

# GHANA EDUCATION SERVICE COUNCIL

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



REPUBLIC OF GHANA

*Ministry Branch Post Office  
P. O. Box M 304  
Accra, Ghana*

My Ref. No. ESC.150/SF.1/VOL.7/40

Tel: .....

Your Ref. No. ....

.....6<sup>TH</sup> JUNE, 2005.....

Dear Sir,

## **NEW SCHEME OF SERVICE FOR THE TEACHING STAFF OF THE GHANA EDUCATION SERVICE**

In 2001, Government accepted a recommendation from the Appellate Body of the Central Management Board (CMB) of the Ghana Universal Salary Structure (GUSS0), which placed all graduate teachers on level 14 of the GUSS.

As a result of this development, several overlaps occurred in the Scheme of Service of Teachers. In particular, seniority within the Service was threatened in some cases. There was therefore the need to rationalize the concerns which came up following the implementation of the said new placement for the graduate teachers.

A committee was commissioned to study the issues arising out of the implementation and make recommendations to council.

The report of the study was submitted to the various stakeholders and after collation of all views, the attached is recommended by council as a new scheme of service for teachers within the Ghana Education Service.

The recommendations are therefore being sent to the Hon. Minister for the attention of the Ministry and Government for approval.

The full report of the study as well as a summary of the recommended scheme of service is attached for your information and necessary action, please.

Thank you.

Yours faithfully,

PROF. FLORENCE A. DOLPHYNE (MRS.)  
CHAIRMAN OF COUNCIL

**GHANA EDUCATION SERVICE COUNCIL**  
**RECOMMENDED NEW SCHEME OF SERVICE FOR PERSONNEL OF**  
**GES**

1. That Appellate Body's recommendations are in principle accepted.
2. that two new ranks, that is;
  - a. Assistant Director
  - b. Deputy Director must be created.
3. That Graduates both professional and non-professional should start on level 14 but with the professional Graduate beginning from step II.
4. That Diplomats both professional and non-professional should start from level, 12 with the professional Diplomat beginning from step II
5. Transitional Arrangements:
  - I. Graduate teachers who have done 3 years or more as Assistant Director by 2001 should be interviewed for promotion to the grade of Director II.
  - II. All other assistant Directors with 3 or more years as at 2001 should be promoted to assistant Director 1.
  - III. Graduate principal Superintendents who have done 3 years or more as at 2001 should be promoted to the assistant Director II.
  - IV. Non-graduate teachers who have done 3 years or more as Principal Superintendents as at 2001 should be promoted to Superintendent grade.
  - V. Non-graduate teachers who have done 3 years or more as Senior Superintendents as at 2001 should be promoted to Principal Superintendent grade.
  - VI. All non-graduate teachers who have done 3 years or more as Superintendents as at 2001 should be promoted to Senior Superintendent grade.
  - VII. All non-graduate teachers who have done less than 3 years should be promoted to Senior Superintendent II.
  - VIII. Assistant Superintendents as at 2001 should be promoted to Superintendent 1.
  - IX. All non-graduate teachers who were promoted to the Assistant Director grade after 2001 should go through the normal promotion progression to Assistant Director 1.
  - X. The Technical Teacher with Technical Part 1 should be placed on level 8.
  - XI. The Technical Teachers who have done 6 years post Basic Education to obtain Technical certificate Part II should be placed on level 9 and be designated Senior Technical Instructor.
  - XII. The Technical Teacher with Technician Certificate Part III will enter on level 10.
6. Period of Eligibility for Promotion

That the period a teacher should spend on a grade before being eligible for Promotion to the next grade should be 4 years.

7. General Terminal Points

- a) Non-graduate professional (Cert. A) should end at Assistant Director 1.
- b) Diploma/HND professional (Cert. A) should end at Deputy Director.
- c) Non-professional graduate/diplomat should end at Deputy Director.
- d) Graduate professional can progress as far as to Director – General level.

8. Consequential Recommendation

In effect, therefore, the following changes are recommended:

- I. The Director-General will remain on Level 21.
- II. The Deputy Director –General will move from level 19 to 20.
- III. Director 1 currently on level 17 will now move to level 19.
- IV. Director II currently on level 16 will now move to level 18.
- V. The newly created Deputy Director will be placed on level 17.
- VI. The newly created Assistant Director will be placed on level 16.
- VII. Assistant Director II remains on level 15.

STAGE 1		STAGE 2		STAGE 3	
GRADE Before 2001	GUSS LEVEL	APPELLATE BODY	RECOM LEVEL	CURRENT PRESENT LEVELS Since 2001	
		GRADE			
Director-General	21	Director-General	21	Director-General	21
Deputy Director-General	19	Deputy Director-General	19	Deputy Director-General	19
Regional Director	17	Director I	17	Director I	17
District Director	16	Director II	16	Director II	16
Assistant Director	15	Assistant Director	15	Assistant Director	15
Principal	13	Principal Superintendent	14	Principal Superintendent	14
Senior Superintendent	12	Senior Superintendent I	13	Senior Superintendent I	13
		Senior Superintendent II	12	Senior Superintendent II	12
Superintendent 1 (Prof)	11	Superintendent I	11	Superintendent I	11
Superintendent II (Non Prof)	10	Superintendent II	10	Superintendent II	10
Assistant Superintendent	9	Assistant Superintendent	9	Assistant Superintendent	9
Cert 'A' Tr.	8	Certificate A	10	Certificate A	10
GCE A/Level	6	GCE A/Level I	9	GCE A/Level I	9
		GCE A/Level II	8	GCE A/Level II	8
		GCE A/Level III	7	GCE A/Level III	7
GCE O/Level	5	GCE O/Level I	6	GCE O/Level I	6
		GCE O/Level II	5	GCE O/Level II	5

**RECOMMENDED SCHEME OF SERVICE FOR TEACHERS IN THE GES**

<b>DESCRIPTION</b>	<b>LEVEL</b>	<b>GCE O/L</b>	<b>GCE A/L</b>	<b>CERT.A TR.</b>	<b>DIP.* PROF.</b>	<b>DIP.* NON-PROF.</b>	<b>GRAD.* PROF.</b>	<b>GRAD.NON PROF.</b>
Director-General	21						x	
Deputy Director-General	20						x	
Director I	19						x	
Director II	18						x	
Deputy Director	17				x	x	x	x
Assistant Director I	16			x	x	x	x	x
Assistant Director II	15			x	x	x	x	x
Principal Superintendent	14			x	x	x	x	x
Senior Superintendent I	13			x	x	x		
Senior Superintendent II	12			x	x	x		
Asst. Supt./Supt I	11			x				
Cert 'A'/Supt. II	10			x				
	9		x					
GCE A/L	8		x					
GCE A/L - SSCE	7		x					
	6	x						
GCE O/LEVEL	5	x						

- \*1. Diplomat Prof. Starts at the 2<sup>nd</sup> step of level 12  
 2. Graduate Prof. Starts at the 2<sup>nd</sup> step of level 14.