



ACCET

AFRICA CENTRE FOR
CRITICAL MINERALS &
ENERGY TRANSITION

Guiding Policy

HR & RECRUITMENT POLICY

Approved by the Governing Council: March 2026

www.accetafrica.org



HR & Recruitment Policy

1. Purpose

The purpose of this HR & Recruitment Policy is to establish fair, transparent, and consistent practices for the recruitment, management, and development of staff at ACCET. The policy ensures compliance with Ghanaian labour laws, promotes diversity and inclusion, and safeguards the Centre's values of accountability, professionalism, and equity.

2. Scope

This policy applies to:

- All employees of ACCET (permanent, contract, and temporary staff).
 - Interns, fellows, and volunteers engaged by ACCET.
 - Consultants and external service providers (where applicable).
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3. Guiding Principles

1. **Merit-Based Recruitment** – Employment decisions shall be based on qualifications, skills, and competencies.
 2. **Equity & Diversity** – ACCET is committed to gender balance, youth empowerment, and inclusion of marginalized groups.
 3. **Transparency** – All recruitment and HR processes shall be documented, fair, and open.
 4. **Compliance** – All HR practices shall adhere to Ghana’s Labour Act, 2003 (Act 651) and international labour standards.
 5. **Professional Development** – ACCET shall invest in building the capacity of its staff to achieve excellence.
 6. **Accountability** – Managers and staff are accountable for upholding the highest ethical standards.
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4. Categories of Employment

- **Permanent Staff** – Long-term employees with full benefits.
 - **Contract Staff** – Hired for specific projects or time-bound assignments.
 - **Temporary/Short-Term Staff** – Recruited for short assignments (less than 6 months).
 - **Interns & Fellows** – Students, researchers, or early-career professionals engaged for experiential learning.
 - **Consultants** – Independent experts contracted for specialized services.
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5. Recruitment Process

5.1 Workforce Planning

- Annual workforce planning shall be undertaken by the Executive Director and HR Officer, aligned with the strategic plan and budget.

5.2 Job Descriptions

- Each position shall have a clear **job description (JD)** outlining duties, qualifications, and reporting lines.

5.3 Vacancy Announcement

- Vacancies shall be advertised publicly (website, social media, professional networks) to ensure openness.
- Exceptions: internal promotions, secondments, or urgent hires (must be justified in writing).

5.4 Application & Shortlisting

- Applications shall be received electronically and screened based on JD requirements.
- A minimum of two HR/management staff shall review applications for fairness.

5.5 Selection & Interview

- A Selection Panel (minimum 3 members) shall conduct structured interviews and assessments.
- Selection shall be based on merit, demonstrated capacity, and alignment with ACCET values.

5.6 Appointment & Contracting

- Successful candidates shall receive a **formal letter of appointment** signed by the Executive Director.
- Contracts shall specify: job title, duration, remuneration, benefits, probation (if applicable), termination clauses, and confidentiality obligations.

5.7 Probation

- New employees shall serve a **six-month probationary period**, after which performance will be reviewed before confirmation.

6. Terms & Conditions of Employment

- **Working Hours:** Standard 40-hour work week (Monday–Friday), with flexibility for project demands.
- **Leave:** Annual leave, sick leave, maternity/paternity leave, and compassionate leave as per Ghana Labour Act.
- **Remuneration:** Salaries shall be competitive, reviewed annually, and paid in compliance with Ghana’s tax laws.
- **Benefits:** May include health insurance, social security (SSNIT), pension contributions, and allowances as approved by the Governing Council.

7. Performance Management

- Staff performance shall be appraised annually using a transparent evaluation framework.
- Performance appraisals shall inform promotions, contract renewals, and professional development plans.
- Non-performance shall be addressed through capacity support and, if unresolved, disciplinary measures.

8. Training & Development

- ACCET shall provide staff with opportunities for continuous learning through training, workshops, and professional courses.
- Priority will be given to capacity building in **research, policy engagement, resource governance, and energy transition**.
- A minimum annual budget shall be allocated for staff training.

9. Code of Conduct & Ethics

- Staff must demonstrate professionalism, integrity, and respect.
- Conflicts of interest must be declared in writing.
- Corruption, discrimination, and harassment (including sexual harassment) are strictly prohibited and subject to disciplinary action.

10. Grievance & Disciplinary Procedures

- Staff have the right to lodge grievances through a confidential HR process.
 - Grievances shall be reviewed within 14 days of submission.
 - Disciplinary measures (warnings, suspension, termination) shall follow due process under Ghanaian labour law.
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11. Equal Opportunity & Non-Discrimination

ACCET is an equal opportunity employer. Recruitment and HR decisions shall not discriminate based on gender, age, religion, ethnicity, disability, or political affiliation.

12. Exit & Termination

- Employees may resign with one month's written notice.
 - The Centre may terminate employment in line with Ghana's Labour Act.
 - Exit interviews shall be conducted to capture lessons for organizational improvement.
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13. Policy Review

This HR & Recruitment Policy shall be reviewed every **three years** or earlier if required, subject to approval by the Governing Council.

14. Effective Date

This policy shall take effect upon approval by the Governing Council of ACCET and shall remain binding on all staff and management.



ACCET

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