

BASIC EDUCATION DIVISION

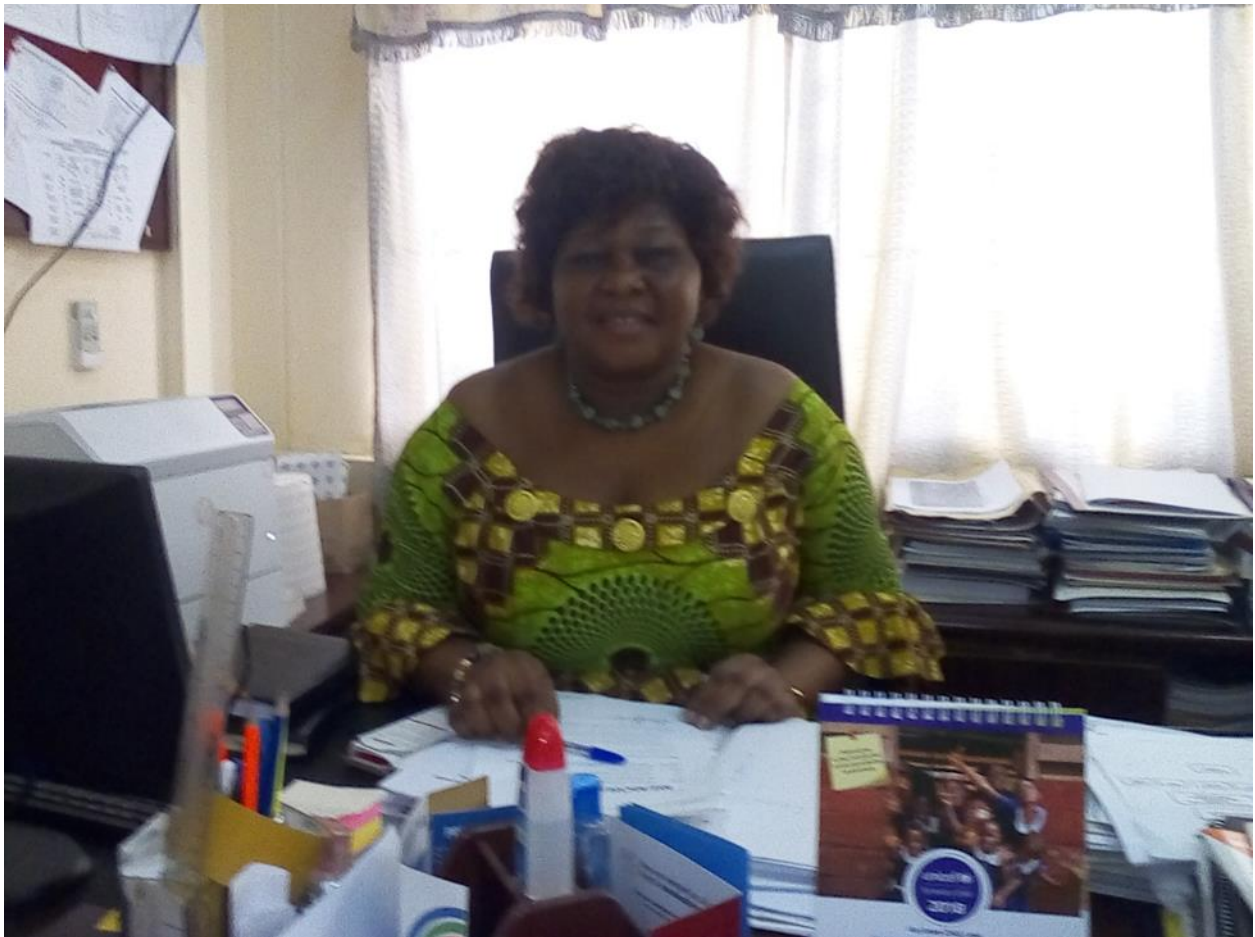
As one of the Divisions at the GES Headquarters, the Basic Education Division has the main section and three other units: Early Childhood Education Unit (ECE), Private Schools Unit and the Girls' Education Unit (GEU).

MISSION

The Division is to ensure effective and efficient delivery of basic education in the country.

VISION

The Division envisages a country where all children of school-going age have access to quality basic education and complete irrespective of: gender, geographical location, socio-economic status of parents, physical and psychological conditions.



Mrs. Margaret Okai, Ag. Director, Basic Education Division

ROLE OF THE DIVISION

Generally, the Division performs the following roles:

- Ensure the supply and distribution of essential teaching and learning materials to schools.
- Keep accurate data of basic schools, both public and private, in the country.
- Submit regular reports on basic education delivery to the Director General.
- Enhance the capacity of districts to support head teachers, SMC/PTA and DEOCs to promote effective and efficient delivery of basic education.
- Oversee the implementation of policy guidelines for all basic schools in collaboration with relevant authorities.
- Supervise the activities of civil society and non-governmental organizations in basic schools.
- Propose basic school academic calendar for approval by the Director General.
- Liaise with West African Examination Council (WAEC) in the administration, conduct, and monitoring of the Basic Education Certification Examination (BECE).
- Collate and analyse, BECE results nationwide and submit report to the Director General.
- Process and make recommendations for approval for the opening and absorption of newly established Junior High Schools.
- Facilitate the conduct of national and international competitions for pupils in basic schools.
- Collaborate with the Physical Education (PE) Unit to organize national celebrations for basic schools e.g. Independence Anniversary and President's Independence Day Awards.
- Make recommendations to the Director General on the formulation and development of basic education policies and guidelines.
- Undertake periodic monitoring and evaluation of interventions to improve basic education delivery in the country.

SPECIFIC ROLES OF THE UNITS UNDER THE DIVISION

a. Early Childhood Education(ECE) Unit

The Unit is headed by a Director II. It oversees kindergarten education in the country and supports the Department of Children to oversee pre-school education (0 – 3 year olds).

It:

- Provides periodic support for ECE providers to promote efficient and effective delivery of Early Childhood Education.
- Develops and reviews national policy on Early Childhood Education.
- Recommends for approval the establishment of kindergartens.
- Undertakes periodic inspection of kindergartens.
- Enhances the capacity of Early Childhood Coordinators in the regions and districts to improve supervision.
- Liaises with Development Partners, NGOs and other ECE providers to improve Early Childhood Education in the country.
- Develops strategies and programmes to enhance Early Childhood Education delivery in the country.

b. Private Schools Unit:

The Unit is headed by a Deputy Director.

It ;

- Collaborates with the Secondary and Technical/Vocational divisions to oversee private education delivery at the pre-tertiary level.
- Coordinates activities of private schools (Basic, Senior Secondary and Technical/Vocational Institutes, including, Computer Training Schools and Professional Institutes) across the country.
- Considers requests for approval to run private school/institution and submit recommendations to the Director General.
- Prepares and updates annually, a national register of private schools in their various categories.
- Supervises and supports private schools to improve on their delivery.
- Liaises with Supplies & Logistics Division for supply of syllabuses and textbooks to private schools.
- Keeps data on all private schools in the country.
- Enhances the capacity of private schools coordination to improve supervision.

- Undertakes periodic inspection of private schools in collaboration with district and regional private school coordinators.
- Advises and explains government's policies on private education to proprietors/proprietresses of private schools
- Submits regular reports through the Divisional Director to the Director General.

c. Girls Education Unit (GEU):



Mrs. Catherine Mikadu, Director, Girls Education Unit

The Unit is headed by a Director II. It:

- Collaborates with the Secondary and Technical/Vocational Education Divisions to oversee the education of the girl child at all levels of pre-tertiary education – Basic, Secondary including Technical/Vocational Institutions.
- Develops strategies to enhance enrolment, participation, retention, transition and learning outcomes of girls in basic and secondary schools.

- Collaborates with partners to research and disseminate findings and recommendations to appropriate agencies on girls' education.
- Collaborates with Development Partners and NGOs to promote girls education in the country.
- Keeps data on girls education in the country.
- Oversees the development and empowerment of girls through the introduction of interventions in schools.
- Develops strategies to monitor and protect girls in schools.
- Enhances the capacity of Girls' Education Officers in the regions and districts to promote girls education.
- Submits regular reports on girls' education through the Divisional Director to the Director General.

NAMES AND ROLES OF STAFF AT THE DIVISION

The Division is headed by Mrs. Margaret Okai, in an acting capacity as the Divisional Director with oversight responsibility for the Early Childhood Education Unit. She is responsible for the routine management and administration of the Division. She provides leadership in the formulation and implementation of policies relating to Early Childhood and Basic Education. She co-ordinates and monitors all activities of the Division including the units.

Other staff members are:

1. **Mr. Samuel Ntow:** Provides leadership for enhancing private schooling in the country. He is also the contact person for the management component of the Learning Project and the Complementary Basic Education (CBE) Programme. He builds capacity of CBE trainers across 14 districts & monitors their activities.
2. **Mr. Fred Birikorang:** In-charge of backstopping on service delivery and also UNICEF support interventions. He is also in charge of the JICA support interventions to improve SPIP and ADEOP implementation and responsible for the SRC (mSRC) programme.
3. **Mr. Issah Baffoe:** In-charge of new opening and absorption of basic schools. Member GES/MoE Research Team. Provides support to Private Schools Unit, CBE & Learning

activities. Coordinates activities of Dream Oval Foundation. Compiles Divisional reports and serves as Director's speech writer.

4. Mr. Fakor Disu: In-charge of Awareness Creation & Enhancing Enrolment Linkages and also the programme officer for Communication for Development (C4D) strategy. Member of GES/MoE Research Team. Provides support as a resource person at training workshops. Compiles divisional reports and serves as Director's speech writer.

5. Mr. Richard Ayitey: He is In-charge of Basic Education Certificate Examination & Community Participation. Member GES/MoE Research Team. Also in-charge of NGOs and Child Labour in collaboration with ILO. Member, National Child Protection Advisory Committee.

6. Ms. Hannah Adutwumwaa Owusua: She coordinates ECE activities at all levels. Writes proposals, collates reports on ECE activities.

7. Ms. Nana Yaa A. Kuffuor Duah: She supports in implementation of ECE activities. Writes proposals and reports on ECE activities. She provides assistance to the various units.

8. Akpene Ama Ashong (Secretary): Receives & registers mails & internal memoranda for the Director. Types official letters for the Division. Liaises between Director & schedule officers regarding correspondence referred to the latter. Dispatches correspondence to clients.

Girls' Education Unit

1. Mrs. Catherine A.N. Mikadu: Has oversight responsibility of the Unit. Implements government's policies on girls' education. Builds capacity of district and regional Girls Education Officers. Coordinates all activities of girls' education in the country. Mobilizes support for the Unit. Monitors & evaluates girls' education activities.

2. George Kusi Appiah: Data base Manager. Liaises with NCTE, EMIS & DFID. Coordinates, monitors & compiles reports of district level activities in the Upper West Region. Prepares budget and proposals for the Unit during training sessions and seminars.

3. Mary Helena Hammond: Coordinates, monitors & evaluates regional & district level activities in the Western region. Liaises with WFP, Plan Ghana, NTC & NaCCA. Compiles annual report for the unit. Additional responsibility, in-charge of

Sports/Presidential Awards & My First Day at School and disseminates policies on girls education.

4. **Faustina Graham:** Coordinates & compiles reports of district level activities in the Eastern & Brong Ahafo regions. Liaises with CAMFED, NFED, WUSC & Logistics Unit. Supports the database manager. Skims the dailies for information on girls for the attention of HOU. Organizes workshops & seminars.
5. **Juliana Matina Awuni:** Responsible for the dissemination & implementation of all research undertaken by or for the Unit. Liaises with UNICEF, FAWE, GNECC & Guidance & Counselling Unit. Coordinates, monitors & evaluates regional & district level activities in the Volta & Ashanti regions. Writes proposals & reports for the Unit. Organizes workshops & seminars.
6. **Philomena P. Buckman:** Coordinates, monitors & compiles reports of district level activities in the Central & Northern regions. Liaises with Ministry of Gender, Children & Social Protection, Secondary Education Division, NaCCA & Technical Education Division. Coordinates scholarship programmes & in-charge of newspaper cuttings. Writes proposal for projects.
7. **Elizabeth A. Kunutsor (Secretary):** Receives & registers mails & internal memoranda for the HOU. Types official letters for the Unit. Liaises between HOU & schedule officers regarding correspondence referred to the latter. Dispatches correspondence to clients.

RECENT PROGRAMMES ORGANIZED

- i) **Training:** With support from UNICEF, the division trained 120 DEO staff on development and implementation of C4D plans on right age enrolment, retention and completion. Consequently, 4,400 persons from 9 collaborative agencies have been sensitized and 600 communities mobilized with information on right age enrolment, retention and completion.



Figure 1: A cross section of participants at the C4D implementation workshop in Kumasi.

- ii) **Training:** Trained 38 DEO staff from 14 non-UNICEF districts on KG Assessment Tools & Communication for Development (C4D) Strategy.



Figure 2: Mrs. Margaret Okai, the Ag. Director, Basic Education Division (with left hand raised), welcoming participants to the workshop on KG Assessment Tools and the Communication for Development (C4D) Strategy in Accra.



Figure 3: A cross section of participants at the KG Assessment Tools and Communication for Development (C4D) Strategy workshop in Accra.

- iii) **KG Teachers' Manual and Minimum Guidelines:** The division distributed 14,418 Teachers' Manual, 15,394 Minimum KG guidelines & 55,336 Pupils' Progressive Achievement Report 1&2 booklets to all 216 districts. GES HQs & UNICEF also received 500 copies of these documents.
- iv) **Monitoring:** The division monitored forty basic schools in 20 focus districts across seven regions.
- v) **Education Evidence Summit:** In collaboration with IPA, the division successfully organized the maiden edition of Education Evidence Summit in March, 2017. In all, 301 participants attended. One hundred and eighty-one (181) officers from MOE/GES and one hundred and twenty (120) persons from other organizations participated in the summit.

- vi) **ToT for Teachers:** With support from Dream Oval Foundation, the division organized ToT for 977 basic school teachers in Accra and Kumasi in basic ICT skills. Specifically, the teachers were equipped with skills in writing basic computer codes so that they in turn will introduce their pupils to the digital world.