

GHANA EDUCATION SERVICE

REGIONAL EDUCATION OFFICE, OTI

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REPUBLIC OF GHANA

P.M.B.

Jasikan

Oti Region

Email: otireo2020@gmail.com

Date: 28th April, 2023

VACANCY ANNOUNCEMENT: GUAN DISTRICT EDUCATION OFFICE

Management of the Oti Regional Education Directorate invites applications from suitably qualified persons on GES payroll, serving in Oti Region, who are goal oriented and result driven with good leadership qualities for the appointment to the following positions in the newly created Guan District Education Directorate, Oti Region:

- I. **HEAD OF PLANNING AND BUDGET**
- II. **GUIDANCE AND COUNSELLING COORDINATOR**
- III. **GIRLS' OFFICER**
- IV. **PUBLIC RELATIONS OFFICER**
- V. **IT COORDINATOR**
- VI. **SCHOOL HEALTH EDUCATION PROGRAMME OFFICER**
- VII. **EARLY CHILDHOOD COORDINATOR**
- VIII. **ADMINISTRATIVE OFFICER**

1. JOB PURPOSE

Generally responsible for the implementation of the Pre-tertiary Education act 2020 (Act 1049) for improved, effective and efficient education service delivery of policies and circulars of the Ghana Education Service in the Guan District Education Directorate of the Oti Region.

2. KEY DUTIES AND RESPONSIBILITIES

I. HEAD OF PLANNING AND BUDGET

1. Collecting, analyzing and maintaining accurate Data on enrolment, staffing, physical state of infrastructure, textbooks, furniture, etc. on all Pre-Tertiary institutions (both public and private) for planning purposes.
2. Conducting Research, Monitoring and Evaluation of activities in the District.

3. Processing data into information and making it readily available for planning, monitoring and evaluation purposes at District, Regional and National level when required.
4. Analyzing results of tests and examinations (including NST, BECE and WASSCE) conducted for purpose of monitoring and evaluation in the District.
5. Co-ordinating Training of SISOs and Basic School Heads on the conduct of Annual School Census.
6. Ensuring the successful conduct of Annual School Census in the District.
7. Recommending the construction of New Educational Infrastructure in the District after thorough assessment as and when necessary.
8. Collaborating with the Regional Head of Planning on issues concerning data in schools.
9. Conduct needs assessment of the District.
10. Managing all staff of the Planning Unit including conducting performance appraisal, training assessment and discipline in consultation with the Director to improve work performance.

II. GUIDANCE AND COUNSELLING COORDINATOR

1. Provide cognitive and emotional support to children as well as teachers.
2. Offer Career Guidance to pupils/students.
3. Organize orientation programmes for First year students of JHS and SHS.
4. Prepare annual guidance programme and submit same to District Director of Education.
5. Organize periodic workshop, seminars and meetings for Schools Guidance and Counselling Coordinators.
6. Prepare annual estimates for guidance and counselling programmes of the District.
7. Co-ordinate the work of Basic and Second Cycles Schools based Guidance and Counselling Coordinators.
8. Ensure that Cumulative Records Booklets are fairly distributed and properly managed in Basic Schools.

III. GIRLS' EDUCATION OFFICER

1. Generally promoting Girls Education agenda and parity of access to education for both boys and girls at all levels in the district
2. Organizing periodic workshops and Seminars to sensitize the Girl-child and parents on the Girl-child.

3. Serve as a **Role Model** during outreach programs to impact on both parents and the Girl-Child.
4. Formation of Girls' Clubs in schools (Basic and 2nd Cycles).
5. Giving education on adolescent reproductive health and life skills.
6. Organizing Girls' Education Week Celebrations.
7. Collecting data on critical indicators such as Girls' enrolment, retention, transition and achievement rates.
8. Tracking drop out and re-entry cases of girls and boys.
9. Selecting and encouraging the Girl-child to participate in the Annual Science Technology and Mathematics and Innovation Education (STMIE) Clinics/Camps/Challenges.
10. Submitting activity, quarterly and annual reports on the accomplishments of the schedule.

IV. PUBLIC RELATIONS OFFICER

1. Reports directly to the District Director and serves as lead support to the District Director.
2. Developing and implementing communication strategies for the Directorate and advise Management on communication issues and strategies.
3. Acting as a liaison officer between the various Units of the Directorate and between other institutions and the District Education Directorate.
4. Writing speeches for the District Director.
5. Taking minutes/records at Management meetings and any other special meeting convened by the District Director.
6. Preparing organizational documents such as quarterly and annual reports for the District.
7. Organizing special events such as open days, visits, exhibitions and functions.
8. Conducting internal communication courses, workshops and media training.
9. Arranging for press conferences and press releases where necessary with approval from the District Director.

V. IT COORDINATOR

1. Implement and provide support for the roll out of EduTech programmes within schools in the District.
2. Implement and manage the integration of manual and digital processes to facilitate digitization for the improvement of learning and teaching outcomes.
3. Support network management protocols and monitoring techniques.

4. Support rapid deployment of operating systems and applications in multiple languages.
5. Installing and configuring computers hardware, software, systems, network, printers and scanners.
6. Provide training to teachers and other staff on GES relevant technologies.
7. Monitor the teaching and learning of ICT in schools and give technical support to teachers.
8. Facilitate and monitor the implementation/roll-out of all ICT interventions in the District.

VI. SCHOOL HEALTH EDUCATION PROGRAMME OFFICER

1. Organizing capacity building activities for school SHEP Co-ordinators.
2. Distributing SHEP material to the schools.
3. Organizing regular meetings with Schools SHEP Coordinators.
4. Supervising and monitoring school level SHEP activities.
5. Collaborating with stakeholders on relevant School Health Activities.
6. Advocating for SHEP at various committees.
7. Liaising with schools to celebrate School Health Week, and National and International Commemoration Days.

VII. EARLY CHILDHOOD COORDINATOR

1. Responsible for coordinating all activities of KG Schools in the District.
2. Monitoring and supervising Teaching and Learning Activities of KG Schools.
3. Providing professional support to headteachers and teachers of KG Schools.
4. Providing support for implementing safe school initiatives outlined by the GES at the District level particularly at the early childhood development stage.
5. Providing support in promoting a culture of diversity and inclusion at the early development stages.
6. Working with key stakeholders to ensure that all children have access to quality education regardless of their background.
7. Providing support for implementation at the district level and in accordance with GES guidelines, systems for safeguarding the overall safety and health (general welfare) of pupils and staff at all schools within the District.

VIII. ADMINISTRATIVE OFFICER

1. Drafting letters, memos and making sure all official records are properly kept.
2. Supervising and assigning duties to the secretary, clerical and non-teaching staff.
3. Assisting the Human Resource officer work on recruitment of non-teaching staff.

4. Preparing leave certificates and leave roster for the staff.
5. Assisting the Human Resource officer work on promotions of non-teaching staff.
6. Assisting the Human Resource officer to work on retirements for both teaching and non-teaching.
7. Keeping of confidential files on all staff and keep custody and control the movement of files.

3. QUALIFICATION AND EXPERIENCE

- a) A serving certified Graduate Professional Teacher or Non-Teaching Staff in the Ghana Education Service.
- b) A minimum of first degree in relevant course from a recognized Institution.
- c) For position **(I)**, the applicant must be on a rank not lower than **Assistant Director I (AD I)** for three (3) years. He/She should have served on any of the schedules within the Planning Unit in the past.
- d) For positions **II, III, IV, V, VI, and VII**, the applicant must be on the rank of **Assistant Director II (AD II)** or higher three (3) years.
- e) For position **VIII**, the applicant must be on the rank of **Principal Administrative Officer** for not less than two (years).
- f) Must have satisfactory work history.
- g) Must have experience in working in an office.
- h) Must be a **computer literate**.
- i) GES Oti Regional Education Directorate is committed to employment equity policy and so applications from women and persons with disabilities are encouraged.
- j) A second degree will be an added advantage.

4. GENERAL COMPETENCIES

- a) Excellent communication skills in English Languages.
- b) Excellent interpersonal and presentation skills.
- c) Knowledge of relevant IT applications (MS Word, Excel, PowerPoint)
- d) Ability to work under pressure and meet deadlines.
- e) Excellent report writing skills.
- f) Excellent decision making and problem-solving skills
- g) Excellent knowledge and implementation of Pre-Tertiary Education act.
- h) Ability to take initiatives and bring innovations.
- i) General knowledge and understanding of educational policies especially those related to the job schedule applied for.

5. TERMS OF APPOINTMENT

- a) Applicant should be able to serve for a minimum of four (4) years on appointment before reaching the compulsory retirement age of sixty (60) years.
- b) Salary and Condition of Service are as laid down by the Ghana Education Service.

6. MODE OF APPLICATION

An applicant must apply to the Regional Director and attach the following relevant certified documents:

- a) Relevant Educational Certificates.
- b) First Appointment Letter.
- c) Last Promotion Letter.
- d) Recent passport picture with red background.
- e) Personal Record Form duly completed and endorsed by your Head/Director.
- f) Curriculum Vitae.
- g) Confidential report from your immediate Head/Director.

7. DEADLINE:

All applications are to reach the Regional Director of Education, Oti – Jasikan **on or before Friday, 19th May, 2023.**

SIGNED

**NANA KUGBEADZOR-BAKATEYI II
REGIONAL DIRECTOR, OTI.**

DISTRIBUTION:

All Municipal / District Directors, GES, Oti.

All Second Cycle Institutions, GES, Oti.

cc: All Unit Heads, GES Regional Office, Oti.