



Ghana Education  
Service (GES)

## PROCESS FOR INTRA DISTRICT REPOSTING FOR 2021/2022 ACADEMIC YEAR

### Step 1

- All **Heads of schools** must declare their vacancies to their District Directors.
- All **District Directors** should forward vacancies received from the schools to their Regional Directors.
- **Regional Directors** should forward vacancies received from the Districts to the **Director HR, GES Headquarters**.

### Step 2

An **Applicant** writes to the **District Director** and attaches his/her current payslip, personal record form, certificates, bank clearance, etc. indicating his/her willingness to move from his/her current school to **another school within the District**.

### Step 3

The **District Director** issues an **assurance letter** or otherwise to applicant.

### Note:

A teacher seeking Inter Regional reposting can only be released by the Regional Director after the Director-General has given final approval to the applicant.

**ALL APPROVED REPOSTINGS TAKE EFFECT FROM THE BEGINNING OF THE ACADEMIC YEAR ie: JANUARY 2022**

\*HRMD, HQ



15<sup>th</sup> July 2021



## PROCESS FOR INTER DISTRICT REPOSTING FOR 2021/2022 ACADEMIC YEAR

### **Step 1**

- All **Heads of schools** must declare their vacancies to their District Directors.
- All **District Directors** should forward vacancies received from the schools to their Regional Directors.
- **Regional Directors** should forward vacancies received from the Districts to the **Director HR, GES Headquarters**.

### **Step 2**

An Applicant seeks for **Assurance** from the District of Choice where vacancies exist.

### **Step 3**

The receiving **District Director issues an assurance letter** or otherwise to applicant

### **Step 4**

- After securing the assurance letter, the applicant then applies for **Reposting** from his/her **current District**.
- **The District Director** forwards the application letter and inter-regional reposting form (as well as all necessary documents, Eg. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc) with a covering letter to the Regional Director for final approval.

### **Step 5**

After the approval by the Regional Director, the current **District Director releases the applicant to complete the reposting process.**

### **Note:**

**A teacher seeking Inter Regional reposting can only be released by the Regional Director after the Director-General has given final approval to the applicant.**

**ALL APPROVED REPOSTINGS TAKE EFFECT FROM THE BEGINNING OF THE ACADEMIC YEAR ie: JANUARY 2022**

\*HRMD, HQ



15<sup>th</sup> July 2021





## PROCESS FOR INTER REGIONAL REPOSTING FOR 2021/2022 ACADEMIC YEAR

### **Step 1**

- All **Heads of schools** must declare their vacancies to their District Directors.
- All **District Directors** should forward vacancies received from the schools to their Regional Directors.
- **Regional Directors** should forward vacancies received from the Districts to the **Director HR, GES Headquarters**.

### **Step 2**

An Applicant seeks for **Assurance** from their Region of choice **through the District/Municipal/Metro Directors of Education**.

### **Step 3**

**Regional Director issues an assurance letter** or otherwise to applicant.

### **Step 4**

- After securing the assurance letter, the applicant then applies for **Reposting** from his/her **current District**.
- **The District Director** forwards the application letter and inter-regional reposting form (as well as all necessary documents, Eg. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc) with a covering letter to the **Regional Director**.
- **The Regional Director** forwards all approved documents and a covering letter to the **Director General for final approval**.

### **Step 5**

After the Director-General's approval is given, the **Regional Director** issues a **release letter** to the applicant to complete the **reposting process**.

### **Note:**

**A teacher seeking Inter Regional reposting can only be released by the Regional Director after the Director-General has given final approval to the applicant.**

**ALL APPROVED REPOSTINGS TAKE EFFECT FROM THE BEGINNING OF THE ACADEMIC YEAR ie: JANUARY 2022**

\*HRMD, HQ

