

**Ghana Statistical Service  
Pre-Certification of Trainers for Censuses  
Recruitment Notice**

In accordance with the objectives of Ghana Statistical Service (GSS) - provision of quality, relevant, accurate and timely statistical information for the purpose of national development -, as stipulated in Clause 3 of the Statistical Service Act, 2019 (Act 1003), and oversight of capacity building in the statistical ecosystem, GSS routinely engages data collection personnel in the discharge of its duties. The engagement of field staff is preceded by trainings aimed at equipping trainees with the knowledge, understanding and application of the instruments for data collection. Due to the recurrence of this activity in the conduct of national censuses and surveys, GSS has resolved to certify trainers to engender the following: continuous learning, retraining and coaching; a three-way (GSS, field staff and respondents) trust building; equitable distribution of trainers across localities and enumeration areas; creation of a pool of trainers to be used by all data collection institutions; and institute a career development path for trainers.

The pre-certification programme, which combines virtual with in-person modules, will equip selected applicants with the tools to effectively communicate key concepts to other trainers and to enumerators. In addition, critical topics such as presentation skills, virtual presentation skills, classroom management, leadership and management and communicating effectively will be part of the training content. The upcoming population and housing census will be used to launch the maiden programme for the certification of trainers for data collection in Ghana.

Trainers engaged for the 2021 Population and Housing Census must be available from the start of the pre-certification training programme through to the end of the census exercise. The pre-certification programme will run from 15th October 2020 to 5th February 2021 for National Trainers and from 17th November 2020 to 5th March 2021 for Regional Trainers. After completing the pre-certification programme and carrying out their duties as trainers, they will be required to carry out additional responsibilities such as monitoring and report writing.

**Benefits**

The training will certify participants as professional trainers who have the communication, management, and leadership skills to effectively train others on a large and complex scale and qualify them as trainers for the upcoming Population and Housing Census and future censuses.

The pre-certification of trainers will make them eligible for participation in trainings for other national censuses and surveys of the Ghana Statistical Service which include but not limited to the periodic conduct of agriculture censuses and surveys, economic censuses and surveys, Ghana Living Standards Survey, Demographic and Health Surveys and the Multiple Indicator Cluster Surveys.

Trainers with the requisite background and knowledge will be the preferred option for GSS in the recruitment of field monitors and report writers. This is a unique advantage in the circumstance of a job search with the Service and other government agencies, research institutions, and academic institutions.

Trainers can progress from regional trainers through national trainers to earn certification as master trainers.

### **Roles and Responsibilities of Trainers**

- Conducting effective training of field personnel
- Planning and supervision of field practice
- Managing logistics
- Daily reporting and feedback
- Administering scheduled assessments
- Daily classroom management and supervision
- Enforcing adherence to health (COVID-19) protocols (for in-person trainings)
- Monitoring of trainings and field operations
- Report writing

### **Key Competencies/Experience**

- A postgraduate degree or equivalent experience as trainer for censuses/surveys
- A teaching background will be an added advantage for both levels of trainers

### **Application Process**

GSS therefore, invites interested persons who are meticulous and goal-oriented with leadership qualities to apply. **There are no fees required to apply.**

Eligible persons should apply online through <https://phc2020.statsghana.gov.gh>

#### *Requirements for Online Application*

1. Residential address including digital address
2. Employment status and experience (if any)
3. Age, sex, nationality
4. National ID (passport, driving license, voters ID or national ID)
5. Personal and emergency contact person's phone numbers
6. Email address
7. Recent digital or electronic passport size picture with white background (not more than three months old)
8. Copy of most recent certificate

Shortlisted applicants will be contacted and invited for an interview at the Offices of their Regional Statistician.

### **Enquiries**

For further information, applicants may email [phc2020recruit@statsghana.gov.gh](mailto:phc2020recruit@statsghana.gov.gh) or call the following numbers from 8 am – 8 pm: 059-147-6893, 020-685-0157, 055-162-5567, 059-147-6884 or 059-147-6895

### **Deadline**

Applications will be accepted until 30<sup>th</sup> September 2020 for National Trainers and 30<sup>th</sup> October for Regional Trainers.