

GHANA EDUCATION SERVICE

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

Ref. No. GES/ HR-SEC/G&C/001



REPUBLIC of GHANA

HEADQUARTERS
Ministry Branch Post Office
P.O. Box M. 45
ACCRA

31st October 2024

TO ALL:
REGIONAL DIRECTORS
GENERAL MANAGERS OF EDUC. UNITS
DIVISIONAL DIRECTORS, HQ.

APPLICATION FOR APPOINTMENT AS A SCHOOL BASED COUNSELLOR FOR SHS/SHTS/STEM SCHOOLS

Management of the Ghana Education Service has embarked on implementing the restructured Guidance and Counselling Framework for secondary education institutions in Ghana. As part of this initiative, we are appointing full-time comprehensive support to our learners.

In light of this, we invite applications from suitably qualified teaching staff who are goal-oriented, dynamic, self-motivated and results-driven with good guidance skills and inter-personal qualities for appointment as a school-based counsellor:

Duties:

- I. Providing individual and group counselling sessions to student.
- II. Developing and implementing school-based counselling programs.
- III. Collaborating with teachers and parents to support student well-being.
- IV. Maintaining confidentiality and adhere to ethical standards.
- V. Documenting and keeping records safe.
- VI. Supporting victims in making formal reports where required.
- VII. Supporting learners in subject selection and combination that leads to career path development.

- VIII. Providing academic and tertiary guidance services to learners.
- IX. Ensuring that necessary Safe School interventions are implemented accordingly.
- X. Providing psychological support to the school community
- XI. Providing Psychometric Assessment and referrals when required.

QUALIFICATION & EXPERIENCE


A serving teaching staff of the GES who has;

- i. A degree majoring in Guidance and Counselling or Psychology, and a second subject being taught in Senior High Schools.
- ii. Master's degree in Counselling or related field will be an advantage.
- iii. Relevant experience in school counselling.
- iv. Strong communication and inter-personal skills
- v. Must have proficiency in Microsoft Word, Excel and Power Point.

Mode of Application

An application letter, Curriculum Vitae and Confidential report from the Head of Institution of interested and qualified teaching staff should reach the **Ag. Director, HRMD Division, GES Headquarters, Accra, not later than 11th November, 2024** via:

**THE DIRECTOR-GENERAL
GES HQTRS
P. O. BOX M.45
ACCRA**


**ANGELA FRIMPONG NKANSAH (MS)
Ag. DIRECTOR, HRMD
For: DIRECTOR-GENERAL**

Cc: The Deputy Director-General (MS), GES Hqtrs., Accra
The Deputy Director-General (Q&A), GES Hqtrs., Accra
All Divisional Directors, GES Hqtrs., Accra
The Director, Guidance and Counselling unit, GES Hqtrs., Accra
The Head, PR Unit, GES Hqtrs., Accra