

GHANA EDUCATION SERVICE

In case of reply the number and date of this letter should be quoted



HEADQUARTERS
Ministry Branch Post Office
P.O. Box M. 45
ACCRA

Ref. No. GES/HQ/HR/NT PROMO/21/01

REPUBLIC of GHANA

19th March, 2021

APPLICATION FOR PROMOTION INTERVIEW FOR UPPER GRADE NON-TEACHING STAFF IN THE GHANA EDUCATION SERVICE

Applications are invited from suitably qualified serving non-teaching staff for consideration for promotion to the grade of:

Accounting Class

- a) Chief Accountant II
- b) Deputy Chief Accountant I & II
- c) Principal Accountant

Internal Audit Class

- a) Chief Internal Auditor II
- b) Deputy Chief Internal Auditor I & II
- c) Principal Internal Auditor

Administrative Class

- a) Chief Administrative Officer II
- b) Deputy Chief Administrative Officer I & II
- c) Principal Administrative Officer

Catering Class

- a) Chief Domestic Bursar
- b) Deputy Chief Domestic Bursar
- c) Principal Domestic Bursar

Technical Class

- a) Chief Technical Officer
- b) Deputy Chief Technical Officer
- c) Principal Chief Technical Officer

Librarian Class

- a) Chief Librarian
- b) Deputy Chief Librarian
- c) Principal Librarian

Supply Class

- a) Chief Supply Officer
- b) Deputy Chief Supply Officer
- c) Principal Supply Officer

Laboratory Technician Class

- a) Chief Laboratory Technician
- b) Deputy Chief Laboratory Technician

Secretarial Class

- a) Principal Private Secretary

QUALIFICATION

An applicant should have been promoted to any of the above mentioned grade on or before **1st September, 2016** and should have been continuously at post since that date (except for periods of approved absence), and must have very satisfactory work history with good conduct in the Ghana Education Service.

Officers with Master's Degree and PHD

- a) Masters /PHD program should be on the approved GES course of study.
- b) The Masters/PHD certificate should not have been obtained before the previous promotion.
- c) Applicants should have been on the present rank/grade for two (2) clear years.

MODE OF APPLICATION

- I. Each applicant should complete a copy of **APPLICATION FORM**. A recent passport size photograph must be affixed to the application form.
- II. An applicant's form must be supported by **all Previous Promotion Letters and Certificates**.
- III. The completed application form should be uploaded on the website **NOT LATER THAN 30TH APRIL, 2021**.

PROCESSING OF APPLICATION

1. Please arrange to bring this advertisement to the notice of all eligible Officers promptly to enable them meet the **DEADLINE** indicated above. Only shortlisted applicants shall be invited for interview.

Note: The application forms should be accessed on (www.gespromotions.gov.gh).

Please ensure that you complete the declaration part xi as proof of your identity.

Thank you

A blue ink signature is written over a rectangular blue official stamp. The stamp contains the following text: "DIRECTOR, HRMD", "GHANA EDUCATION SERVICE (HQ)", and "P. O. BOX M 45, ACCRA".

ADJOA VAN VICKER (MRS)
DIRECTOR, HRMD
FOR: DIRECTOR-GENERAL