

GENERAL RECRUITMENT EXERCISE 2021

GHANA IMMIGRATION SERVICE

Partnership with Volance

Ghana Immigration Service invites job applications from suitably qualified Ghanaians for enlistment in the Service.

QUALIFICATION AND COMPETENCIES

All candidates are to satisfy the following requirement:

1) GRADUATE ENTRY (GENERAL DUTIES)

- Must be a Ghanaian citizen by birth with no criminal record.
- Must possess a first degree from an accredited university.
- Must have completed National Service.
- Must be of a minimum age of 21 years and not more than 35 years by 31st December, 2021.
- Must be physically and medically fit.
- Must be of good character.
- Must not be bonded.
- Must have a minimum height of 1.73 metres (5ft 8inch) for males and 1.63 metres (5ft 4inch) for female.

2) HND

- Must be Ghanaian by birth with no criminal record.
- Must possess Higher National Diploma (HND).
- Must have completed National Service.
- Must be of a minimum age of 18 and not more than 30 years by December 31, 2021.
- Must be physically and medically fit.
- Must be of good character.
- Must not be bonded.
- Must have a minimum height of 173 cm (5ft 8inch) for Males and 163 cm (5ft 4inch) for females.

NB: HND must be from an accredited institution

3) DIPLOMA

- Must be Ghanaian by birth with no criminal record.
- Must possess a Diploma.
- Must have completed National Service.
- Must be of a minimum age of 18 and not more than 30 years by December 31, 2021.
- Must be physically and medically fit.
- Must be of good character.
- Must not be bonded.
- Must have a minimum height of 173 cm (5ft 8inch) for Males and 163 cm (5ft 4inch) for females.

4) DIPLOMA (STENOGRAPHERS)

- Must be Ghanaian by birth with no criminal record.
- Must possess Diploma in Business Studies (Secretaryship Option) or an NVTI equivalent.
- Must have completed National Service.

- Must be of a minimum age of 18 and not more than 30 years by December 31, 2021.
- Must be physically and medically fit.
- Must be of good character.
- Must not be bonded.
- Must have a minimum height of 173 cm (5ft 8inch) for Males and 163 cm (5ft 4inch) for females.

NB: Diploma must be from an Accredited Institution.

5) HND [CATERING/INSTITUTIONAL MANAGEMENT]

- Must be Ghanaian by birth with no criminal record.
- Must possess HND in Hotel, Catering and Institutional Management.
- Must have completed National Service.
- Must be of a minimum age of 18 and not more than 30 years by December 31, 2021.
- Must be physically and medically fit.
- Must be of good character.
- Must not be bonded.
- Must have a minimum height of 173 cm (5ft 8inch) for Males and 163 cm (5ft 4inch) for females.

6) DRESSMAKING/TAILORING

- Must be Ghanaian by birth with no criminal record.
- Must possess any of the following:
 - a. NVTI Certificate
 - b. GES Intermediate Certificate in Tailoring
 - c. GES or COVYET Certificate II in Tailoring
- Must be of a minimum age of 18 and not more than 30 years by December 31, 2021.
- Must be physically and medically fit.
- Must be of good character.
- Must not be bonded.
- Must have a minimum height of 173 cm (5ft 8inch) for Males and 163 cm (5ft 4inch) for females.

7) NON-GRADUATE ENTRY [RECRUITS - GENERAL DUTIES]

- All candidates are to satisfy the following requirements:
- Must be a Ghanaian citizen by birth with no criminal record.
 - Must hold SSSCE/WASSCE Certificate with Five (5) passes including either English OR Maths
 - Must be of a minimum age of 18 and not more than 30 years by December 31, 2021.
 - Must be physically and medically fit.
 - Must be of good character.
 - Must not be bonded.
 - Must have a minimum height of 1.73 metres (5ft 8inch) for Males and 1.63 metres (5ft 4inch) for Female.

Location: Nationwide Recruitment

HOW TO APPLY FOR THE JOB

1. The first step in applying is to purchase an Electronic Voucher at a cost of One Hundred Ghana Cedis (GHC 100.00) from the various branches of the GCB Bank Ltd across the country.

After the purchase of the E-Voucher, the applicant must go on-line using the address: <http://www.gisrecruitment.com> to fill in all the required information.

Applicants must note that they must enter the serial number of the voucher and fill out the online application. Upload a passport size photograph and click to submit.

2. USSD Code: Applicants can dial the short code *422*474, follow the prompt and allow payment via mobile money on all mobile networks. After payment is successful, a Serial Number & Pincode will be sent via SMS alert to the payee/applicant.

After receiving the Serial Number & Pincode the applicant must go online using the address: <http://www.gisrecruitment.com> to fill in all the required information.

It is important to note that the Ghana Immigration Service no longer sells forms for enlistment or recruitment.

NOTE:

- Sales of E-Vouchers begin from August 27, 2021 to September 15, 2021
- Filling of application forms online begins on August 27, 2021 and ends on September 15, 2021 at 5p.m.
- Candidates who meet the requirement will be shortlisted and informed about the next stage.

NO MIDDLEMEN

The Ghana Immigration Service wishes to caution the general public, especially prospective applicants, that some unscrupulous persons are going around duping unsuspecting applicants with the promise of getting them enlisted into the Ghana Immigration Service. It must be noted that no individual or group of persons can help anybody since the process is as transparent as possible and affords each prospective applicant an equal opportunity to be recruited in the Service. Anybody who presents himself/herself as such must be reported immediately to the police for his/her arrest and prosecution.

For Further enquiries, Call:

02915121318/ 0291502251 / 0291502325/ 0291502004

CLOSING DATE: September 15, 2021.

DAILY GRAPHIC, MONDAY, AUGUST 23, 2021.

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