

# GHANA EDUCATION SERVICE

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



REPUBLIC of GHANA

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

Ref. No. GES/HQ/HRMD/SEC/22/016

12th September 2022

## ALL REGIONAL DIRECTORS OF EDUCATION

### APPLICATION FOR PROMOTION FOR TEACHING AND NON TEACHING

Management of Ghana Education Service (GES) floats the attached advertisement for applications for promotion to the grades listed in the advert for both Teaching and Non-Teaching Staff within the Ghana Education Service.

Please arrange to bring this advertisement to the notice of all eligible Officers/Teachers for the various ranks to apply on ([www.gespromotions.gov.gh](http://www.gespromotions.gov.gh)) **NOT LATER THAN 14<sup>th</sup> October 2022.**

Kindly inform the applicant that only completed application forms accessed and uploaded on the website will be considered. Failure to comply will result in outright disqualification.

Thank you.

Signature.....  
Dir. HRMD

**ANGELA FRIMPOMAA NKANSAH (MS)**  
**AG. DIRECTOR, HRMD**  
**For: DIRECTOR - GENERAL**

Cc: Chairman, GES Council, Accra  
The Deputy Director-General (MS), GES, Accra  
The Deputy Director-General (Q & A), GES, Accra  
The CPO, GES, Hqtrs, Accra

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12<sup>th</sup> September 2022

## **APPLICATION FOR PROMOTION INTERVIEW FOR UPPER GRADE NON-TEACHING STAFF IN THE GHANA EDUCATION SERVICE (2021)**

Applications are invited from suitably qualified serving Non-Teaching Staff for consideration for promotion to the grade of:

### **(1) ACCOUNTING CLASS**

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

### **(2) INTERNAL AUDIT CLASS**

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

### **(3) NON-ACCOUNTING CLASS 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
- c) Principal Lab. Technician

### **SECRETARY CLASS**

- a) Principal Private Secretary
- b) Senior Private Secretary
- c) Private Secretary

### **DRIVER CLASS**

- a) Yard-Foreman
- b) Chief Driver
- c) Principal Driver

### **QUALIFICATION**

An applicant should have been promoted to any of the above mentioned grade on or before 1<sup>st</sup> September, 2018 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 CERTIFICATE(S)**

For the avoidance of doubt, applicants who wish to rely on Masters/ Doctorate degrees to join the interviews out of turn should note the following:

- a) Masters [PHD programme 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 who wish to use the Masters/PHD certificates for promotion should have obtained their certificate on or before **2020**.

## MODE OF APPLICATION

- VII. Each applicant should complete the **APPLICATION FORM** online, and upload a passport-size photograph as well.
- VIII. An applicant should upload **only last promotion letter or upgrading letter or appointment letter.**
- IX. An applicant should upload **only Masters/Doctorate Degree certificate** when using it for his/her promotion.
- X. All documents uploaded **should be in a PDF Format** with the exception of the passport photograph.
- XI. All documents uploaded **should be clear and readable,**
- XII. The completed application form should be uploaded on the website **NOT LATER THAN OCTOBER 14, 2022.**

**Please note: Failure to comply is equivalent to outright disqualification.**

## PROCESSING OF APPLICATION

- ii. Please arrange to bring this advertisement to the notice of all eligible Officers/Teachers promptly to enable them meet the **DEADLINE** indicated above.

Note: only the new updated application forms attached will be accepted. The application forms should be accessed on ([www.gespromotions.gov.gh](http://www.gespromotions.gov.gh)).

Thank you.

Signature: .....  
Director, HRMD  
Ghana Education Service  
**ANGELA FRIMPOMAA NKANSAH(MS)**  
**AG.DIRECTOR, HRMD**  
**FOR: DIRECTOR-GENERAL**

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Ref. No.GES/HQ/HRMD/PROMO/22/01

12<sup>th</sup> September 2022

## **APPLICATION FOR 2020 PROMOTION TO THE GRADES OF DEPUTY DIRECTOR, ASSISTANT DIRECTOR I, ASSISTANT DIRECTOR II AND PRINCIPAL SUPERINTENDENT**

Applications are invited from suitably qualified serving Officers/Teachers for consideration for promotion to the grade of:

- a) Deputy Director
- b) Assistant Director I
- c) Assistant Director II
- d) Principal Superintendent

### **QUALIFICATION**

- a) **Deputy Director:** An applicant should have been promoted to the grade of Assistant Director I **on or before 2018** and should have been continuously at post since date (except for the periods of approved leave of absence).
- b) **Assistant Director I:** An applicant should have been promoted to the grade of Assistant Director II **on or before 2018** and should have been continuously at post since date (except for the periods of approved leave of absence).
- c) **Assistant Director II:** An applicant should have been promoted to the grade of Principal Superintendent **on or before 2018** and should have been continuously at post since date (except for the periods of approved leave of absence).
- d) **Principal Superintendent:** An applicant should have been promoted to the grade of Senior Superintendent I **on or before 2018** and should have been continuously at post since date (except for the periods of approved leave of absence).

### **Officers/Teachers with Master's Degree and PhD**

For the avoidance of doubt, applicants who wish to rely on Masters/ Doctorate degrees to join the interviews out of turn should note the following:

- a) Masters /Ph.D. programme should be on the **approved** GES course of study.
- b) The Masters/Ph.D. certificate should **not** have been obtained before the previous promotion.
- c) Applicants who wish to use the Masters/PHD certificates for ADI, ADII and Deputy Director Promotion should have obtained their certificate on or before **2020**.

### **MODE OF APPLICATION**

- I. Each applicant should complete the **APPLICATION FORM** online, and upload a passport-size photograph as well.
- II. An applicant should upload **only last promotion letter or upgrading letter or appointment letter**.
- III. An applicant should upload **only Masters/Doctorate Degree certificate** when using it for his/her promotion.
- IV. All documents uploaded **should be in a PDF Format** with the exception of the passport photograph.
- V. All documents uploaded **should be clear and readable**,
- VI. The completed application form should be uploaded on the website **NOT LATER THAN OCTOBER 14, 2022**.

**Please note: Failure to comply is equivalent to outright disqualification.**

### **PROCESSING OF APPLICATION**

- I. Please arrange to bring this advertisement to the notice of all eligible Officers/Teachers promptly to enable them meet the **DEADLINE** indicated above.

Note: only the new updated application forms attached will be accepted. The application forms should be accessed on ([www.gespromotions.gov.gh](http://www.gespromotions.gov.gh)).

Thank you.

Signature of .....  
Director, HRMD  
Ghana Education Service  
Accra

**ANGELA FRIMPOMAA NKANSAH(MS)**  
**AG.DIRECTOR, HRMD**  
**FOR: DIRECTOR-GENERAL**