



POLICE RECRUITMENT 2021

GENERAL DUTY RECRUITS, TRADESMEN GRADUATES (GENERAL DUTY AND PROFESSIONALS)



1. The Ghana Police Service will from 27th August, 2021 offer employment opportunity for qualified Ghanatans who are interested in Law Enforcement to apply to join the Police Service. The available categories are General Duty Recruits, Tradesmen Recruits, Graduates (General Duty) and Graduates Professionals. There are sub-categories of Tradesmen and Graduate Professionals. However, all Applicants must satisfy all general requirements in addition to specific requirements for a chosen category/sub category. The application process shall be originated online; therefore, physical submission of application forms shall not be accepted.

2. GENERAL REQUIREMENTS:

All Applicants shall satisfy these requirements in addition to the specific requirement for a specific category. An Applicant must:

- be a Ghanaian by birth;
- be of good character;
- be without criminal records;
- not have been dismissed from any public service or any other employment;
- not be more than the age stated for a specific category by 01/12/2021
- be at least 5 feet 8 inches (173cm) tall for males and 5 feet 4 inches (163cm) for females;
- be physically and medically fit by Ghana Police Service standards;
- possess BECE Certificate
- be ready to undergo basic Police training and other forms of training;
- graduate applicants must have completed National Service.

3. CATEGORIES OF ENTRY:

A. GENERAL DUTY RECRUITS: In addition to the general requirements an applicant;

- must not be less than 18 years by 26/08/2021 and not more than 30 years by 01/12/2021.
- must possess a minimum of five passes in SSCE/WASSCE including Mathematics and English or
- GES (COTVET) Certificate II in any Technical or Vocational Programme or
- City & Guilds Certificate in any Technical or Vocational Programme or
- GES/NACVET/GSS in any Technical or Vocational Programme

B. TRADESMEN RECRUITS:

In addition to the general requirements, an applicant who applies to this category must satisfy the requirements stated under the specific sub-category:

- MOTOR VEHICLE MECHANICS:** In addition to the general requirements, an applicant
 - must not be more than 30 years by 01/12/2021 and must possess any of the following:
 - GES (COTVET) Certificate II in Automobile Engineering;
 - GES Intermediate Certificate in Vehicle Mechanic?
 - City & Guilds Certificate in Mechanical Engineering;
 - City & Guilds in Intermediate (Internal Combustion Engines and Motor Vehicle)

ii. DRIVERS/RIDERS: In addition to the general requirements an applicant;

- must not be more than 30 years by 01/12/2021.
- must possess five (5) passes in SSCE/ WASSCE or
- GES (COTVET) Certificate II in any Technical or Vo-

ational Programme.

- City & Guilds Certificate in any Technical or Vocational Programme.
- GES/NACVET/GSS in any Technical or Vocational Programme.
- must possess Drivers' License 'B' or above which should not be less than two (2) years old.
- Must possess Drivers' License 'A' which should not be less than two (2) years old.

C. GRADUATES (GENERAL DUTY):-

a. Degree Holders:

In addition to the general requirements an applicant

- must not be more than 35 years by 01/12/2021.
- must have a minimum of a Bachelor's Degree (at least Second Class Lower Division) from any recognized university.

b. HND/Holders:

In addition to the general requirements an applicant

- must not be more than 35 years by 01/12/2021
- must hold HND in any field of study from a recognized University, Polytechnic or any Tertiary Institution accredited by the Ghana Accreditation Board.

c. Diploma holders:

In addition to the general requirements an applicant

- must not be more than 35 years by 01/12/2021
- must hold a Diploma in any field of study from a recognized University, Polytechnic or any Tertiary Institution accredited by the Ghana Accreditation Board.

D. GRADUATE PROFESSIONALS:

In addition to the general requirements, an Applicant who applies to this category must satisfy the requirements stated under the specific sub-category:

i. COMMUNICATIONS AND PUBLIC AFFAIRS OFFICERS:

In addition to the general requirements an applicant

- must not be more than 35 years by 01/12/2021.
- must have any of the under listed minimum qualifications with not less than two (2) years post qualification working experience.
 - BA Communication Studies;
 - BA Journalism;
 - BA Public Relations;
 - BA English Language;
 - BA Photography.
 - HND/Diploma in Communication Studies, Journalism, Public Relations And Photography

ii. LANGUAGE SPECIALIST:

- Bi-Lingual:** In addition to the general requirements, an applicant;
 - must not be more than 35 years by 01/12/2021.
 - must have a degree in one of French, Spanish, Chinese or Arabic.
 - must be fluent in one of French, Spanish, Chinese or Arabic.

iii. LEGAL OFFICERS (LAWYERS): In addition to the general requirements, an applicant

- must not be more than 35 years by 01/12/2021.
- must have been called to the Bar and must have completed pupillage in addition to having a valid license to practice in Ghana.
- must be a member of the Ghana Bar Association in good standing.

iv. CLINICAL PSYCHOLOGIST: In addition to the general requirements, an applicant

- must not be more than 35 years by 01/12/2021.
- must have MPhil in Clinical Psychology or Masters in Counseling;
- must have been registered with the GPC as a professional

with minimum of 2 years working experience in the field besides internship.

v. MEDICAL SPECIALIST: An applicant must not be more than 35 years by 01/12/2021.

- must have MB ChB/BDS or its equivalent from a recognized College; plus, a relevant Post Graduate qualification to the level of Membership/Fellowship of the Ghana College of Physicians and Surgeons (GCPS/WACS/WACP) in addition to at least two (2) years post qualification experience in any of the following professions;

- General Surgeons;
- Obstetrics / Gynecologists;
- Physician Specialist;
- Ophthalmology;
- Ear Nose and Throat;
- Doctor Anesthetist.
- Othopaedic Surgeon
- Psychiatrist
- Plastic Surgeon
- Dental Surgeon
- Emergency Physician Specialists

vi. PHARMACIST: In addition to the general requirements, an applicant

- must not be more than 35 years by 01/12/2021.
- must possess a minimum of Bachelor of Pharmacy Degree (BPharm) (at least Second-class Lower Division) or Doctor of Pharmacy (PharmD) from a university accredited by the Ghana Accreditation Board,
- be registered with the Pharmacy Council and the Pharmaceutical Society of Ghana with at least one (1) year post National Service working experience as a pharmacist.

vii. MEDICAL DOCTORS: In addition to the general requirements, an applicant

- must not be more than 35 years by 01/12/2021.
- must have MB ChB/BDS or its equivalent in addition to a permanent registration with the Ghana Medical and Dental Council
- must have at least one (1) year post qualification working experience in a recognised health facility.

viii. RADIOLOGIST: In addition to the general requirements an applicant

- must not be more than 35 years by 01/12/2021.
- must be a member of Ghana College of Physicians and Surgeons or West African College of Physicians.

ix. SONOGRAPHERS: In addition to the general requirements an applicant

- must not be more than 35 years by 01/12/2021.
- must have Bsc in Sonography.

x. CERTIFIED REGISTERED ANAESTHETIST: In addition to the general requirements, an applicant

- must not be more than 35 years by 01/12/2021.
- must have Bsc or Advance Diploma in Anaesthesia.

xi. MEDICAL LABORATORY ASSISTANTS: In addition to the general requirements, an applicant

- must not be more than 30 years by 01/12/2021
- must have SSCE/WASSCE together with Certificate in Medical Laboratory Technology plus two (2) years post qualification internship.

xii. HEALTH INFORMATICS: In addition to the general requirements, an applicant

- Must not be more than 30 years by 01/12/2021
- must have a degree, HND or Diploma in health Statistics.

xiii. NURSING SERVICES: In addition to the general requirements, an applicant

- must not be more than 30 years by 01/12/2021.
- must be registered with the Nursing & Midwifery Council



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- must possess at least a Diploma in the relevant area of Nursing listed below;
 - a. ENT Nurses;
 - b. Intensive Care Nurses;
 - c. Nurse Anesthetists;
 - d. Ophthalmic Nurses;
 - e. Orthopaedic Nurses;
 - f. Psychiatric Nurses;
 - g. Public Health Nurses;
 - h. Theatre Nurses (Peri-operative)
 - i. Midwives
 - j. Registered General Nurses
- xiv. **SPECIALIZED NURSING:** In addition to the general requirements, an applicant
 - must not be more than 35 years by 01/12/2021.
 - must be a Registered General Nurse.
 - must have a minimum of a Bachelor Degree in Nursing (at least Second-Class Lower Division) from an accredited University and a qualification in any of the speciality listed below with at least two (2) years post qualification experience:
 - a. Critical Care;
 - b. ENT;
 - c. Peri-Operative;
 - d. Emergency Care;
 - e. Pediatrics;
 - f. Ophthalmic Nursing
- xv. **PHYSICIAN ASSISTANT:** In addition to the general requirements, an applicant
 - must not be more than 35 years by 01/12/2021.
 - must have a Bsc. Physician Assistantship (at least Second-Class Lower Division) from an accredited University and two (2) years post qualification experience.
 - must have permanently registered with the Ghana Medical and Dental Council
- xvi. **CLINICAL NUTRITIONIST:** In addition to the general requirements, an applicant;
 - must not be more than 35 years by 01/12/2021.
 - must have Bsc. in Nutrition (at least Second-Class Lower Division) from a university accredited by the Ghana Accreditation Board, with at least one (1) year post National Service working experience as a nutritionist in a recognised health facility.
- xvii. **LABORATORY TECHNOLOGIST:** In addition to the general requirements, an applicant;
 - must not be more than 35 years by 01/12/2021.
 - must have Bsc in HND/Diploma in Medical Laboratory Science.
- xviii. **BMS / HISTO TECHNOLOGIST:** In addition to the general requirements, an applicant;
 - must not be more than 35 years by 01/12/2021.
 - must have Bsc in Histopathology with Histo-Technology background.
- xix. **PHYSIOTHERAPIST:** In addition to the general requirements, an applicant;
 - must not be more than 35 years by 01/12/2021.
 - must have MSc. Physiotherapy from a university accredited by the Ghana Accreditation Board, with at least one (1) year post National Service working experience as a Physiotherapist in a recognised health facility.
- xx. **PUBLIC HEALTH OFFICER:** In addition to the general requirements, an applicant
 - must not be more than 35 years by 01/12/2021.
 - must have Bsc. Environmental Science or Bsc. Public Health (Environmental Health or Disease Control Option) (at least Second-Class Lower Division) from a University accredited by the Ghana Accreditation Board., with at least
 - must have one (1) year post National Service working experience as a Public Health Officer in a recognised health facility.

4. MODE OF APPLICATION

An applicant must do the following:

- A. read through the entry requirements thoroughly
- B. have your official name, date of birth, height, active email address and mobile phone number handy
- C. have your passport sized photograph of 200 x 180 pixels di-

mension of JPEG/JPG format with size not exceeding 2.0 MB ready to be uploaded.

- D. Mode of payment for application will be by the use of both Mobile Money transfer and purchase of voucher at GCB Bank.
- E. The purchased Voucher contains a Serial Number and a Code (PIN which is uniquely assigned to the applicant. The Serial Number and PIN together with the phone number of applicant are the only means of accessing the online Application Form. Keep the Voucher safely as it would be required in further activities of the application process, even after an applicant has been successful in the initial stages.
- F. Having purchased a Voucher, the applicant should log on to the online recruitment portal at <https://upgrade-pol.gh.services> with these recommended browsers; (1) Mozilla Firefox (2) Google Chrome or (3) Internet Explorer. A page will open, which will require the applicant to confirm a voucher number or sign in.
- G. Click on confirm voucher, a new page will open, which will require you to answer a few questions leading to the creation of account. This is how to create an account:
 - i. enter the email address on the purchased Voucher;
 - ii. pick or choose any password which will be known to you alone and which you can remember;
 - iii. confirm the password; and
 - iv. verify the Voucher purchased by entering the Serial Number and PIN Number.
- H. Continue the process by following the prompts and entering or uploading the required or necessary data including:
 - i. personal information;
 - ii. preferred screening centre;
 - iii. preferred category;
 - iv. educational background including JHS/JSS Information (mandatory) etc;
 - v. passport sized photograph;
 - vi. note that the data fields marked with asterisk (*) are mandatory and one must provide data in those fields;
 - vii. click on NEXT button to progress to the next step until the entries are completed.
- I. An applicant should ensure that all information submitted is accurate. Review your information on the summary page by reading through the summary page carefully. Click on the EDIT button if there are any changes to be made. You may also SAVE your entries by clicking on the NEXT button. If you want to return to the page later to edit or continue with the entries, click on the LOG OUT button. When all entries are done, you submit your application by clicking on the "GENERATE YOUR DECISION" button to complete the first stage of the application process.
- J. Once the "GENERATE YOUR DECISION" button is clicked, you cannot make any changes to the Application Form. The decision on the Application will show on the screen either as 'QUALIFIED' for an Applicant who has qualified for the next stage of the application process or 'NOT QUALIFIED' for an Applicant who has been disqualified. The reason(s) for disqualification will be displayed on the page. Print and keep a copy of the generated report as you will be required to present it at the next stage of physical screening. An instant message will be sent to you via e-mail and text message, which reveals a tracking number for qualified Applicants.
- K. You should wait until you hear from the Ghana Police Service. Do not call the Police or visit any office of the Ghana Police Service regarding your application. However, you can track your application by following this process:
 - i. Visit the tracking website at <https://tracking.police.gov.gh>, services;
 - ii. Enter your tracking number and SUBMIT.
 - iii. Details of the stage of your application would, be displayed.
- L. An Applicant can also make enquiries about his/her application by the following process:
 - i. Visit the web page <https://info.police.gov.gh> services
 - ii. Enter the required fields and SUBMIT.
 - iii. You will receive an issue tracking code, which can be used to track your issue until it is resolved.
- M. A 'NOT QUALIFIED' Applicant can re-apply under a differ-

ent category which he/she may qualify for. This can be done by purchasing another Voucher. An Applicant who purchases multiple vouchers is advised to use the same email address and details used in purchasing the earlier voucher since these details would not change. Thereafter, follow this process:

- i. the new Voucher will provide a new Serial Number and PIN;
 - ii. log onto the online recruitment portal as usual and access your existing account;
 - iii. You would be sent directly to the CHOOSE CATEGORY page, from where you can select the newly preferred category and enter the required fields;
 - iv. continue the process as you did in the previous application;
- N. **RETRIEVE PASSWORD:** An Applicant who loses his /her password can retrieve it by visiting the sign in page and following the prompts.
- O. Also all Applicants who have completed the Online Application Form can have access to their decision page throughout the exercise, by revisiting the page.

P. CLOSING DATE:

Closing date for submission of all online applications is 2 weeks after it has been opened.

5. STAGES OF THE ENLISTMENT PROCESS

- A. Online Application which will promptly tell Applicants who qualify for the next stage that they have so qualified;
- B. This will be followed by body selection and physical screening of all relevant documents including birth certificate, academic certificates and transcripts. Applicants who qualify from this stage to the next shall be notified at the screening centre;
- C. Successful Applicants shall be scheduled for written examination (for Applicants who applied as General Duty and Tradesmen) and aptitude test (for Applicants who applied as Graduates and Professionals). Applicants who become successful and qualify for the next stage shall be notified.
- D. Applicants who applied as Graduates and Professionals and pass the written examination or aptitude test will be invited to attend an interview.
- E. Successful applicants shall undergo medical examination and thorough background checks. Vetting of certificates shall be conducted throughout the process and may continue even while they are at training.
- F. An Applicant who successfully goes through all the stages above and would not have had any undesirable background/ criminal record discovered at this stage would be invited to commence Training.
- G. After going through the required practical attachment and the stages of ranks as prescribed by the existing Police Policy Guideline (PPG) for Graduate entrants, such graduate and professional entrants will gain direct entry into the Police Academy.

6. ADMINISTRATION

- A. All communication with Applicants will be via Email, SMS and publication on the E-Recruitment Portal. There will be no telephone calls.
- B. Transportation/Feeding/Accommodation: Applicants are responsible for their own transportation, feeding and accommodation throughout the recruitment exercise. They are therefore advised to choose Screening Centre wisely.
- C. Cost. Applicants will bear the cost associated with the application process, including the cost of vetting and medical examination.
- D. The Ghana Police Service is an equal opportunity employer. Note that there are no middlemen in the recruitment process and the advertised vacancies are not for sale. Any person found parading as an agent or middleman or pays/receives money to act as such is liable for arrest and prosecution; persons who deal with such people do so at their own risk.
- E. Applicants who present false/fake documents are also liable for arrest and prosecution.
- F. Affidavit/documentation for change of date of birth shall not be accepted.
- G. Only shortlisted Applicants will be invited for further application processes.