



SCHOOL OF SOCIAL WORK
DEPARTMENT OF SOCIAL WELFARE
MINISTRY OF GENDER, CHILDREN
AND SOCIAL PROTECTION

APPLICATION FOR TRAINING IN SOCIAL SERVICES WORKFORCE

CERTIFIED COURSE

TARGET GROUPS

FOR DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY DEVELOPMENT (DSWCDs) STAFF IN THE MMDA LEVELS, ESPECIALLY DSWCDs WHO DO NOT HAVE ANY TRAINING IN SOCIAL WORK AS WELL AS COMMUNITY DEVELOPMENT PRACTICE.

Please refer to the attached instructional manual for an eligibility criteria and a guide to completing the application

APPLICATION PERIOD

20TH FEBRUARY - 9TH MARCH 2026

DURATION

SEVEN (7) WEEKS

FEE

FULLY SPONSORED

START AND END OF PROGRAM

23RD MARCH - 8TH MAY 2026

HOW TO APPLY

Online Application: Schools Portal; <https://ssw.mogcsp.gov.gh>

CONTACT DETAILS

 0302 776 300  www.ssw.mogcsp.gov.gh

 1st Kaajaano Street, Osu-Accra  ssw-osu@mogcsp.gov.gh




for every child



SCHOOL OF SOCIAL WORK

**DEPARTMENT OF SOCIAL WELFARE
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION**

**APPLICATION GUIDE FOR THE SOCIAL SERVICE WORKFORCE TRAINING
PROGRAMME**

BY

THE SCHOOL OF SOCIAL WORK

1. Introduction to the Programme

The Social Service Workforce (SSWF) Training is a short-term professional training programme designed to build the capacity of frontline public sector officers delivering social welfare and community development services at the local government level in Ghana.

The programme is implemented by the School of Social Work to strengthen professional competence, ethical practice, and service delivery standards within Ghana's decentralized social service system.

The training runs for **seven (7) weeks** and is offered **only when funding is available**, particularly through development partners. Admission is therefore **competitive and periodic**, not continuous.

2. Target Group

This programme is specifically designed for officers working under the **Department of Social Welfare and Community Development (DSWCD)** at the **Metropolitan, Municipal and District Assembly (MMDA)** levels.

The training particularly targets:

Officers currently delivering social welfare or community development services and do not have any formal academic or professional training in social work or community development.

This programme is **not open to the general public**.

3. Eligibility Criteria (Mandatory Requirements)

To qualify for admission, **all applicants must meet every requirement listed below**. Failure to meet **any one** requirement will result in automatic disqualification.

3.1 Employment Status

- Applicant must be a **Government of Ghana employee**
- Applicant must be **on the Government payroll**
- Proof of employment will be required during screening and verification

3.2 Years of Service

- Applicant must have **worked within an MMDA for a minimum of two (2) years**
- Years of service must be verifiable through official records

3.3 Current Role / Responsibility

Applicant must fall under **at least one** of the following categories:

- A **Departmental Head**
- A **Unit Head**
- An officer formally **assigned to an Integrated Social Services (ISS) programme**

Applicants must be able to demonstrate their role through appointment letters, duty schedules, or endorsement letters.

3.4 Age Requirement

- Applicant **must not be more than 54 years old** at the time of application
- Applicants **must have been born in 1972 or later**
- Date of birth will be verified using official documents

4. Documents Required for Application

Applicants must prepare and upload clear, readable copies of the following documents:

1. **Recommendation Letter** from the MMDA or Head of Department confirming:
 - Current position
 - Years of service
 - Relevance of applicant's role to social services
 - Current date that references the application period
2. **Curriculum Vitae (CV)** (maximum 3 pages)
3. **Passport size picture** (soft copy to upload during application and one hard copy to be presented to the school upon admission)

Incomplete or unclear documents may lead to disqualification.

5. Online Application Process (Step-by-Step)

All applications must be submitted **online** through the School's official website (<https://ssw.mogcsp.gov.gh>). **Manual or paper applications are not accepted.**

Step 1: Access the Application Portal

- Visit the School of Social Work's official website
- Navigate to the **Admissions / SSWSP Application** section (ssw.mogcsp.gov.gh)
- Carefully read all admission notices before proceeding

Step 2: Create or Access Applicant Profile

- Use a **valid and active email address**
- Ensure the email belongs to the applicant (not a colleague or supervisor)
- All official communication will be sent to this email

Step 3: Complete the Online Application Form

On the portal, complete each section accurately. Expect to provide information such as:

- Personal details (full name, date of birth, contacts)
- Employment details (GoG employment status, staff identification information)
- Current MMDA and department/unit information
- Your role classification (Departmental Head / Unit Head / ISS officer)
- Length of service within MMDA (confirm at least 2 years)

Accuracy matters. Wrong dates, inconsistent names, and incorrect postings are common reasons for rejection during validation

False or misleading information will result in disqualification even after admission.

Step 4: Upload Required Documents

Upload all required documents in **PDF format**. Ensure documents are legible and correctly labelled with the applicant's name eg. Kofi Adam_cv, Kofi Adam recommendation letter etc.

Maximum file size limits must be respected

- Proof of being a Government of Ghana employee (e.g., appointment letter or staff ID)
- Evidence of payroll status (e.g., recent payslip)
- Evidence of MMDA service duration (posting/transfer history or confirmation letter)
- Letter confirming your role as Departmental Head/Unit Head/ISS officer (where applicable)
- National ID / Birth document (for age verification)

Step 5: Review and Submit

Before you click submit:

- Confirm your name is correctly spelt
- Confirm your date of birth supports the age requirement
- Confirm your years of MMDA service is at least 2
- Confirm your role aligns with Departmental Head / Unit Head / ISS programme officer
- Confirm your phone number and email are correct

6. Application Deadline

- Applications are strictly **time-bound**
- Late applications will **not** be considered
- Applicants are strongly advised to apply **well before the deadline** to avoid technical challenges

7. Selection and Admission Process

- Applications are reviewed by an admissions and screening committee
- Meeting eligibility criteria **does not guarantee admission**
- Selection is based on:
 - Eligibility compliance
 - Role relevance
 - Regional and institutional balance
 - Available funding slots

Successful applicants will receive:

- An **official admission notification SMS** leading to the download of their admission letter from the SSW application portal.
- Instructions on registration, reporting dates, and programme commencement

8. Important Notes for Applicants

- The programme is **intensive and full-time** for the duration of seven weeks

- Applicants must obtain **official release** from their MMDA before accepting admission
- Attendance is mandatory; participants who fail to complete the programme may be withdrawn
- Submission of falsified documents will lead to disqualification and possible administrative sanctions

9. Enquiries and Support

For further clarification:

- Applicants should rely only on **official announcements** on the School's website
- Avoid unofficial sources or third-party intermediaries

10) Programme Disciplines (What You Will Be Trained In)

The flyer lists the key disciplines covered in the programme. Applicants should expect learning across areas such as:

- Integrated Social Services (ISS)
- Social Justice & Administration
- Introduction to Psychology
- Change Management & Communication Skills
- Introduction to Sociology & Community Development
- Contemporary Child and Family Welfare
- Social Protection & Policy
- Introduction to Social Work
- Social Case Work
- Online and Cyber Security

11) Official Contact Information (For Support and Enquiries)

Use the official contacts below when you need assistance:

- **Phone:** 0302 776 300
- **Website:** www.ssw.mogcsp.gov.gh
- **Email:** ssw-osu@mogcsp.gov.gh
- **Location:** 1st Kaajaaano Street, Osu – Accra

12) Common Mistakes to Avoid (Very Important)

To improve your chance of being shortlisted, avoid these issues:

- Applying when you are **not on GoG payroll**
- Applying with **less than 2 years MMDA service**
- Selecting an incorrect role category (not Dept Head/Unit Head/ISS)
- Entering a wrong date of birth (age requirement)
- Using someone else's phone number/email and then missing messages
- Waiting until the last day and facing network/portal delays
- Submitting incomplete information or inconsistent employment details

Final Reminder

This programme is a **professional capacity-building opportunity** aimed at strengthening Ghana's social service workforce. Applicants are encouraged to apply only if they fully meet the eligibility criteria and are prepared to commit to the entire duration of the training.