

GHANA EDUCATION SERVICE



Republic of Ghana

Regional Education Office
P.O. Box 111
Cape Coast.

8th March, 2023

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

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F, 2019

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My Ref. No. GES/CR/PG/424/VOL.16/42

Your Ref. No.....

ADVERTISEMENT FOR THE POSITION OF ASSISTANT HEADMASTER/HEADMISTRESS

Vacancies exist for the position of Assistant Headmaster/Headmistress in some Senior High Technical Schools in the Central Region. Applications are invited from suitably qualified professional teachers for consideration for appointment.

APPLICANTS MUST STRICTLY SATISFY THE FOLLOWING:

- a. Must be a Graduate Professional Teacher with at least Five (5) years teaching experience in a Second Cycle School. A Second Degree is an advantage.
- b. Must be on the grade of an Assistant Director I or above and must have been on the grade for a minimum of two (2) years.
- c. Must be able to serve **at least** four (3) years before he/she retires from the service.
- d. Must have held any one or a combination of the following positions for a minimum of two (2) years.
 - i. Unit Head at Metro/Municipal/District Education Directorates
 - ii. Head of Department
 - iii. Senior Housemaster/Housemistress
 - iv. Guidance and Counselling Coordinator
 - v. In addition to the above, applicant must have a satisfactory conduct and work history with the Ghana Education Service.

- vi. Applicant must be ready to accept appointment and postings to any school within the Region where vacancy may exist for Assistant Head.

MODE OF APPLICATION

- a. Interested applicants should fill five (4) copies of the application forms (obtainable at the Regional Education Office and the various Metro/Municipal/District Education Directorates).
- b. The set of completed application forms must be accompanied by **Confidential** and **Performance Appraisal Reports** by the supervising Head of the applicant.
- c. Certified copies of all relevant certificates and promotion letters.
- d. Resume/Curriculum Vitae.

The completed application forms must reach the Regional Education Office, Cape Coast, through the Metro/Municipal/District Education Offices not later than Tuesday, 11th April, 2023.

Photocopies of filled application forms and late submission of application forms will **NOT** be accepted.

NOTE: Only shortlisted applicants would be invited for interview.



JUSTINE IVY APAWU (MRS)
MUNICIPAL DIRECTOR OF EDUCATION -K.E.E.A
For: REGIONAL DIRECTOR OF EDUCATION
CENTRAL

DISTRIBUTION:

ALL METRO/MUNICIPAL/DISTRICT DIRECTORS OF EDUCATION, CENTRAL.

ALL HEADS OF 2ND CYCLE INSTITUTIONS, CENTRAL

ALL REGIONAL MANAGERS OF SCHOOLS, CENTRAL.

NOTICE BOARD (REGIONAL EDUCATION OFFICE).