil NB: All staff without portfolios and who are not classroom teachers will be classified as Schedule Officers.	By promotion to the position of Schedule Officer (SS II analogous grade), subject to the following: • Must have a satisfactory Staff Performance Appraisal Report covering a period of 3 consecutive years with an average score of 70% and above in the current position.

SUBPROFESSIONAL CLASS					
Grades	**Key Non-teaching Positions**	**Qualifications and Experience**	Direct Entry	In-service Entry	**Career Progression**
• Senior Finance Assistant • Senior FM&M Assistant • Senior P&CM Assistant • Senior Library Assistant • Senior Laboratory Assistant • Senior Catering Assistant (Assistant Domestic Bursar)					

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