

# 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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