



# Ghana Education Decentralization Project (GEDP)

## Operational Framework for National Teaching Council (NTC)

### GEDP

The Ghana Education Decentralization Project (GEDP) is owned by the Government of Ghana through the Ministry of Education and the Ghana Education Service and made possible by the generous support of the American people. GEDP is implemented by World University Service of Canada (WUSC).

USAID Strategic Objective 8 (Improved Quality of, and Access to Basic Education)

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## Operational Framework for National Teaching Council (NTC)

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**Submitted to:**

Mr. Luis Tolley  
Education Advisor, Agreement Officer Technical Representative  
USAID/Ghana  
No. 24 Fourth Circular Rd.  
Cantonments, Accra  
P.O.Box 1630, Accra-Ghana

**Prepared by:**

World University Service of Canada (WUSC) - Ghana  
P. O. Box AH 1265  
Achimota – Accra, Ghana

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**DISCLAIMER**

The author's views expressed in this report do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

## Table of Contents

List of Acronyms.....	i
1. Introduction and Background.....	1
2. Functions, Structure and Mandate of the National Teaching Council.....	3
3. Job Descriptions and Position Advert Sample.....	7
4. Operational and Financial Management Framework for National Teaching Council.....	15

## List of Acronyms

BoG	Bank of Ghana
CAGD	Controller and Accountant Generals Department
DEYS	Director of Education, Youth and Sports
GEDP	Ghana Education Decentralization Project
GES	Ghana Education Service
GES HQ	Ghana Education Service Headquarters
GESC	Ghana Education Service Council
ILGS	Institute of Local Government Studies
IPPD	Integrated Personal Payroll Database
MLGRD	Ministry of Local Government and Rural Development
MoE	Ministry of Education
MoFEP	Ministry of Finance and Economic Planning
NCCA	National Council for Curriculum and Assessment
NCTE	National Council for Tertiary Education
NDPC	National Development Planning Commission
NIB	National Inspectorate Board
NTC	National Teaching Council
NEDAC	National Education Decentralization Advisory Committee
OHCS	Office of the Head of Civil Service
RED	Regional Education Directorate
REDAC	Regional Education Decentralization Advisory Committee
REO	Regional Education Office

## 1. Introduction and Background

The Ghana Education Decentralization Project (GEDP) has been mandated by the Ministry of Education (MoE) to develop a framework for the transfer of decision making authority and responsibility from the Ghana Education Service (GES) to District Assemblies, the Regional Coordinating Councils, and the three autonomous bodies, namely National Inspectorate Board (NIB), National Teaching Council (NTC) and National Council for Curriculum and Assessment (NCCA).

Two key tasks were involved in the GEDP mandate regarding the decentralized education framework:

- Task 1: To establish an operational framework for the transfer of decision-making authority over management, finance and operational issues from the GES Headquarters (GES HQ) to District Assemblies.
- Task 2: To establish three separate operational frameworks for the NIB, NTC and NCCA.

### The GEDP Approach

To build stakeholder commitment through collaboration, consultation and relationship building, in line with the GEDP strategies of building on GES assets and multi-stakeholder involvement, the following consultations were made at the regional and national levels to elicit local and national level views and opinions from key education sector stakeholders on structure and functions of the decentralized education and operational frameworks for the NIB, NTC and NCCA:

**Change Management Workshops:** Between November 2010 and March 2011, a series of nationwide Change Management Workshops were held in the ten regions. The participants included key staff of GES, Regional Directors of Education, District Directors of Education, Assistant Directors of Human Resource, Divisional and Unit heads of GES; Local Government Service [Local Government Service Coordinating Director, Regional Coordinating Directors of RCC's and District Coordinating Directors]; representatives from the Ministry of Education (MoE), Ministry of Finance and Economic Planning (MoFEP), Ministry of Local Government and Rural Development (MLGRD) and Institute of Local Government Studies (ILGS).

One national level workshop was organized for key staff of the GES Headquarters (GES HQ) [Director General, Deputy Director Generals, Headquarters Directors and representatives of the GES Council].

**Regional Education Decentralization Advisory Committee (REDAC):** GEDP formed and consulted widely with REDACs in all ten regions. The structure, functions and operations of the envisioned Ghana Education Service and the three autonomous bodies in a fully devolved educational management system emerged from the consultative REDAC workshops. Membership of REDAC included the Regional Coordinating Director, District Coordinating Directors, District Directors of Education and two other key stakeholders in education in the particular region.

**National Education Decentralization Advisory Committee (NEDAC):** NEDAC was formed to validate the consensus from the consultative process on the devolved framework as it emerged from REDAC. NEDAC was chaired by the Chief Director of the Ministry of Education and attended by the Minister of Education, Deputy Minister of Education (Tertiary) and the technical team of the Ministry of Education. The membership of NEDAC included the Chairman of the GES Council, the Chairman of the Council for Technical and Vocational Education and Training (COTVET), the Director General of the GES, The Head of the Local Government Service and technical representatives of the MoFEP and MLGRD.

### **MoE Senior Officials Retreat**

A full day meeting was held on August 26, 2011 to review and finalize GEDP strategy and determine the next steps on key outstanding education decentralization issues, which will require action by MoE. Senior MoE officials attended, including the Minister of Education and the Chief Director.

Key results of this retreat included the following:

- MoE has committed to locating office accommodation for NTC and NCCA so the two bodies may be established and also benefit from the networked system by GEDP.
- Council members for NIB, NTC and NCCA have been proposed to Government by the MoE for ratification.
- MoE will take immediate steps to recruit staff for NIB, NTC and NCCA.

**GES Leadership Retreat:** GEDP met the leadership of GES to discuss issues relating to the framework for transferring decision-making authority and responsibility from GES to district assemblies and the three autonomous bodies. The retreat built consensus on the mandate and functions of GES HQ, Regional Education Directorate (RED) and District Education Youth and Sports (DEYS) Department within the envisioned decentralized education framework and the relationship between GES and the NTC.

**Focus Group Discussion to develop the framework:** After three rounds of nationwide consultations through REDAC, Change Management Workshops and NEDAC meetings, Focus Group Discussions were held with local experts.

The experts included senior technical officials of the MoE, Public Service Commission, National Council for Tertiary Education (NCTE), National Accreditation Board (NAB), NIB, GES [HQ - Deputy Director-General, Human Resource Management & Development, Teacher Education, Inspectorate and Curriculum Research and Development Divisions, Greater Accra Regional Education Directorate, and District Education Office-Dangbe West], Local Government Service, Office of the Head of Civil Service (OHCS), Controller and Accountant Generals Department (CAGD), COTVET and the ILGS.

The Focus Group Discussions reviewed and developed the organizational systems and structures, functions, reporting relationships, job descriptions, staffing norms, fiscal processes and operational manuals for the decentralized education system and the three autonomous bodies.

### **Outline of Report**

This report is a presentation of the draft decentralized education framework for the **National Teaching Council**. The framework is made up of the structures, functions, reporting relationships, job descriptions, staffing norms, fiscal and operational processes and position job adverts.

## 2. Functions, Structure and Mandate of the National Teaching Council

### Establishment

The National Teaching Council (NTC) is mandated by the Education Act, 2008 (Act 778) to improve professional standing and status of teachers and provide licensing and registration of teachers in Ghana.

### FUNCTIONS

The Council shall:

- (a) Advise the Minister responsible for Education
  - (i) On matters relating to the professional standing and status of teachers,
  - (ii) On the teacher education, including the provision of facilities for in-service training, and the employment of teachers;
- (b) Recommend to the Minister professional standards required for the registration of teachers;
- (c) Periodically review professional practice and ethical standards for teachers and teaching;
- (d) Register teachers after they have satisfied the appropriate conditions for initial licensing and issue the appropriate licence;
- (e) Review, through its disciplinary committees, appeal cases of professional misconduct and confirm, vary or rescind the decision of the district disciplinary committee;
- (f) Confirm, vary or rescind a decision of the district disciplinary committee;
- (g) Revoke a teacher's licence to teach after establishing a case of grave professional misconduct;
- (h) Give approval for the suspension of a teacher from teaching after satisfying itself that the teacher has contravened laid down regulations governing the professional conduct of teachers; and
- (i) Approve the re-registration of a suspended teacher who has served the suspension and has been recommended for re-registration by the district disciplinary committee.

### STRUCTURE

The general consensus among stakeholders is the NTC, should operate from a national office, without any physical representation at the regional and district levels. To facilitate implementation, the NTC should setup adequate networked technology to facilitate delivery of its core mandate.

The NTC shall have a governing council, which shall report to the Minister the secretariat of the NTC shall be headed by an **Executive Director (Registrar)**, who shall be supported directly by three Directors in charge of Administration and Finance (A&F); Research & Professional Development (R&PD); Professional Standards, Registration & Licensing (PSR&L).

Six deputy directors shall work directly under the Directors (A&F), (R&PD) and (PSR&L). They are the Deputy Directors- Finance; Administration, Human Resource (HR) & General Services (ADHRGEN); Professional and Materials Development (PMD); Research, Monitoring and Evaluation (RM&E); Registration & Licensing (R&L); Professional Standards (PS).

A team comprising a Senior Legal Officer, Public Relations Officer and Internal Auditor will support the NTC with technical expertise in legal, public relations and internal auditing, and work in the Finance and Administration Directorate of the NTC.

### MANDATE

#### National Teaching Council

The council shall be responsible for matters relating to registration and licensing of teachers.

**Office of Executive Director (Registrar)**

The office of the Executive Director (Registrar) shall have responsibility for providing strategic leadership for the achievement of the goals of the Council.

**Office of the Director, Finance, Administration and HR**

The Finance and Administration office shall be responsible for financial management, planning, budgeting, HR and shall give advise to Executive Director on operational matters of administration, finance and HR.

**Office of the Director, Research & Professional Development**

This office shall direct and provide leadership through technical and managerial expertise in research and professional development to achieve the mandate of the Council.

**Office of the Director, Professional Standards, Registration & Licensing**

This office shall direct and provide leadership through technical and managerial expertise in professional standards, registration and licensing to achieve the mandate of the Council.

**REPORTING RELATIONSHIPS**

**Reporting relationship with MoE**

The NTC shall submit performance reports to the Ministry of Education (MoE).

**MoE working relationship with the 3 autonomous bodies and GES HQ**

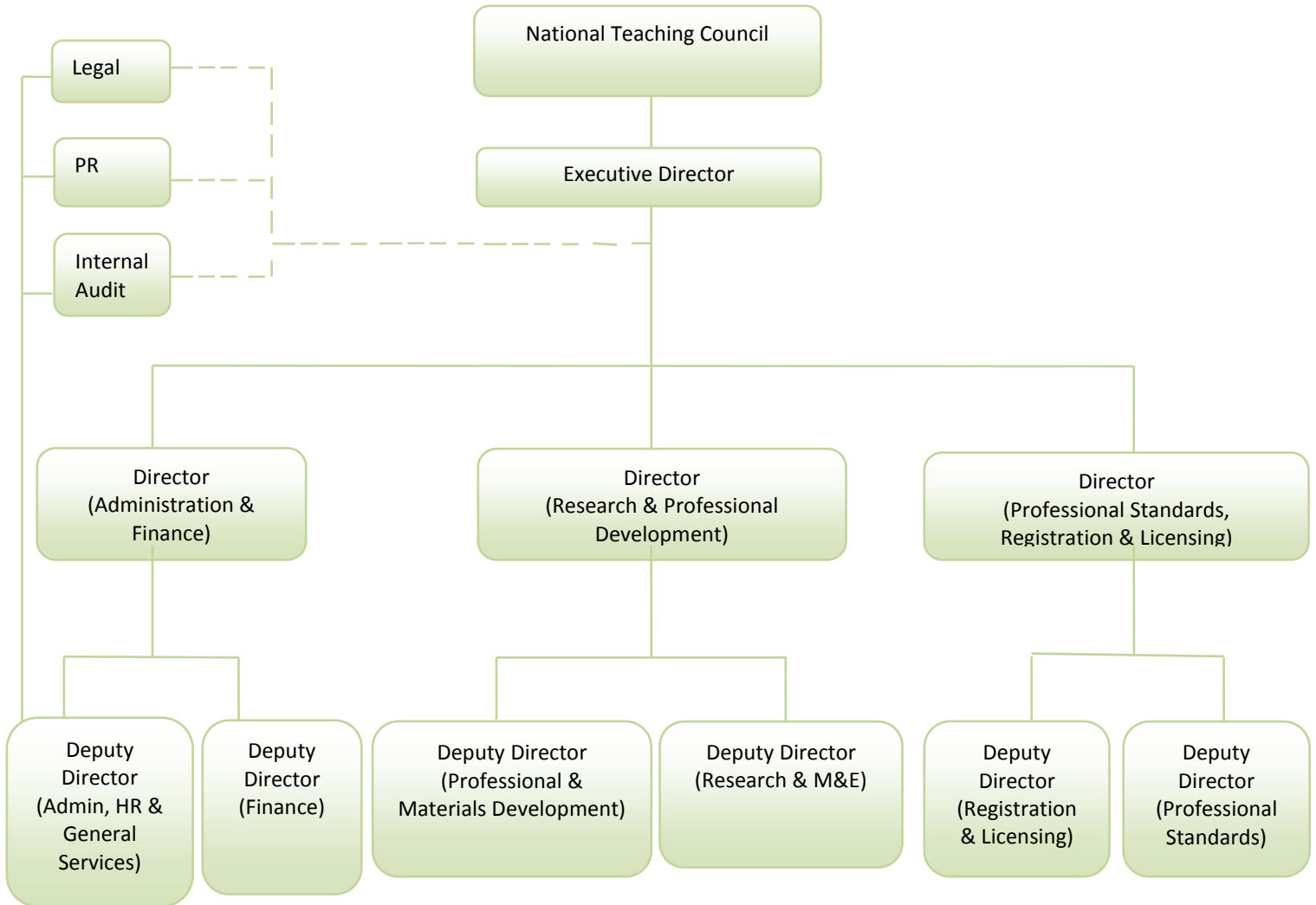
It is further recommended that, MoE should set up a unit within the Ministry to coordinate recommendations on National policy issues by the 3 autonomous bodies and GES HQ.



Table 2.1: Staff Establishment Norms for NTC

DIVISION/POSITION TITLE	NUMBER	REMARKS
<b>EXECUTIVE DIRECTOR'S OFFICE</b>		
Executive Director	1	
Administrative Staff	2	1 Executive Assistant & 1 Administrative Secretary
Front Desk Officer	1	
SUB-TOTAL	<u>4</u>	
<b>FINANCE &amp; ADMINISTRATION DIRECTORATE</b>		
Director (F & A)	1	
Deputy Directors	2	1=Admn, HR & General Services + 1= Finance
Accountant	1	
Procurement Manager	1	
Accounts Officers	2	
IT Officer	1	
Transport Officer	1	
Administrative Manager	1	
HR Officer	1	
Public Relations Officer	1	
Internal Auditor	1	
Audit Assistant	1	
Drivers	6	
Cleaners	2	
Watchmen	3	
SUB-TOTAL	<u>25</u>	
<b>RESEARCH &amp; PROFESSIONAL DEVELOPMENT DIRECTORATE</b>		
Director (R & PD)	1	
Deputy Directors	2	1=Professional & Materials Development + 1=Research & Monitoring & Evaluation
Research & Professional/Material Development Officers	10	5=Professional & Materials Development + 5=Research & Monitoring & Evaluation
SUB-TOTAL	<u>13</u>	
<b>PROFESSIONAL STANDARDS, REGISTRATION &amp; LICENSING DIRECTORATE</b>		
Director	1	
Deputy Directors	2	1=Registration & Licensing + 1=Professional Standards
Registration & Licensing Officers	10	
SUB-TOTAL	<u>13</u>	
<b>GRAND TOTAL</b>	<b>55</b>	

Figure 2.1: Organogram for the NTC



### 3. Job Descriptions and Position Advert Sample

NATIONAL TEACHING COUNCIL	
Position	Qualifications and Competencies
<p><b>Executive Director</b>  <b>Mandate</b> – To provide advisory and managerial support for the achievement of the mandate of the Council.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Supervises the day to day management and administration of the Secretariat of the Council.</li> <li>• Submits policy proposals for consideration by the Council.</li> <li>• Coordinates the implementation of the Council’s policies and programs</li> <li>• Ensures the preparation of annual and periodic reports, work-plans and budgets</li> <li>• Serves as member-secretary of the council</li> <li>• Provides strategic leadership for the achievement of the mandate of the Council</li> <li>• Liaises with the development partners and other relevant Ministries, Department and Agencies (MDAs) and Metropolitan, Municipal and District Assemblies (MMDAs)</li> <li>• Mobilizes and manages resources for the Council</li> <li>• Performs any other duties that may be assigned from time to time by the Council</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social science and related fields</li> <li>• Experience in teacher education issues is essential</li> <li>• Minimum of 15 years post qualification relevant work experience in reputable Institution, 5 years of which should in a senior management position</li> <li>• Teaching experience would be an advantage</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong managerial and leadership skills</li> <li>• Excellent understanding and knowledge of the Education system in Ghana</li> <li>• Excellent knowledge of teacher preparation and teacher professional development issues.</li> <li>• Strong strategic planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Director - Research &amp; Professional Development</b>  <b>Mandate</b> – To direct and provide leadership through technical and managerial expertise in research and professional</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Coordinates, provides guidelines and ensures provision of adequate facilities for INSET.</li> <li>• Periodically reviews professional development and practice for teaching</li> <li>• Responsible for timely submission of professional development reports on teachers from MDA’s and MMDA’s.</li> <li>• Ensures the design, development, monitoring and evaluation of</li> </ul>

<p>development to achieve the mandate of the Council.</p>	<p>INSET activities</p> <ul style="list-style-type: none"> <li>• Ensures the availability of quality professional development materials for teaching.</li> <li>• Collaborates with Donor Partners for effective INSET activities</li> <li>• Undertakes ongoing research for teacher professional development.</li> <li>• Provides input for the production of annual reports of the Council</li> <li>• Ensures improved standards and strategies for teaching.</li> <li>• Collates and analyzes field reports for the attention of the Executive Director</li> <li>• Provides input into policy formulation on teacher professional development.</li> <li>• Responsible for performance management of the unit</li> <li>• Monitors own performance against agreed objectives</li> <li>• Performs any other duties that may be assigned from time to time by the Executive Director.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social science and related field</li> <li>• Minimum of 10 years post qualification relevant work experience in reputable Institution, 5 years of which should in a senior management position</li> <li>• Teaching experience would be an advantage</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong managerial and leadership skills</li> <li>• Excellent understanding and knowledge of the Education system in Ghana</li> <li>• Adequate knowledge of teacher preparation and teacher professional development issues.</li> <li>• Awareness and interest in Gender issues and concepts.</li> <li>• Strong strategic planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Director</b> – Professional Standards, Registration &amp; Licensing <b>Mandate</b> – To direct and provide leadership through technical and managerial expertise in professional standards, registration and licensing to achieve the mandate of the Council. .</p>	<p><b>Duties:</b></p> <p><b>Professional standards:</b></p> <ul style="list-style-type: none"> <li>• Ensures development of professional and ethical standards for teachers in consultation with the Council.</li> <li>• Sets up disciplinary committees</li> <li>• Reviews decisions of district disciplinary committees</li> <li>• Gives approval for suspension in consultation with the Council</li> <li>• Revokes teachers license in consultation with the Council</li> <li>• Approves re-registration of suspended teachers in consultation with the Council</li> </ul> <p><b>Registration &amp; licensing:</b></p> <ul style="list-style-type: none"> <li>• Ensures professional standards require for registration are developed and enforced.</li> <li>• Periodically reviews professional practice and ethical</li> </ul>

	<p>standards for teachers and teaching</p> <ul style="list-style-type: none"> <li>• Carries out approved recommendations of the Council.</li> <li>• Recommends and ensures the implementation of sanctions relating to teacher discipline.</li> <li>• Recommends guidelines for teacher professional ethics and standards.</li> <li>• Recommends guidelines for promotions, awards and other incentives.</li> <li>• Provides guidelines for employment of unregistered and unlicensed teachers.</li> <li>• Sets guidelines for upgrading of teaching licenses</li> <li>• Collates and analyzes field reports for the attention of the Executive Director</li> <li>• Performs any other duties that may be assigned from time to time by the Executive Director.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social studies and related field</li> <li>• Minimum of 10 years post qualification relevant work experience in reputable Institution, 5 years of which should in a senior management position</li> <li>• Teaching experience would be an advantage</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong managerial and leadership skills</li> <li>• Excellent understanding and knowledge of the Education system in Ghana</li> <li>• Adequate knowledge of issues related to teacher professional development and ethics.</li> <li>• Strong strategic planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Director</b> - Administration and Finance  <b>Mandate</b> – To direct and provide leadership through technical and managerial expertise with respect to administration, finance and general services (including IT, procurement and transport) for the NTC as outlined in the mandate of the Council.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Ensures availability, effectiveness and efficient management of resources to support the activities of the Council</li> <li>• Provides input for the development of policy proposals for strategic human resource management</li> <li>• Assists Executive Director in servicing the Council</li> <li>• Responsible for the development and management of ICT infrastructure for the Council</li> <li>• Ensures the preparation of annual budget, work-plan and strategic plan</li> <li>• Designs and maintains internal control systems for the procurement of goods and services in accordance with the relevant procurement law and other regulations</li> <li>• Develops guidelines for determining the human resource requirements and training needs Coordinate the development of framework for policies and practices related to</li> </ul>

	<p>administration and logistics</p> <ul style="list-style-type: none"> <li>• Advises management on Financial Administration Act, Internal Audit Agency Act, Procurement Act, and any other financial regulations approved by the Government</li> <li>• Ensures the judicious use of funds in accordance with relevant financial regulations</li> <li>• Develops financial policies and procedures for planning and budgeting</li> <li>• Performs any other duties that may be assigned from time to time by the Executive Director.</li> <li>• Provides technical advice on administration and logistics of the Council</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in Administration, Social Sciences or other related field</li> <li>• Minimum of 10 years post qualification relevant work experience in reputable Institution, 5 years of which should in a senior management position</li> <li>• Teaching experience would be an advantage</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of relevant administrative procedures, laws and regulations</li> <li>• Strong managerial and leadership skills</li> <li>• Familiar with the Education system in Ghana</li> <li>• Strong strategic planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Deputy Director -</b> Administration, HR &amp; General Services</p> <p><b>Mandate</b> - To provide technical and administrative support with respect to administration, human resources and general services (including IT, procurement, transport) for the NTC as directed.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Ensures effective and efficient management of resources to support the activities of the Council</li> <li>• Implements and disseminate current policy and changes for human resource management</li> <li>• Implements, develops and manages the ICT infrastructure for the Council</li> <li>• Develops guidelines for determining the human resource requirements and training needs</li> <li>• Performs any other duties that may be assigned from time to time by the Director A&amp;F</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in Administration, Social Sciences or other related field</li> <li>• Minimum of 8 years post qualification relevant work experience in reputable Institution, 4 years of which should in a senior management position</li> </ul>

	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of relevant administrative procedures, laws and regulations</li> <li>• Good managerial and leadership skills</li> <li>• Familiar with the Education system in Ghana</li> <li>• Good planning and analytical skills</li> <li>• Excellent communication and negotiation skills</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Deputy Director -Finance</b>  <b>Mandate</b> - To provide technical and operational support with respect to financial management for the NTC as directed.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Leads in the preparation of annual budget, work-plan and strategic plan</li> <li>• Implements and maintains internal control systems for financial and budgetary systems</li> <li>• Implements and maintains internal control systems for procurement of goods and services in accordance with the relevant procurement law and other regulations</li> <li>• Ensures management of goods received and store functions are carried out in accordance with existing regulations.</li> <li>• Ensures the preparation of financial reports for the Board.</li> <li>• Keeps a database on budget and financial reports for monitoring and evaluation</li> <li>• Performs any other duties that may be assigned from time to time by the Director F&amp;A</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in Business Administration, professional qualifications (ACCA, CA Ghana or equivalent)</li> <li>• Minimum of 8 years post qualification relevant work experience in reputable Institution, 4 years of which should in a senior management position</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of relevant financial and administrative procedures, laws and regulations</li> <li>• Good managerial and leadership skills</li> <li>• Familiar with the Education system in Ghana</li> <li>• Good planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Deputy Director - Professional &amp; Materials Development</b>  <b>Mandate</b> - To provide technical and operational support in professional and material development</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Provides guidelines and ensures provision of adequate facilities for INSET.</li> <li>• Prepares professional development reports on teachers from MDA’s and MMDA’s and submit to Director R&amp;PD.</li> <li>• Designs INSET activities for implementation</li> <li>• Provides quality professional development materials for teaching.</li> </ul>

<p>as directed.</p>	<ul style="list-style-type: none"> <li>• Provides input for the production of annual reports of the Council</li> <li>• Develops improved standards and strategies for teaching.</li> <li>• Provides input into policy formulation on teacher professional development.</li> <li>• Responsible for performance management of the unit.</li> <li>• Monitors own performance against agreed objectives.</li> <li>• Performs any other duties that may be assigned from time to time by the Director R&amp;PD.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social science and related field</li> <li>• Minimum of 8 years post qualification relevant work experience in reputable Institution, 4 years of which should in a senior management position</li> <li>• Teaching experience would be an advantage</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good managerial and leadership skills</li> <li>• Good understanding and knowledge of the Education system in Ghana</li> <li>• Adequate knowledge of teacher preparation and teacher professional development issues.</li> <li>• Good planning and analytical skills</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Deputy Director - Research &amp; M&amp;E</b>  <b>Mandate</b> - To provide technical and operational support in research and monitoring and evaluation as directed.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Monitors and evaluates professional development and practice of teaching</li> <li>• Develops monitoring and evaluation framework and standards for INSET activities</li> <li>• Undertakes ongoing research for teacher professional development.</li> <li>• Provides input for the production of annual reports of the Council</li> <li>• Monitors and evaluates standards and strategies for teaching and recommend improvements.</li> <li>• Collates and analyzes supervisor’s field reports for the attention of the Director R&amp;PD</li> <li>• Provides input into policy formulation on teacher professional development.</li> <li>• Responsible for performance management of the unit.</li> <li>• Monitors own performance against agreed objectives.</li> <li>• Performs any other duties that may be assigned from time to time by the Director R&amp;PD.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social science and related field</li> </ul>



	<ul style="list-style-type: none"> <li>• Minimum of 8 years post qualification relevant work experience in reputable Institution, 4 years of which should in a senior management position</li> <li>• Teaching experience would be an advantage</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good managerial and leadership skills</li> <li>• Good understanding and knowledge of the Education system in Ghana</li> <li>• Adequate knowledge of teacher preparation and teacher professional development issues.</li> <li>• Good planning and analytical skills</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Deputy Director – Registration &amp; Licensing</b>  <b>Mandate</b> - To provide technical and operational support in registration and licensing as directed.</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Implements professional standards developed for registration and licensing of teachers.</li> <li>• Provides recommendations of candidates for registration and licensing as teachers</li> <li>• Provides recommendations for the revocation of registration and licensing of teachers</li> <li>• Maintains records and database of registered teachers.</li> <li>• Maintains records and database of licensed teachers.</li> <li>• Maintains records and database of unregistered and unlicensed teachers.</li> <li>• Responsible for performance management of the department.</li> <li>• Performs any other duties that may be assigned from time to time by Director PSR&amp;L.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social studies and related field</li> <li>• Minimum of 8 years post qualification relevant work experience in reputable Institution, 4 years of which should in a senior management position</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good managerial and leadership skills</li> <li>• Excellent understanding and knowledge of the Education system in Ghana</li> <li>• Adequate knowledge of issues related to teacher professional development and ethics.</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Good planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Good computer skills</li> <li>• Good inter personal skills</li> </ul>
<p><b>Deputy Director – Professional Standards</b>  <b>Mandate</b> – To provide</p>	<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Implements the professional and ethical standards developed for teachers and teaching.</li> </ul>

<p>technical and operational support in professional standards as directed.</p>	<ul style="list-style-type: none"> <li>• Conducts ongoing review of professional practice and ethical standards for teachers and teaching</li> <li>• Recommends the framework for licensing and registration of teachers</li> <li>• Sets up disciplinary committees and review decisions of disciplinary committees</li> <li>• Recommends suspension and/or revocation of licensing and registration of teachers</li> <li>• Recommends re-registration of suspended teachers</li> <li>• Responsible for performance management of the department.</li> <li>• Performs any other duties that may be assigned from time to time by Director PSR&amp;L.</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master’s Degree from an accredited Tertiary Institution in an Education, social studies and related field</li> <li>• Minimum of 8 years post qualification relevant work experience in reputable Institution, 4 years of which should in a senior management position</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good managerial and leadership skills</li> <li>• Excellent understanding and knowledge of the Education system in Ghana</li> <li>• Adequate knowledge of issues related to teacher professional development and ethics.</li> <li>• Awareness and/or interest in Gender issues and concepts</li> <li>• Good planning and analytical skills</li> <li>• Excellent communication, presentation and negotiation skills</li> <li>• Good computer and inter personal skills</li> </ul>
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## 4. Operational and Financial Management Framework for National Teaching Council

### HUMAN RESOURCE MANAGEMENT

**STAFF RECRUITMENT:** The appointing authority for Category ‘A’ posts in the NTC shall be the President of Ghana, acting on the advice of the governing body i.e. in consultation with the Public Services Commission.

The appointing authority for Categories ‘B’, ‘C’, ‘D’, ‘E’ and ‘F’ posts shall be the governing boards of the NTC in accordance with the approved Scheme of Service.

The Secretariat of the NTC shall determine its staffing needs, which should be captured in its annual plans and budgets for approval by the governing body. When such requests are approved, the positions shall be advertised and qualified personnel recruited to fill the vacant positions.

**INTEGRATED PERSONNEL PAYROLL DATABASE (IPPD):** Inputs for processing salaries shall be generated, authorized and signed by the Executive Director/Director F&A/Deputy Director – HR and submitted to the CAGD for processing. Similarly, salaries, wages and allowances levels and rates shall continue to be determined at the central level in accordance with the public sector pay policy.

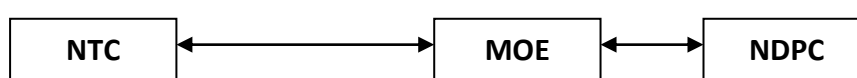
**PROMOTIONS:** The procedure for making promotions shall be in accordance with the relevant Scheme of Service and subject to the availability of vacancies in the grade. Promotions shall be **based on merit** and in accordance with the approved Scheme of Service.

**STUDY LEAVE:** Approval for study leave (with or without pay) shall be done by the governing board of the NTC and shall be guided by financial capacity and human resource priorities.

### PLANNING

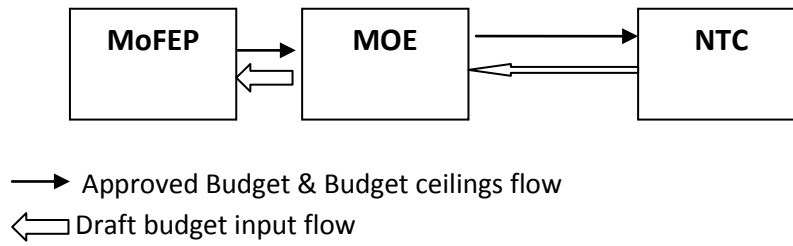
The secretariat of the NTC will prepare plans in line with development objectives of the MoE and the governing body. The draft plans shall be presented to the governing board of the NTC for approval and onward submission to the MoE for approval and submission to the National Development Planning Commission (NDPC) for alignment and integration into the National Development Plan. The approved plan is then integrated into the MoE’s plans.

**Figure 4.1: Planning process for the NTC.**



**BUDGETING:** The budgeting process follows planning and priorities set by the NTC. Budgets shall be prepared using Activity based format for integration into MoE’s budget. The Ministry of Finance and Economic Planning shall allocate budget ceilings to the NTC through MoE. The MoE shall inform the NTC of the disaggregated budget ceilings for the year on the basis of funding allocation policy guidelines established and approved by MoE in consultation with the governing board of the NTC. The MoE shall disaggregate and send approved budget separately to the NTC for implementation.

**Figure 4.2:  
Budgeting processes of the NTC**



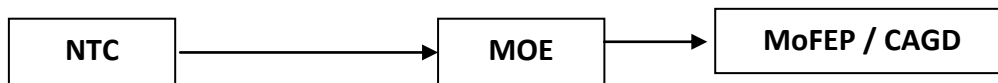
**PROCUREMENT**

The Procurement Act 663 provides the legal and general rules governing procurement in the public sector of the economy. The NTC created by Act 778 derive all its funds from the public purse and therefore Act 663 covers all procurement actions by the NTC.

**FINANCIAL MANAGEMENT RELATIONSHIPS AND TRANSFER MECHANISMS FOR THE NTC**

The NTC shall submit request for funds to MoFEP/CAGD through MoE. Funds shall be released for programmes and expenditure as approved.

**Figure 4.3: Funds request information flow**



**Figure 4.4: Funds Releases Flow arrangement**

