

PRESBYTERIAN CHURCH OF GHANA



VACANCIES FOR THE POSITIONS OF REGIONAL MANAGERS AND HEADS OF SCHOOLS

The Presbyterian Church of Ghana requests highly qualified, experienced and interested Presbyterians who are also serving officers of the Ghana Education Service to apply for the under listed positions:

- 1. REGIONAL MANAGERS OF PRESBYTERIAN EDUCATION UNITS**
- 2. HEADS OF PRESBYTERIAN SENIOR HIGH/TECHNICAL SCHOOLS**

1. REGIONAL MANAGER OF PRESBYTERIAN EDUCATION UNIT

A. Qualification

- i. Must be a Presbyterian in good standing (Lay or Ordained)
- ii. A minimum of first degree in Education. A master's degree will be an added advantage
- iii. Must be a Licensed Professional Teacher
- iv. Must be on the rank of Deputy Director, with at least three (3) years experience
- v. Must have held any of the following positions:
 - ❖ Head of a School
 - ❖ Guidance and Counselling Coordinator with at least three (3) years experience
 - ❖ Assistant Headmaster / Assistant Headmistress
 - ❖ Head of Department / Unit
- vi. Must be prepared to accept posting to any of the **Unit Offices**

B. Skills and Competencies

- i. Proven Knowledge in School Management and Administration
- ii. Must have effective leadership skills
- iii. Must have satisfactory record and good conduct within the Ghana Education Service
- iv. Must have good analytical and communication skills (Oral and Written)
- v. Must be a team player
- vi. Must have a working knowledge in ICT
- vii. Appreciation of Strategic Planning and Management
- viii. Excellent organisational skills

C. Mode of Application

Completed **Application Forms** (attached) must be accompanied by

- i. Confidential reports from applicant's
 - ❖ Head of Institution
 - ❖ Regional Director of Education
 - ❖ Presbytery Chairperson
- ii. Completed current Appraisal Form
- iii. Detailed Curriculum Vitae (add addresses of two referees)
- iv. Certified photocopies of relevant certificates (**online certificates are not acceptable**)
- v. Reliable e-mail address and cell phone numbers should be indicated on the CV and the application letter.

2. HEAD OF PRESBYTERIAN SENIOR HIGH / TECHNICAL SCHOOL

A. Qualification

- i. Must uphold the principles, vision, and values of Presbyterian Church of Ghana and its educational institutions
- ii. A minimum of first degree in Education. A master's degree will be an added advantage
- iii. Must be a Licensed Professional Teacher
- iv. Must be on the rank of Deputy Director, with at least three (3) years' experience
- v. Must be an Assistant Headmaster or Assistant Headmistress, for at least three (3) years
- vi. Must have attended and passed **Headship interview** conducted by Ghana Education Service for Heads of Senior High/Technical Schools
- vii. Must be prepared to accept posting to any of the Presbyterian Senior High/ Technical School

D. Skills and Competencies

- i. Proven Knowledge in School Management and Administration
- ii. Must have effective leadership skills
- iii. Must have satisfactory record and good conduct within the Ghana Education Service
- iv. Must have good analytical and communication skills (Oral and Written)
- v. Must be a team player
- vi. Must have a working knowledge in ICT
- vii. Appreciation of Strategic Planning and Management
- viii. Excellent organisational skills

E. Mode of Application

Completed **Application Forms** (attached) must be accompanied by

- i. Confidential reports from applicant's
 - a. Head of Institution
 - b. Regional Director of Education
 - c. Presbytery Chairperson
- ii. Completed current Appraisal Form
- iii. Detailed Curriculum Vitae (add addresses of two referees)
- iv. Certified photocopies of relevant certificates (online certificates are not acceptable)
- v. Reliable e-mail address and cell phone numbers should be indicated on the CV and the application letter.

Note:

A Presbyterian who Heads a non-Presbyterian SHS/SHTS and wishes to Head Presbyterian SHS/SHTS should write an application letter and attach it with CV and confidential letters from his/her Presbytery Chairperson and Regional Director of Education.

CLOSING DATE

Not later than Friday, 3rd November, 2023

APPLICATION MUST BE ADDRESSED TO:

The General Manager of Presbyterian Schools
Presbyterian Church of Ghana
General Assembly Office
P. O. Box 1800
Accra

Or: dyhienzo@gmail.com

Only short-listed applicants will be invited for interview

**GHANA EDUCATION SERVICE
PRESBYTERIAN EDUCATION UNIT**

Affix a recent
passport size
photograph

**APPLICATION FOR APPOINTMENT TO A POSITION IN THE
PRESBYTERIAN EDUCATION UNIT**

Post applying for:

Part I

1. First Name (s).....(Rev./Dr./Mr./Mrs./Miss)
(Tick where applicable)

2. Surname:

3. Previous Name (If name has been changed).....

4. Date of Birth.....Place of Birth.....Region.....

5. Nationality and how acquired:

6. Congregation:District.....

7. Marital Status.....

8. Present Station/School/Office Address in full:

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Part II

1. Date of First Appointment into the Ghana Education Service.....

2. Present Grade.....Regd. No.....

3. Date Appointed to Present Grade.....Staff ID.....

PART VIII
PARTICULARS OF IN-SERVICE TRAINING COURSES ATTENDED

Title of Training / Course /Programme	From	To
	Day/Month/Year	Day/Month/Year

PART IX

Any further information you wish to give

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NOTE: ONLY SHORT LISTED APPLICANTS WILL BE WRITTEN TO

I certify that the information given on this form is correct

Signature of Candidate.....Date.....

PART X

(A) Remarks by:

Heads of Institution (School Cycle / Tertiary) or District Director (Basic Schools / Offices) or Regions / Divisional Director (Regional and National Headquarters)

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Name:

Signature.....

Date.....

Official Stamp

(B) To be completed by Regional / Divisional Director

I do /do not recommend his / her application

My reason(s) are given below:

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.....
.....

Name:

Signature.....

Date.....

Official Stamp