

GHANA EDUCATION SERVICE

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REPUBLIC OF GHANA

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

Ref. No. GES/HQ/HRMD/SEC/21/014

REGIONAL DIRECTORS

27th May 2021

RESPONSIBILITY ALLOWANCE FOR PERSONNEL OF GHANA EDUCATION SERVICE

Management has noted that there are lots of misinterpretation over the issue of Responsibility Allowance within the Service, especially among staff, and wishes to offer the following clarifications:

Teaching Staff

1. Responsibility Allowance is payable to only professional teachers who are of the following ranks:

- ❖ Deputy Director
- ❖ Assistance Director I
- ❖ Assistant Director II
- ❖ Principal Superintendent

2. Responsibilities which attract the allowance among the teaching staff are:

- ❖ School Head (Basic)
- ❖ Headmasters/Mistresses (SHS)
- ❖ Assistant Headmasters/Mistresses (SHS)
- ❖ Chaplains/Imams
- ❖ Form Master/Mistress (Class Master/Mistress)
- ❖ Guidance and Counselling Co-ordinators
- ❖ Heads of Departments (Programme Heads)
- ❖ House Master/Mistress
- ❖ Frontline Heads (at Districts, Regions)
- ❖ Unit Heads (Headquarters)

For the avoidance of doubt, Head of Department refers to the following Departments:

- a) Agricultural Science
- b) Business
- c) Technical
- d) Home Economics
- e) Visual Arts
- f) General Science
- g) General Arts
- h) Languages
- i) Mathematics and ICT

Non-Teaching Staff

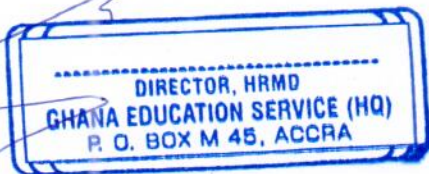
Non-teaching staff entitled to Responsibility Allowance are:

- a) Principal Accountant (Substantive)
- b) Principal Internal Auditor (Substantive)
- c) Principal Administrative Officer (Who has duly been posted as Head of the Administrative Unit by the Regional Director of Education to a School/Office).

Staff are also to note that their respective responsibilities are factored into the salary level on the Single Spine Salary Structure. Therefore, there is no separate salary line for Responsibility Allowance on the payslip.

It is the belief of Management that these clarifications should bring to rest some of the agitations within some sections of staff.

Thank you.



ADJOA VAN VICKER(MRS)
DIRECTOR, HRMD
For: DIRECTOR-GENERAL

- Cc:** The Director-General, GES, Accra
The Deputy Director-General (MS), GES, Accra
The Deputy Director-General (Q&A), GES, Accra
The Chief Internal Audit, GES, Accra
The Head, IPPD Unit, GES, Accra