

GHANA EDUCATION SERVICE

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



HEADQUARTERS
Ministry Branch Post Office
P. O. Box M.45
Accra
11th September, 2026

My Ref.No.GES/DD-G(MS)/S1/26/429

Email: ddgmssecretariat@ges.gov.gh

INVITATION FOR APPLICATIONS FOR PROMOTION TO THE VARIOUS UPPER GRADES OF THE NON-TEACHING STAFF IN THE GHANA EDUCATION SERVICE, (2026)

Applications are invited from suitably qualified serving Non-Teaching Staff for consideration for promotion to the grade of:

(1) ACCOUNTING CLASS

- a) Chief Accountant II
- b) Deputy Chief Accountant I & II
- c) Principal Accountant

(2) INTERNAL AUDIT CLASS

- a) Chief Internal Auditor II
- b) Deputy Chief Internal Auditor I & II
- c) Principal Internal Auditor

(3) NON-ACCOUNTING CLASS ADMINISTRATIVE CLASS

- a) Chief Administrative Officer II
- b) Deputy Chief Administrative Officer I & II
- c) Principal Administrative Officer

CATERING CLASS

- a) Chief Domestic Bursar
- b) Deputy Chief Domestic Bursar
- c) Principal Domestic Bursar

TECHNICAL CLASS

- a) Chief Technical Officer

- b) Deputy Chief Technical Officer
- c) Principal Chief Technical Officer

LIBRARIAN CLASS

- a) Chief Librarian
- b) Deputy Chief Librarian
- c) Principal Librarian

SUPPLY CLASS

- a) Chief Supply Officer
- b) Deputy Chief Supply Officer
- c) Principal Supply Officer

LABORATORY TECHNICIAN CLASS

- a) Chief Laboratory Technician
- b) Deputy Chief Laboratory Technician
- c) Principal Lab. Technician

SECRETARIAL CLASS

- a) Principal Private Secretary
- b) Senior Private Secretary
- c) Private Secretary

DRIVER CLASS

- a) Yard-Foreman
- b) Chief Driver
- c) Principal Driver

QUALIFICATION

An applicant should have been promoted to any of the above-mentioned grades in or before **2022** and should have been continuously at post since that date (except for periods of approved absence), and must have very satisfactory work history with good conduct in the Ghana Education Service.

OFFICERS WITH MASTER'S DEGREE AND PhD CERTIFICATE(S)

For the avoidance of doubt, applicants who wish to rely on Masters/Doctorate degrees to join the interviews out of turn should note the following:

- a) Masters/PHD program should be on the approved Ghana Education Service course of study.

- b) The Masters/PHD certificate should **not** have been obtained before the previous promotion.
- c) Applicants who wish to use Masters/PhD certificates for promotion should have obtained their certificate in or before 2023.

MODE OF APPLICATION

1. An applicant should complete the **APPLICATION FORM ONLINE** via <https://bit.ly/NONTEACHING2026> or scan the QR Code and upload a recent passport-sized photograph.



2. An applicant should upload **only last promotion/upgrading letter or appointment letter** to current grade as may apply.
3. An applicant should upload only Masters/Doctorate Degree certificate when using it for his/her promotion.
4. All documents uploaded **should be in a PDF format** with the exception of the passport sized photograph.
5. All documents uploaded **should be clear and readable.**

Application window opens from **Monday, 14th to 28th September, 2026.**

Management counts on your cooperation.

A handwritten signature in blue ink, appearing to read 'Smile Dzisi'.

**PROF. SMILE DZISI (MRS)
DEPUTY DIRECTOR-GENERAL (MS)
FOR: DIRECTOR-GENERAL**

Cc: Hon. Minister, MoE Accra
Hon. Deputy Minister, (GE) MoE, Accra
Chief Director, MoE, Accra
Chairman, GES Council, Accra
Deputy Director-General, (Q&A), GES, Accra
Divisional Directors of Education, GES, Accra
Regional Directors of Education
Metropolitan/ Municipal/ District Directors of Education
General Managers of Educational Unit