

# GHANA EDUCATION SERVICE

(SPECIAL EDUCATION DIVISION)

In case of reply, the number  
and date of this letter should  
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Our Ref: GES/EP 93/Vol.3/4  
Your Ref...



Republic of Ghana

HEADQUARTERS  
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10/07/2025

## **VACANCY FOR HEADSHIP IN SPECIAL SCHOOLS**

Vacancy exists at the Special Schools for the **Intellectual and Developmental Disabilities (IDDs)** and **Education for the Hearing Impaired (EHI)** Schools. Applications are invited from qualified serving officers of the Ghana Education Service for consideration for headships.

### **QUALIFICATION/EXPERIENCE REQUIRED FOR THE POSITION:**

**An applicant must be:**

- i. A professional graduate teacher with satisfactory work history within the Ghana Education Service
- ii. On the rank of a Deputy Director or above
- iii. Special Educator with EIDD and EHI background.
- iv. Able to serve as a Head for at least three (3) years before compulsory retirement
- v. Computer literate.

### **MODE OF APPLICATION:**

Applicants' application must be accompanied by a letter of recommendation by the applicant's head of Department/Unit. The **application letter, curriculum vitae** and copies of the necessary document (**current promotion letter and certificates**) must reach the Director, Special Education Division, not later than **Friday, 25<sup>th</sup> JULY 2025**.

Late submission of application would not be entertained. Applicants are advised to indicate their **telephone/mobile numbers/e-mail addresses** on their application forms. Only shortlisted applicants would be contacted.

Thank you

**HELENA MENSAH (MS)**  
**FOR: AG. DIRECTOR – GENERAL**

**CC:** THE AG. DIRECTOR – GENERAL GES, HQTRS, ACCRA  
THE AG. DEPUTY DIRECTOR-GENERAL (Q&A), GES, ACCRA  
THE AG. DEPUTY DIRECTOR-GENERAL (MS), GES, ACCRA  
ALL REGIONAL DIRECTORS, GES  
ALL HEADS OF SPECIAL SCHOOLS