



# GHANA NATIONAL FIRE SERVICE

SERVICE WITH COMPASSION

## GENERAL ENLISTMENT INTO THE OFFICER CORPS & RECRUITMENT INTO THE GHANA NATIONAL FIRE SERVICE 2021

### ELIGIBLE GROUP OF APPLICANTS: DEGREE, HND, WASSCE/SSCE, TECH/NVTI/ VOCATIONAL/COTVET , JSS (SPORTSMEN & DRIVERS).

The Ghana National Fire Service has opened enlistment/recruitment opportunity for eligible Ghanaian Citizens interested in Saving Lives and Property from the ravages of disaster.

#### 1. GENERAL ELIGIBILITY

Eligible applicant must:

- a. Be a Ghanaian citizen by birth.
- b. Be with no criminal record and of good character.
- c. Be physically and medically fit by Ghana National Fire Service standards.
- d. Be of a minimum height of 1.73 metres (5ft 8 Inches) for males and 1.63 metres (5ft 4 Inches) for females.
- e. Be within the age ranges stated below for the various category of applicants.
  - (1) Officer Corps (1<sup>st</sup> Degree Entry) - Be not less than **18 years** and not more than **35 years** of age by **21<sup>st</sup> September 2021**.
  - (2) HND Entry - Be not less than **18 years** and not more than **35 years** of age by **21<sup>st</sup> September 2021**.
  - (3) Recruits/Tradesmen
    - (a) Be not less than **18 years** and not more than **30 years** of age for General Duties and Tradesmen applicants and not more than by **21<sup>st</sup> September 2021**.
    - (b) Be not more than **35 years** of age for Drivers/Mechanics with a minimum Driver's License of **Class "D"**.

## **ENTRY REQUIREMENT FOR 2021 OFFICER CORPS (1<sup>st</sup> DEGREE ENTRY)**

2. In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have a minimum of **1<sup>st</sup> Degree** from an Accredited University in addition to at least **two (2)** years post working experience in the under-listed fields;
  - a. **Engineers**: Civil Engineering, Mechanical Engineering, Chemical Engineering, Electrical Engineering, Architectural Engineering, or Building Technology from an Accredited Tertiary Institution.
  - b. **Forensic Scientist**: Physics, Chemistry, Bio-Chemistry or Computer Science from an Accredited Tertiary Institution.
  - c. **Transport and Workshop Officers**: Logistics, Supply Chain Management or a related field from an accredited Tertiary Institution.
  - d. **Estate Officers**: Development Planning, Planning or a related field from an accredited Tertiary Institution.
  - e. **Marketing Officers**: Marketing, Marketing Management, Advertising or a related field from an accredited Tertiary Institution.
  - f. **Accounts Officers**: Procurement, Accounting, Business Management, Administration or a related field from an accredited Tertiary Institution.
  - g. **Human Resource Officers**: Human Resource Administration/Management, Consultancy
  - h. **Caterers/Hospitality**: Hospitality Management, Tourism or a related field from an accredited Tertiary Institution.
3. **REGISTERED GENERAL NURSES (RGN)**; Applicants must have a minimum of a **Degree** in Nursing from an Accredited Tertiary Institution.
4. **COUNSELORS**; Applicants must have a minimum of a 1st **Degree** in Counseling from an Accredited Tertiary Institution.
5. **PUBLIC RELATIONS OFFICERS**; Applicants must have a minimum of a 1st **Degree** in Communication Studies, Publishing Studies, Public Relations or Journalism from an Accredited Institution.
6. **LAWYERS**; Applicants must have the following:
  - a. **LLB/BL** qualification from an Accredited Institution.
  - b. Not More than 35 years of age.

## **ENTRY REQUIREMENT FOR 2021 RECRUITS AND HND ENTRY APPLICANTS**

### **HND ENTRY**

2. In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have an **HND** from an Accredited Tertiary Institution in addition to at least **two (2)** years post working experience in the under-listed fields;

- a. **Engineers**: Civil Engineering, Mechanical Engineering, Chemical Engineering, Electrical Engineering, Architectural Engineering, or Building Technology from an Accredited Tertiary Institution.
- b. **Forensic Scientist**: Physics, Chemistry, Bio-Chemistry or Computer Science from an Accredited Tertiary Institution.
- c. **Transport and Workshop Officers**: Logistics, Supply Chain Management or a related field from an accredited Tertiary Institution.
- d. **Estate Officers**: Development Planning, Planning or a related field from an accredited Tertiary Institution.
- e. **Marketing Officers**: Marketing, Marketing Management, Advertising or a related field from an accredited Tertiary Institution.
- f. **Accounts Officers**: Procurement, Accounting, Business Management, Administration or a related field from an accredited Tertiary Institution.
- g. **Human Resource Officers**: Human Resource Administration/Management, Consultancy
- h. **Caterers/Hospitality**: Hospitality Management, Tourism or a related field from an accredited Tertiary Institution.

### **GENERAL DUTIES**

7. **Firefighters and Rescue Crew**; In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:
  - a. **Four (4) Passes** in SSCE/WASSCE, a pass in English Language or Mathematics may be an added advantage but not a requirement .
  - b. **Four (4) credits** in the Ghana Education Service (GES) Intermediate Level Certificate, including English or Mathematics or ‘A’ Level / ‘O’ Level with credit in English.

## **TRADESMEN**

8. **Drivers and Driver Mechanics;** In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:

- a. SSCE/WASSCE, ‘O’/’A’ Level, GES Intermediate Level, NVTI Grades I & II Automobile Certificate, City and Guilds Certificate in Mechanical Engineering or J.S.S Certificate with 10 years driving experience.
- b. Driver License D (minimum).
- c. Minimum of three (3) years driving experience.

9. **IT TECHNICIANS;** In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:

- a. SSCE/WASSCE, ‘O’/’A’ Level, GES Intermediate Level.
- b. A Professional Certificate in Software Development, Website Development & Maintenance, Database Administration from an Accredited Institution.

10. **PAINTING AND WRITING;** In addition to satisfying the general requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:

- a. GES (COTVET) Certificate II in creative Arts Designs.
- b. GES Intermediate Certificate Painting and Decorative Craft.
- c. NVTI Certificate II in Painting and Decoration.

11. **REGISTERED GENERAL NURSES (RGN);** In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have a Certificate in Nursing from an Accredited Institution.

12. **BANDSMEN;** In addition to satisfying requirements “a”, “b”, “c”, “d”, and “e” in General eligibility, applicants must have SSCE/WASSCE certificate including the following:

a. **Regimental Band**

- i. Should be able to play more than one (1) Instruments including Clarinets, Bassoons, Flutes, Alto and Tenor Sax.
- ii. Should be able to read staff notations.
- iii. Percussion: Should be good at every aspect of Percussion.

b. **Dance Band**

- i. Keyboardist should be conversant with all types of songs.
- ii. Vocalist must be able to sing all types of songs and back the songs as well.
- iii. Bass and Lead Guitarist should be conversant with all types of songs.

13. **ELECTRONICS/AUTO ELECTRICIANS/ELECTRICAL ENGINEERING;** In addition to satisfying the general requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:
- COTVET Certificate II.
  - GES Intermediate Certificate.
  - City and Guilds Certificate in Electronics, Auto Electrician and Electrical Engineering.
14. **ELECTRICIANS;** In addition to satisfying the general requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:
- GES (COTVET) Certificate II in Electrical Engineering Technology.
  - GES Intermediate Certificate in Electrical Installation Work.
  - City & Guilds Certificate in Electrical Engineering.
15. **CATERERS/HOSPITALITY;** In addition to satisfying the general requirements “a”, “b”, “c”, “d”, and “e” in general eligibility, applicants must have the following:
- GES (COTVET) Certificate II in Hospitality and Catering Management.
  - GES intermediate Certificate in Food and Beverage Service.
16. **SPORTSMEN AND WOMEN;** In addition to satisfying "i", "ii " "iii "iv "v" applicants must have at least a BECE certificate and proven skills in at least two sports disciplines at the district or regional level.

## **MODE OF APPLICATION**

### **STEP ONE (1) - Purchase E-Voucher**

The cost of the E-voucher is **GHC 100.00** and can be purchased via three (3) platforms/alternatives as outlined below;

- USSD Code** – Applicants can dial the short code **\*422\*470#** follow the prompt and allow payment via mobile money on all mobile networks. After payment is successful, the **Serial Number & Pincode** are sent via SMS alert to the payee/applicant.
- In-Branch (All GCB Bank Branches)** – Applicants can walk into any GCB Bank Branch Nationwide and physically purchase an E-voucher from an assigned teller.
- 
- Web Direct** – Applicants can log-on to the application portal via url <http://www.gognfs.com> and select **“Buy E-Voucher”** on the welcome page, allow payment via Mobile Money, G-money, GCB Bank Account or VISA card. A printable voucher baring the **Serial Number** and **Pincode** is generated at the end of the transaction. Applicants can then proceed to the next page and commence application. Feature will be available from **Friday, 3<sup>rd</sup> September 2021**.

## **STEP TWO (2) - Application Process**

- a. Visit <http://www.gognfs.com>
- b. Read through the entry requirements thoroughly.
- c. Click on the **Apply Now** button. Applicants who purchase the E-voucher via “**Web Direct**” option shall straightaway click on “**Apply Now**” to commence the application process.
- d. Enter your e-voucher **Serial, Pincode** and select your type of qualification i.e. (JSS, TECHNICAL/VOCATIONAL, WASSCE, HND or DEGREE) and click on **Verify**.
- e. Be sure to upload a passport sized photo of dimension **2 X 2 Inches (192 X 192 pixels)** on a white background without a headgear or an eye-wear.
- f. Note that on completion of all required fields, you would be required to Preview/Review your application before finally submitting.
- g. Click on the ‘**Submit**’ button after double-checking all supplied details and expect an instant **SMS/Email** indicating receipt of application. The SMS/Email includes an **Unique ID**, which shall serve as an applicant’s identity throughout the remaining processes.
- h. Print a copy of your application report and present it when invited via sms for subsequent recruitment processes at the various regional screening centres.

## **RANK ON PASSING-OUT (HND ENTRY APPLICANTS)**

**Note:** HND Entry applicants shall be enlisted as Recruits but shall pass-out with the rank of Station Officer Grade II (STNOII).

## **SCREENING AND EXAMINATION**

Shortlisted applicants will be contacted via text message and e-mail for Screening and Examination at the Screening Centre selected during the online application.

## **MEDICAL EXAMINATION**

Applicants who are successful in the Screening and Examination will be invited in batches, for Medical Examination.

## **TRAINING**

Only applicants who make it through the Medical Examination will be further invited for training.

## **ADMINISTRATION**

1. All communication with Applicants will be via **email, SMS** and publication on the E-Recruitment portal. There will be no telephone calls.

2. **Transportation/Feeding/Accommodation:** Applicants are responsible for their own transportation, feeding and accommodation throughout the recruitment exercise. They are therefore advised to choose Screening Centers wisely.
3. **Cost:** Applicants will bear the cost associated with the application process, including the cost of vetting and medical examination.
4. **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.
5. Applicants who present false/fake documents are equally liable to arrest and prosecution.
6. Affidavit/documentation for change of date of birth shall not be accepted.

### **TIMELINES**

⇒ Sale of E-Vouchers starts on **Monday, 23<sup>rd</sup> August, 2021** and ends on **Friday, 16<sup>th</sup> September, 2021.**

⇒ Online application starts on **Wednesday, 1<sup>st</sup> September, 2021** and ends on **Sunday 19<sup>th</sup> September, 2021.**

### **NOTE**

⇒ Visit the official Ghana National Fire Service Website via address <http://www.gnfs.gov.gh> for more info or call

- 0571404797 – TrybeNet IT Support
- 0291702096/02991700037 – GNFS IT Unit

*Signed*

**ELLIS ROBINSON OKOE**  
HEAD  
PUBLIC RELATIONS



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