

Further Reading: Who is responsible for recruitment

The recruitment of teachers in the teaching service involves several actors with different roles, including:

TSC-HQ

- Has overall responsibility for the recruitment of teachers.
- Manages the recruitment process and subsequent deployment to schools.
- Adds teachers to the payroll system

TSC-DOs

- Provides the link between district and HQ.
- Receives and processes applications, ED forms, etc.

MBSSE

- Has overall responsibility for the recruitment of Principals and the appointment of Head Teachers.
- Signs ED Forms.

District Council-Education Committee

- Approves and signs ED forms.

School Management Committee

- Recommends recruitment.
- Conducts interviews of shortlisted candidates.

Board of Governors

- Recommends recruitment.
- Conducts interviews of shortlisted candidates.

Accountant General's Office/ Ministry of Finance

- Verifies the accuracy of the information provided by successful candidates.

National Social Security and Insurance Trust (NASSIT)

- Generates NASSIT account numbers for the attention of Accountant General's Office.
 - Adds new teachers into the government pension and insurance schemes.
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